



地區簡化獎助金報告說明

District Simplified Grant Report Instructions

Complete and return to
The Rotary Foundation
1560 Sherman Avenue, Evanston, IL USA
Fax : 847 866 9759, Email : grants@rotaryintl.org

國際扶輪 3460 第區霧峰社 Machine/ Ed Wei/ Ken 翻譯 2006/3/27

- Progress reports are required every 12 months, and a final report is required within two months of the full expenditure of grant funds.
- 需每 12 個月提出進度報告，且於獎助金資金完全使用完之後兩個月內要提出結案報告。
- If the original DSG award exceeded \$25,000, an Independent Financial Review is also required every 12 months, and within two months of the full expenditure of grant funds.
- 如果原先的地區簡化獎助金獎金金額高於 US\$25,000 時，每十二個月也需提交一份獨立財務審查報告，且在全部獎助金資金使用完後兩個月內提出。
- Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant
- 要留存每一份你的紀錄報告以及所有支出收據憑證，至少在獎助金結案後保留三年。
- Do not send receipts to TRF unless requested.
- 除非被要求，不需送交收據送到扶輪基金會。
- If DSG funds were used to fund more than one project, complete a copy of the Individual Project Report for each project.
- 如果地區簡化獎助金資金用於一個以上的計畫時，每一個計畫都要填妥一份各別報告的副本。
- For consistency purposes, please use only one currency for the whole report. Normally this will be your country's currency
基於一致性的因素，整份報告請只用一種貨幣單位。通常，這是貴國的貨幣。
- Per Trustee policy, attach a bank statement and mark the entries that relate to the District Simplified Grant.
- 根據保管委員會政策，要附上銀行對帳單並且標明地區簡化獎助金相關的項目。（美國沒有存摺，所以銀行每個月份都會出一份當月的對帳單，台灣的銀行如果沒有另外印出每月費用的進出之報表，存摺影本～通常銀行行員會在上面蓋章，應該也可以）
- For final reports: If there is less than US\$200 remaining, please spend it on eligible items. If there is more than US\$200 remaining, it must be returned to TRF for credit back to the District's DDF account.
- 就結案報告而言：如果結餘金額低於美金 200 元，請將其花用於合宜的項目。如果結餘高於美金 200 元，必須將其返還給扶輪基金會，以便歸入該地區的地區指定用途基因帳戶內。
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an RI Newstip Form, available on the RI website at www.rotary.org. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.
如果一個計畫很明顯的顯示扶輪社有參與，並且值得公開報導，請填一份國際扶輪尖端新聞（RI Newstip）表格，可在國際扶輪網站下載取得。請附上參加活動者的照片，或能顯出扶輪社員參與此活動的照片。



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Cumulative Grant Information 獎助金累計資料 (boxes expand as you type 欄位會隨著打字而擴充)

District Simplified Grant Number: _____ Sponsoring District: _____
Reporting Period From _____ To _____ Progress report Final report

District-Level Questions 地區層級的問題

1. Describe the process that district leaders used to choose projects and distribute DSG funds. 請描述地區領導人選擇計畫與分配地區簡化獎助金資金的過程。

2. Provide an account of lessons learned by implementing this grant, and how the lessons learned will improve future grant-funded projects 提供一個經由執行本獎助金所學習到的經驗以及所學到的可以改善未來獎助金資金計劃執行之課程的描述。

3. How has your district been impacted as a result of this DSG? Check all that apply. 貴地區如何受到此地區簡化獎助金的影響？於所有適用的項目請打勾。

<input type="checkbox"/>	Involvement of Rotarians in our District in humanitarian grants has increased. 我們地區參與人道獎助金的扶輪社員業已增加。	<input type="checkbox"/>	Our District's international Rotary networks have been strengthened. 我們地區的國際性的扶輪網絡業已加強。
<input type="checkbox"/>	Annual giving in our District has increased. 我們地區內年度捐獻業已增加。	<input type="checkbox"/>	Club membership in our District has increased. 我們地區內的扶輪社員數已增加。
<input type="checkbox"/>	Our District's awareness of the needs in our community has increased. 我們地區對於社區內所需要的體認已增加。	<input type="checkbox"/>	Participation in a District Simplified Grant has not changed our District in any significant way. 參與一個地區簡化獎助金並未對我們地區有顯著的改變。

4. Given your experience, please provide any suggestions you believe would improve DSGs. 提供你的經驗，請提出任何你認為有助於地區簡化獎助金的建議。

Financial Summary (please use one currency throughout the report) 財務摘要 (使用當地貨幣)

	Currency	Amount
5. District Simplified Grant funds received 收到的地區簡化獎助金		
6. Interest earned on DSG funds 地區簡化獎助金資金所滋生之利息		
7. DSG funds distributed to Individual Projects* 地區簡化獎助金資金分配給各別的計畫		
8. DSG funds remaining in the district account 地區帳戶內地區簡化獎助金資金之餘額		

*Please complete the attached summary of individual projects.
請填妥所附各別計畫的摘要。

9. Per Trustee policy, a bank statement must be included with this report that supports financial transactions. Please mark the entries that relate to the District Simplified Grant.

District Simplified Grant # _____ Individual Project Report 個別計畫報告# _____

To be completed by Rotarians. Return this form to your District. 由扶輪社員填妥，並交回給貴地區。

Rotary Club: _____

Project Title: _____

Progress Report 進展報告 Final Report 結案報告

Project Description 計畫描述

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries? 簡潔說明該計畫。計畫活動做了什麼，於何時與何地舉行，誰是受惠者？

2. How many Rotarians participated in the project?

多少社員參與本計畫？

3. What did they do? Please give at least two examples. 他們做了什麼？請至少舉出兩個例子。

4. How many non-Rotarians benefited from this project?

多少非扶輪社員受益於此計畫？

5. What are the expected long-term community impacts of the project?

你們預期此計畫長期對社區的影響為何？

6. If a cooperating organization was involved, what was its role?

如果有一個合夥的組織參與，他們的角色為何？

Financial Report (District must retain receipts of all expenditures) 財務報告 (地區保留所有花費的單據)

7. Income	Amount
1. District Simplified Grant funds received from the District 收到來自地區之地區簡化獎助金	
2. Other funding (specify) 其他資金 (明確說明)	
3.	
Total Project Income 計畫案收入總金額	

8. Expenditures (please be specific and add lines as needed) 花費 (逐項列出，需要的話可以增加行)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
Total Project Expenditures	

9. By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district.

Certifying Signature _____ Date: _____

Print name, Rotary title, and club _____