



Matching Grant Application The Rotary Foundation (TRF)

PROJECT DESCRIPTION (計畫內容概述)

Explanation: Matching Grants support the humanitarian service projects of Rotary clubs and districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of both the host and international partners. [此補助金支持扶輪社及地區的人道援助計畫。以下請詳述計畫細節、目的、執行辦法，以及扶輪社員將如何參與此計畫。內容包括主辦與國外社。](#)

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable. [\(提供計畫地點、城市或村莊、州或省、國家。若非單一的地點，請列舉出來\)](#)

Project site	Holy Family Center for Mentally Handicapped	Changhwa	(計畫地點)
City/Village	Yuan Lin		(城市/村莊)
State/Province	Chang Hwa County		(州/省)
Country	Taiwan (R.O.C)		(國家)

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

A small Catholic church situated in Yuan Lin, owns and runs a school

, named Holy Family Center, for mentally and physically disabled children.

This project is to provide a mobile service car to H.F.C. to help the retarded children who live in the remote area of Yuan Lin. We plan to purchase the vehicle within one month after receiving the grant funding.

[\(敘述這個計畫的需求，包含受益單位的情況，以及這個計畫將如何提供幫助。預估完成整個計畫所需的時間。\)](#)

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

By means of this mobile service car, H.F.C. can provide special education for the families, and so, H.F.C. permits to maintain the vehicle after handing over. (As appendix I)

[\(敘述當補助金完全地支出後，受益單位將如何繼續維持這個計畫。\)](#)

Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner clubs do during the project? Please note that financial support is not considered active involvement. (See the Matching Grant application instructions for suggestions.)

2006.5.19 The Rotarians of both the cooperative clubs visited the project site to do the needs assessment.

2006.5.20 The project contacts of both the cooperative clubs went together to choose the vehicle of need.

2006.5.24 A subcommittee meeting was held to discuss the project financing and various details.

2006.12.24 (To be scheduled) The Rotarians of both the cooperative clubs held the launching ceremony at the project site.

2006.12.30 Summit the final report to TRF.

[\(敘述主辦與合辦單位在這個計畫裡執行的具體的活動。社友將會如何參與此計畫？請注意金錢的補助並非一項活動 \(詳情請見](#)

[Matching Grant application instructions for suggestions\)\)](#)

主辦社是位於計畫所在的國家的一個社或地區。必須設置一個至少三人的委員會來監控這個計畫。主要聯絡人必須為主要社團或地區(如下)的成員。計畫委會必須由負責計畫該社或地區的成員組成。委員會成員必須全程參與。請提供所有委員會成員的地址以便郵寄資料。建議主要聯絡人有 e-mail 以利資訊傳遞。

HOST PARTNER (主辦社)

Explanation: The host partner is the club or district in the project country. A committee of at least three Rotarians must be established to oversee the project. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs for club-sponsored projects or district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recommended that the primary contact (who receives all information from TRF) have an e-mail address to expedite communication.

Primary Club/District (主辦社/地區)

Club	Rotary Club of Yuan Lin Central (社名)	Club ID number (if known)	28444 (社團編號)
District	3460 (地區)	Country	Taiwan (R.O.C.) (國家)

Primary Contact: (主要聯絡人)

Name	Chen Chi - Tsai (姓名)	Member ID	1925795 (社員號碼)
Club	Rotary Club of Yuan Lin Central (社名)		
Rotary position	District Grants Subcommittee Chair (D-3460) (職務)		
Address	25, Lane 351, Sec.2, Chung Shan Rd., (地址)		
City	Yuan Lin (城市)		
State/Province	Chang Hwa County (州/省)	Postal code	510 (郵遞區號)
		Country	Taiwan (國家)
E-mail	dragonal@ms12.hinet.net (電子郵件)		
Home phone	886-4-8361134 (家裡電話)	Office phone	886-4-8333483 (公司)
		Fax	886-4-8361034 (傳真)

