



問： 個人獎助金如何頒發？

答： 獎助金之頒發須根據附有各個項目明細的預算。申請人必須與當地的旅行社連絡、利用網際網路的旅遊網站、或與國際扶輪差旅服務處 (RITS) 連絡，取得旅行費用的報價，連同申請表一起繳交。旅費報價應註明班機號碼、時間、航空公司及機票金額。要求報價是為了確保義工已適當預估旅行的費用；報價的金額包含在申請的機票預算內。總費用包含國際扶輪差旅服務處預估的機票、食宿、簽證、被迫過夜等費用。根據服務的天數，包含旅行的天數在內，獎助金的最高金額如下：

停留時間長短	每一人獎助金的最高金額(含預估的機票費用)
5-8 天	1,200 美元
9-15 天	2,000 美元
16-21 天	3,000 美元
22-30 天	3,500 美元
31-38 天	3,900 美元
39-46 天	4,300 美元
47-54 天	4,700 美元
55-60 天	5,000 美元

問： 可以不只一人同時旅行至同一計畫地點嗎？

答： 可以。(2 至 5 個人所組成的)小團體可以利用一筆獎助金旅行。每一小團體獎助金最高金額為 6,000 美元，包含所有義工在同一計畫地點一起服務之各項費用及機票費用。

問： 我每一年可獲頒多少筆個人獎助金？

答： 一個人每一扶輪年度最多可獲頒兩筆個人獎助金。

問： 以前扶輪義工獎助金申請表必須在服務的日期六週前繳交。個人獎助金申請表應在何時繳交？

答： 個人獎助金申請表必須在預定啟程日期四個月之前繳交，如此可讓扶輪基金會預先購買機票，降低機票成本，能夠每年支持更多義工旅行。四個月的時間亦可讓義工及計畫地點擬定更明確的計畫。

問： 扶輪社員的配偶或其他非扶輪社員仍然可獲頒個人獎助金嗎？

答： 可以，扶輪基金會支持扶輪社員、扶輪社員的配偶、扶輪青年服務團團員、及合格的扶輪基金會前受獎人的旅行。但是，一項計畫在同一時間內僅可受惠一筆獎助金，因此供扶輪社員與配偶一起服務的獎助金金額最高不得超過 6,000 美元。

問： 必須繳交一份結案報告嗎？何時繳交給扶輪基金會？

答： 是的，每一筆個人獎助金結束後必須繳交一份結案報告。會有結案報告表供填寫用。此一報告必須在獎助金服務結束後一個月內繳交，且新的獎助金不得頒予未繳交前一筆獎助金結案報告的義工個人。

問： 個人獎助金還另有其他的報告規定嗎？

答： 是的。在個人獎助金計畫下，服務所在區域的地主國扶輪社必須填交一份義工服務的服務後評估。如同義工個人的結案報告，地主國扶輪社未繳交評估給扶輪基金會者，不會獲頒未來的獎助金，直到繳交為止。

問： 個人獎助金可以用在非扶輪國家嗎？

答： 不可以。個人獎助金僅提供經費給在扶輪國家辦理的計畫。



Individual Grants
Frequently Asked Questions
November 2003

Q. How will Individual Grants be awarded?

A. Grants will be awarded based upon an itemized budget. Applicants are requested to contact a local travel agent, utilize Internet travel sites or contact RITS to obtain a travel quote to submit with the application. The travel quote should indicate flight numbers and times, airline and airfare amount. The quote is required to ensure that volunteers have properly estimated their travel expenses; the quoted amount should be included in the application budget for airfare. General expenses can include cost of meals, room and board, visa, forced overnight costs, etc. The maximum grant award will be determined by the number of days of service, excluding travel days, as per this table:

Length of service	Maximum grant award per person (including estimated airfare)
5-8 days	US\$1,200
9-15 days	US\$2,000
16-21 days	US\$3,000
22-30 days	US\$3,500
31-38 days	US\$3,900
39-46 days	US\$4,300
47-54 days	US\$4,700
55-60 days	US\$5,000

Q. Can more than one person travel to a project location at one time?

A. Yes. Small groups (two to five individuals) may travel on one grant. The maximum grant award for small groups is US\$6,000, which includes expenses and airfare for all volunteers serving together at a specific project site.

Q. How many Individual Grants per year may I receive?

A. An individual may receive a maximum of two Individual Grants per Rotary year.

Q. Grants for Rotary Volunteers applications were to be submitted six weeks in advance of the service date. When should Individual Grants be submitted?

A. Individual Grant applications must be submitted at least 4 months before the proposed departure date. This will allow the Foundation to purchase airfares further in advance, resulting in lower cost fares and the ability to support more volunteer travel every year. The 4-month window will also allow volunteers and sites to plan with more certainty.

Q. Will funding still be available for spouses of Rotarians or other non-Rotarians?

A. Yes, The Rotary Foundation will support the travel of Rotarians, spouses of Rotarians, Rotaractors, and qualified Rotary Foundation alumni. However, a project site may benefit from only one grant award at any one time so the maximum grant for both Rotarian and spouse serving together cannot exceed \$6000.

Q. Will a final report be required? When should it be submitted to TRF?

A. Yes, a final report is required after every Individual Grant is completed. A final report form will be available. The report must be submitted within one month of completing the grant service, and new grants cannot be awarded to individuals who have not reported on previously awarded grants.

Q. Are there additional reporting requirements for Individual Grants?

A. Yes. Individual Grants require the host Rotary club in the project country to complete a post-service evaluation of the volunteer's service. As with the individual's report, no future grants will be considered until the host Rotary Club evaluation is submitted to TRF.

Q. Can an Individual Grant take place in a non-Rotary country?

A. No, Individual Grants will only fund projects in Rotary countries.