

4. 計畫施行所在國內的主要夥伴

列出計畫施行所在國內負責居中協調的扶輪社或地區。

扶輪社	扶輪社編號	地區	國家
-----	-------	----	----

計畫委員會：在地主國內的主要夥伴必須成立一個至少有兩名扶輪社員成員的委員會，在計畫期間監督此一計畫，即使本計畫延續至另一扶輪年度。

主要連絡人（必須為上述扶輪社／地區的社員）

姓名 _____

(社員編號)

扶輪社 _____ 地區 _____

職位／頭銜 _____

電子信箱 _____

地址 _____

住址

城市/州/郵遞區號

國家

電話（宅） _____

電話（公） _____

傳真 _____

次要連絡人（必須為上述扶輪社／地區的社員）

姓名 _____

(社員編號)

扶輪社 _____ 地區 _____

職位／頭銜 _____

電子信箱 _____

地址 _____

住址

城市/州/郵遞區號

國家

電話（宅） _____

電話（公） _____

傳真 _____

5. 計畫施行所在國以外的主要國際夥伴

請列出位於計畫施行所在國以外為此計畫負責協調的扶輪社或扶輪地區。

扶輪社	扶輪社編號	地區	國家
-----	-------	----	----

計畫委員會：主要的國際夥伴應成立至少有兩名扶輪社員成員的委員會，負責於計畫期間監督此一計畫，即使本計畫延續至另一扶輪年度。

主要連絡人（必須為上述扶輪社／地區的社員）

姓名 _____

(社員編號)

扶輪社 _____ 地區 _____

職位／頭銜 _____

電子信箱 _____

地址 _____

住址

城市/州/郵遞區號

國家

電話（宅） _____

電話（公） _____

傳真 _____

次要連絡人（必須為上述扶輪社／地區的社員）

姓名 _____

(社員編號)

扶輪社 _____ 地區 _____

職位／頭銜 _____

電子信箱 _____

地址 _____

住址

城市/州/郵遞區號

國家

電話（宅） _____

電話（公） _____

傳真 _____

4. PRIMARY HOST PARTNER IN THE PROJECT COUNTRY

List the club or district *in the project country* that assumes joint responsibility for the project.

CLUB _____ CLUB ID NUMBER (IF KNOWN) _____ DISTRICT _____ COUNTRY _____

Project Committee: A committee of at least two Rotarians must be established by the primary host partner to oversee the project for its duration, even if it continues into another Rotary year.

Primary Contact (must be member of above club/district)

Name _____
MEMBER ID NUMBER (IF KNOWN) _____

Rotary club _____
DISTRICT _____

Position/title _____

E-mail _____

Address _____
STREET ADDRESS _____

CITY / STATE / POSTAL CODE _____

COUNTRY _____

Telephone _____
HOME _____

OFFICE _____

Fax _____

Additional Contact

Name _____
MEMBER ID NUMBER (IF KNOWN) _____

Rotary club _____
DISTRICT _____

Position/title _____

E-mail _____

Address _____
STREET ADDRESS _____

CITY / STATE / POSTAL CODE _____

COUNTRY _____

Telephone _____
HOME _____

OFFICE _____

Fax _____

5. PRIMARY INTERNATIONAL PARTNER OUTSIDE THE PROJECT COUNTRY

List the club or district *outside the project country* that will assume joint responsibility for the project.

CLUB _____ CLUB ID NUMBER (IF KNOWN) _____ DISTRICT _____ COUNTRY _____

Project Committee: A committee of at least two Rotarians must be established by the primary international partner to oversee the project for its duration, even if it continues into another Rotary year.