Project Contact #2: (計畫聯絡人 #2, 以下同上)

Name	Wang Ming-Chung	Member ID	1925855
Club	Rotary Club of Yuan Lin Central		
Rotary position	Club Secretary		
Address	216, San Min Rd.,		
City	Pu-Hsien		
State/Province	Chang Hwa County	Postal code	510
		Country	Taiwan
E-mail	fermax@ms24.hinet.net		
Home phone	886-4-8358905	Office phone	886-4-8321562
		Fax	886-4-8355282

Project Contact #3: (計畫聯絡人 #3, 以下同上)

Name	Gao, Chin-Tsang	Member ID	
Club	Rotary Club of Yuan Lin Central		
Rotary position	Subcommittee Member		
Address	48, Jin Shiou E. Rd.,		
City	Yuan Lin		
State/Province	Chang Hwa County	Postal code	510
		Country	Taiwan
E-mail	gauden@ms11.hinet.net		
Home phone	886-4-8354865	Office phone	886-4-8361006
		Fax	886-4-8350431

國外社是位於計畫所在的國家之外的一個社或地區。必須設置一個至少三人的委員會來監控這個計畫。主要聯絡人必須為主要社團或地區(如下)的成員。計畫委會必須由負責計畫該社或地區的成員組成。委員會成員必須全程參與。請提供所有委員會成員的地址以便郵寄資料。建議主要聯絡人有 e-mail 以利資訊傳遞。

INTERNATIONAL PARTNER (國外支援社)

Explanation: The international partner is the club or district outside the project country. A committee of at least **three** Rotarians must be established to oversee the project. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs for club-sponsored projects or district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recommended that the primary contact (who receives all information from TRF) have an e-mail address to expedite communication.

Primary Club/District (主辦扶輪社/地區)

Club Rotary Club of Cheras (姓名) Club ID number (if known) (社團編號)
 District 3300 (地區) Country Malaysia (國家)

Primary Contact: (主要聯絡人)

Name Loo Pow Tick (姓名) Member ID (社員號碼)
 Club Rotary Club of Cheras (社名)
 Rotary position Club President (職務)
 Address No.52, Jalan 5/149G, Taman Sri Endah, Sri Petaling (地址)
 City Kuala Lumpur (城市)
 State/Province (州/省) Postal code 57000 (郵遞區號) Country Malaysia (國家)
 E-mail loo_tick@yahoo.com (電子郵件)
 Home phone 6-03-90592413 (家裡電話) Office phone 6-03-79811036 (公司) Fax 6-03-79801037 (傳真)

Project Contact #2: (計畫聯絡人 #2, 以下同上)

Name Simon Wong Member ID _____
 Club Rotary Club of Cheras
 Rotary position Int'l Service Committee Chair
 Address No.76A, Jalan 14, Kg. Baru Ampang,
 City Selangor Darul Ehsan
 State/Province _____ Postal code 68000 Country Malaysia
 E-mail atasmgt@tm.net.my
 Home phone 6-03-42425697 Office phone 6-03-42944800 Fax 6-03-42946800

Project Contact #3: (計畫聯絡人 #3, 以下同上)

Name Chong Toh Sang Member ID _____
 Club Rotary Club of Cheras
 Rotary position Past President
 Address No.20, Jalan 2/119A, Taman Bukit Hijau,
 City Kuala Lumpur
 State/Province _____ Postal code 56000 Country Malaysia
 E-mail ts-chong@hotmail.com
 Home phone 6-03-91301935 Office phone 6-03-42913872 Fax 6-03-42910768

清楚地以美金為單位，列出資金的籌集，分開現金捐助與 District Designed Funds(DDF)。使用 DDF 必須經由地區扶輪基金主委授權。
每 1 美元現金捐助，TRF 補助 0.5 美元；每 1 美元 DDF，TRF 補助 1 美元。主辦社團必須提供至少 100 美金。

PROJECT FINANCING (計畫資金)

Explanation: Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District Designated Funds (DDF). Use of DDF must be authorized by the district Rotary Foundation committee chair. TRF matches US\$0.50 for every \$1 cash contribution and \$1 for every \$1 contribution from DDF. The primary host club or district must provide at least \$100.

在理事會認可之前請勿匯款至 TRF。捐助者將收到一封信，包含理事會認可以及捐助方法的細節。

NOTE: No funds should be sent to TRF prior to official Trustee approval. Upon approval, a letter will be sent to the sponsors notifying them of approval and providing detailed instructions on how and where to submit their contributions.

Host Rotary clubs or district inside the project country (The primary host club or district must provide at least US\$100.)	現金 (美金) Cash (US\$)	DDF(美金) DDF (US\$)	地區扶輪基金主委 (姓名) DRFC Chair (Print Name)	地區扶輪基金主委授權 DRFC Chair Authorization
RC of Yuan Lin Central D-3460	US\$1,000	US\$4,000	John, C. K. Wu	
計畫所在國內的主辦扶輪社或地區 (主辦社團或地區必須提供至少 100 美金)				
International Rotary clubs or district outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
RC of Chares/ D-3300	US\$3,000			
計畫所在國外的扶輪社或地區	現金 (美金)	DDF (美金)	地區扶輪基金主委 (姓名)	地區扶輪基金主委授權
Subtotals, Cash and DDF	US\$4,000	US\$4,000	(現金與 DDF 小計)	
TOTAL Cosponsor contributions	US\$8,000		(捐助總計)	
Total funds requested from TRF (must be at least US\$5,000)	US\$6,000		(向 TRF 申請的總額) - 至少 5,000 美金	
Additional outside funding (not matched by, or forwarded to, TRF)			(額外的資金) - 無關於 TRF	
Total project financing (must equal budget on page 4)	US\$14,000		(計畫資金籌集的總額) - 必須與第四頁的預算相同	

在呈交此申請表之前，計畫成員必須討論事前的規劃。下列的問題可以作為參考。請注意到一個扶輪社、地區或社員可能沒有任何東西是由補助金所購買的。

PROJECT PLANNING (計畫的規劃)

Explanation: Before an application is submitted to TRF, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)

Holy Family Center for Mentally Handicapped (Chang Hwa)

(指出誰將擁有設備，並維護、操作、保管補助金所購買的物品) - 一個扶輪社或社員不能擁有設備。

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

(NIL)

(將提供使用與維護技術性設備的訓練嗎？如果是，誰將提供訓練？)

Is software necessary to operate any items? If so, has software been provided?

(NIL)

(需要軟體來操作任何物件嗎？如果有，將提供軟體嗎？)

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

(NIL)

(如果物件購買自計畫所在國外，請提出通過海關許可的安排。)

Provision of plumbing and electrification to structures where people live or work cannot be purchased with grant funds and must be funded with other sources. Have the sponsor clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

(NIL)

(補助金不可以花費於既存建築物的管路與電路設施上，此部分必須另籌資金。)

向 TRF 申請 25,001 美金或以上為競爭性補助金。此外，所有的循環性放款或小額借貸也是競爭性的，無論要求的數目為多少。競爭性補助金一年由理事會審查兩次，分別在十月與四月。

COMPETITIVE GRANTS (競爭性補助金)

Explanation: Competitive grants are grants requesting US\$25,001 or above from TRF. Additionally, all revolving loan or microcredit grants are competitive, regardless of the requested amount. Competitive grants are reviewed twice a year at the October and April Trustees' meetings.

If your grant request is for US\$25,001 or above, a community needs assessment must be included. This assessment should demonstrate how the proposed project

- Involves the benefiting community
- Is viable and will be maintained by the benefiting community after grant funds have been expended

If your project involves revolving loans or microcredit, additional information must be provided:

- Revolving Loan Fund Supplement Form
- Revolving Loan Fund Credit Group Plan

Please refer to *The Guide to Matching Grants* (144-EN) and the RI Web site (www.rotary.org) for additional information.