Primary Contact (must be member of above club/district)

Name _____
MEMBER ID NUMBER (IF KNOWN) _____

Rotary club _____
DISTRICT _____

Position/title _____

E-mail _____

Address _____
STREET ADDRESS _____

CITY / STATE / POSTAL CODE _____

COUNTRY _____

Telephone _____
HOME _____

OFFICE _____

Fax _____

Additional Contact

Name _____
MEMBER ID NUMBER (IF KNOWN) _____

Rotary club _____
DISTRICT _____

Position/title _____

E-mail _____

Address _____
STREET ADDRESS _____

CITY / STATE / POSTAL CODE _____

COUNTRY _____

Telephone _____
HOME _____

OFFICE _____

Fax _____

6. 計畫預算

必須包括一份完整的計畫預算表明細及貨幣單位。請填寫與購買設備、材料、用品有關問題的答案。如有必要請另外用一張紙列出。各項形式上之發票、供應商報價和/或其他價格資料請妥存備查。

預備購買的項目	供應廠商的名稱	價格

總金額(請標明貨幣單位)_____

使用的匯率_____

7. 購置設備

- 誰將成為設備擁有人及維修、操作及保存以獎助金經費購置的設備？(扶輪社或扶輪社員不得為擁有人)
- 是否需要操作預算中各項設備的軟體？如果需要，是否已提供這些軟體？
- 是否會提供使用及維修科技設備的訓練？
- 如果必須運送這些設備/用品，是否已安排妥當如何通關？

8. 建議籌資管道

如果分享制度的地區指定用途基金(DDF)是本配合獎助金的經費來源之一，請附上地區扶輪基金委員會主委(DRFC)書面授權批准這些基金用途且註明確實金額的信函，或請該地區總監在本欄簽名，表示授權核准這筆分享基金的用途。只有地區扶輪基金委員會主委能授權使用地區指定用途基金(DDF)。請寫出所有籌資管道，並註明現金或地區指定用途基金的金額。

主要跨國贊助扶輪社/地區	捐助金額 (註明貨幣單位)	現金	或 DDF	地區扶輪基金委員會主委 簽名授權
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
其他扶輪社/地區				
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
	小計			_____
	向扶輪基金會申請之金額			_____
	其他來源			_____
	總計			_____

(必須與預算成本相同)

6. PROJECT BUDGET

Include a complete itemized budget for the entire project and indicate which currency is used. Please answer the questions provided about purchase of equipment, materials, or supplies. Use separate pages if necessary. **Pro forma invoices, supplier price quotes, and/or other cost documentation may be required upon request.**

Item to be purchased	Name of supplier	Cost

Total (identify currency) _____

Exchange rate used _____

7. PURCHASE OF EQUIPMENT

1. Who will own equipment and maintain, operate, and secure items purchased with grant funds? (Equipment cannot be owned by a Rotary club or Rotarian.)
2. Is software necessary to operate any budget items? If so, has software been provided?
3. Will training in use and maintenance of technical equipment be provided?
4. If budget items will be shipped, have arrangements been made for customs clearance?

8. PROPOSED FINANCING

If *SHARE* District Designated Funds (DDF) are part of the funding for this Major Matching Grant, either attach a letter(s) from the **district Rotary Foundation committee (DRFC) chair(s)** authorizing the use of those funds and specifying the amount *or* have the DRFC chair(s) authorize the use of the *SHARE* funds by signing below. **Only the chair, on behalf of the DRFC, can authorize the use of *SHARE* DDF.** Please list all financing and indicate *cash* or *SHARE (DDF)* amounts.

Rotary Club/District	Amount Contributing (identify currency)	Cash or DDF		DRFC Chair Authorization
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

SUBTOTAL _____

Amount requested from The Rotary Foundation _____

Additional funding from other sources _____

TOTAL _____ (Must be equal to budget cost)

9. 社區需求評估(申請獎助金 25,001 至 150,000 美元者)

如果你申請 25,001 美元或更多金額的獎助金，必須附上一份社區需求評估。此一評估必須顯出建議的計畫是否：

- 在獎助金經費完全支用之後能夠存續並且能由受惠社區維持
- 有受惠社區參與，包括計畫的所有權

請參見人道獎助金指南 (144-EN) 瞭解詳情。

附上社區需求評估

10. 活動參與及授權

所有參與本計畫的扶輪社及地區都必須向扶輪基金會負責本計畫一切進度並提出報告。本申請表上的簽名代表夥伴都瞭解本計畫並接受應負之責任，夥伴可以在此頁簽名或是提交一份同意書。