如果你的補助金為 25,001 美金或以上，必須附上社區需求的估價單，這估價單得證明此計畫：1. 有利於社區 2. 可行而能被持續維護的。

如果你的計畫包括循環性放款或小額借貸，必須再附上以上方框內兩張表單。請參考 RI 網站的獎助金指引。

AUTHORIZATIONS (同意書)

Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following: 簽名後我同意以下內容

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application. 我們清楚地了解此申請書上的內容是精確的事實，而我們會依此執行這計畫。
- The club/district agrees to undertake this project as an activity of the club/district. 社團/地區同意此計畫為該社團/地區的活動。
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded to TRF or directly to the project account after Trustee approval of the grant. 我們保證理事會同意此補助金之後，所有資金會直接被轉至 TRF 或計畫帳戶。
- RI and TRF may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, etc. RI 和 TRF 可能以許多方式使用此申請書內的資料來廣告推動這個計畫。
- The partners agree to share information on best practices when asked, and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects. 成員同意分享經驗，而 TRF 會提供成員的聯絡資料給有意推動相似計畫的社友。
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

Host Partner (主辦社)		International Partner (國外支援社)	
<input checked="" type="checkbox"/> Club president (club-sponsored) (社長)	(區補助金主委)	<input checked="" type="checkbox"/> Club president (club-sponsored)	
<input checked="" type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Chen Cheng-Fa (姓名)	Name	Loo Pow Tick
Title	Club President (職稱)	Title	Club President
Rotary Club	Yuan Lin Central (社名)	Rotary Club	Cheras
District #	3460 (地區號碼)	District #	3300
Signature	(簽名)	Signature	
Date	July 1st, 2006 (日期)	Date	July 3rd, 2006

Primary Contact (主要聯絡人)		Primary Contact	
Name	Chen Chi-Tsai (姓名)	Name	Loo Pow Tick
Signature	(簽名)	Signature	
Date	July 1st, 2006 (日期)	Date	July 3rd, 2006
Project Contact #2 (計畫聯絡人 #2)		Project Contact #2	
Name	Wang Ming-Chung	Name	Simon Wong
Signature		Signature	
Date	July 1st, 2006	Date	July 3rd, 2006
Project Contact #3 (計畫聯絡人 #3)		Project Contact #3	
Name	Gao Chin-Tsang	Name	Chong toh Sang
Signature		Signature	
Date	July 1st, 2006	Date	July 3rd, 2006

我了解並相信我本身以及任何與我有生意與個人關係的他人，都不能涉及從此補助金中獲得利益，或是企圖競爭與妨礙此一計畫。妨礙的企圖是指當一位社友與別的機構有著關係，企圖影響補助金的執行，或影響可能導致利益輸送的決定。(所有的例外都必須附件解釋)

COOPERATING ORGANIZATION (合作組織)

合作組織直與此計畫有所牽涉，提供技術支援與協調工作。計畫受益者不可以是合作組織。
Explanation: A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following: 如果此計畫有合作組織(不可是一個扶輪社或受益者):

Name of organization (NIL) (組織名稱)

Street Address (街名地址)

City, State/Province (城市, 州/省) Postal code (郵遞區號) Country (國家)

Office phone (公司電話) Fax (傳真)

E-mail (電子郵件) Web address (網址)

In addition to the above, the following must be attached: 此外必須附上:

- Letter of participation from cooperating organization that specifically states: 該組織的參與書，聲明 1. 該組織的職權以及與扶輪社員互動的方式 2. 接受計畫相關資金審查的同意書
 - Its responsibilities and how it will interact with Rotarians
 - The organization's agreement to cooperate in any financial review of the project
- A letter of endorsement from the host partner confirming that the cooperating organization works within that country's laws 主辦成員的背書，證明此組織運作是合法的。

FINAL REPORT (結案報告)

雖然兩方的成員都有責任要完成計畫並做最後的報告，但理事會要求必須有一方承擔主要責任。建議為接受資金的一方。
Explanation: Although both partners are responsible for completing progress and final reports, the Trustees require that one partner take primary responsibility for submitting the final report to TRF. It is recommended that the club or district receiving the funds should take primary responsibility.

"By signing below, our club/district accepts primary reporting responsibility."

Print name Chen Chi-Tsai (正楷姓名)

Signature (簽名)

Rotary club of Yuan Lin Central (扶輪社)

District 3460 (地區)

DISTRICT GRANTS SUBCOMMITTEE CHAIR REVIEW (地區補助金小組委員會主委審查)

Explanation: The Trustees require that the district grants subcommittee chair (DGSC) from either the host or international sponsor district certifies the application as complete. If the application is not complete or eligible, it will be returned to the host partner with a brief explanation. 理事會要求任一方的地區補助金小組委員會主委審查此申請表是否完整，若不完整，會被退回並附以簡短的解說。

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding." 代表委員會，我保證此申請表完整，符合 TRF 的規定，並適合接受補助金。

Print name of DGSC Chen Chi-Tsai (正楷姓名)

Signature (簽名)

District 3460

(地區)

Date (日期)

COMPLETION CHECKLIST (完成檢查)

Before submitting your Matching Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the Humanitarian Grant Coordinator for the project location.

- Does the project meet all grant policies and guidelines (see *The Guide to Matching Grants* [144-EN] or the RI Web site at www.rotary.org)? 符合 **The Guide to Matching Grants** [144-EN] 上的所有規定嗎?
- Does the project description clearly state how the project will assist those in need? 內容清楚敘述了此計畫將如何提供幫助嗎?
- Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project? 活動清楚地解說了嗎? 社員能主動參與計畫嗎?
- Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information? 雙方都設置委員會來監督計畫了嗎? 這些成員與他們的聯絡方式都正確地包含在申請表中了嗎?
- Is a detailed, itemized budget included in the application? 申請表包含條列與細節的預算嗎?
- Are all partner contributions listed in the application, noting which contributions will be cash and which will be DDF? 所有的捐助款都被列於申請表中, 並分出現金與 DDF 了嗎?
- Has the DRFC chair provided his/her signature authorizing the use of District Designated Funds? DRFC 主席簽名授權使用 District Designated Funds 了嗎?
- Have the club presidents or district grants subcommittee chairs from the host and international partner provided their authorizing signatures? 社長或地區補助金小組委員會主委簽名授權了嗎?
- Have all six committee members provided their authorizing signatures? 六位委員會成員都簽名了嗎?
- If a cooperating organization is involved, are the following letters included with the application: 若有合作組織, 已附上下列文件了嗎?
 - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project 描述該組織的職權以及與福輪社員互動的方式、同意接受計畫相關的資金審查。
 - Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country 主辦成員的背書, 證明此組織運作是合法的。
- If the project involves a revolving loan or microcredit, is the Revolving Loan Fund Supplement and Credit Group Plan included? 若此計畫包含循環性放款與小額借貸, 附上 **Revolving Loan Fund Supplement** 和 **Credit Group Plan** 了嗎?
- If the grant request is US\$25,001 or more, is a community needs assessment attached? 若補助金需求大於 25,001 美金, 附上社區需求評估了嗎?
- Has the district grants subcommittee chair from either the host or international partner certified the application as complete and eligible? 地區補助金小組委員會主委審查此申請表的完整與否了嗎?
- Is there a minimum of nine authorizing signatures included in the application? 這申請表裡有至少 9 個簽名嗎?
- Have the partners made copies of all documents for their files prior to submitting them to TRF? 所有要呈交的資料都有做備分嗎?

Complete applications should be sent to:

完整的申請表請寄至:



Humanitarian Grants Program
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Fax: 847-866-9759
E-mail: grants@rotary.org

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