我們瞭解並接受下述責任：

- 本申請表內的資料皆為事實而且正確無誤。
- 本申請表符合人道獎助金指南 (144-EN) 中所有配合獎助金的標準。
- 本社/本地區同意視此計畫為本社/本地區之活動。
- 我們保證在保管委員會核准配合獎助金申請書後將所有現金捐獻(如第 8 項所詳述)轉寄給扶輪基金會。
- 我們瞭解如果本社/本地區先前曾有配合獎助金進度報告或結案報告預期待交之情況，則本申請表將被退回地主國夥伴。

地主國夥伴

- 扶輪社社長 (如果由扶輪社贊助)
- 地區獎助金小組委員會主委 (如果由地區贊助)

姓名

頭銜

扶輪社

地區

簽名

日期

國際夥伴

- 扶輪社社長 (如果由扶輪社贊助)
- 地區獎助金小組委員會主委 (如果由地區贊助)

姓名

頭銜

扶輪社

地區

簽名

日期

11. 地區獎助金小組委員會主委證明

保管委員會強烈建議地主地區或國際夥伴地區之地區獎助金小組委員會主委簽名證實本申請表填寫完整。如果申請表填寫不完整或不符合規定，該申請表將會連同一簡短說明被退回地主國夥伴。

「本人謹代表本委員會，在此簽名證明就本人所知及能力所及，此一獎助金申請表已填寫完整並且符合所有扶輪基金會的準則。」

地區獎助金小組委員會主委簽名

地區

12. 報告

雖然計畫施行國內、外之贊助者均需對計畫的完成進度以及結案報告負責，其中一方應負主要向扶輪基金會提出報告之責任。

「本社/本地區謹以以下簽名表示接受主要提出報告的責任。」

簽名

扶輪社

地區

9. COMMUNITY NEEDS ASSESSMENT (FOR GRANT REQUESTS OF US\$25,001 TO US\$150,000)

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

- Is viable and can be maintained by the benefiting community after grant funding has been fully expended
- Involves the benefiting community, including its ownership of the project

Please refer to *The Guide to Humanitarian Grants* (144-EN) for additional information.

Community needs assessment attached

10. PARTNERSHIP AUTHORIZATION

All Rotary clubs or districts involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and reporting on it. The partners' signatures confirm that they understand and accept responsibility for the project. Partners may either sign this page or submit a separate letter of commitment.

By signing below, we are agreeing to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all Matching Grant criteria as stated in *The Guide to Humanitarian Grants* (144-EN).
- The club/district has agreed to undertake this project as an activity of the club/district.
- We will ensure all cash contributions (as detailed in item 8) will be forwarded to TRF **after** Trustee approval of a Matching Grant.
- We understand that if our club/district or our partner club/district has overdue progress or final reports for any previously awarded Matching Grants, this application will be returned to the host partner.

Host Partner

- Club President (if club-sponsored)
 District Grants Subcommittee Chair (if district-sponsored)

NAME

TITLE

CLUB DISTRICT

SIGNATURE DATE

International Partner

- Club President (if club-sponsored)
 District Grants Subcommittee Chair (if district-sponsored)

NAME

TITLE

CLUB DISTRICT

SIGNATURE DATE

11. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

The Trustees strongly suggest that the district grants subcommittee chair from either the host or international district certify the application as complete. *If the application is not complete or eligible, it will be returned to the host partner with a brief explanation.*

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all TRF guidelines."

DISTRICT GRANTS SUBCOMMITTEE CHAIR SIGNATURE

DISTRICT

12. REPORTS

Although *both* partners are ultimately responsible for completing progress and final reports, one partner should take primary responsibility for submitting the reports to TRF.

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

SIGNATURE

CLUB

DISTRICT

13.完成檢核表

在寄出你的配合獎助金申請表之前，請花一分鐘時間再瀏覽一次此檢核表。如有任何疑問，請聯絡扶輪基金會辦事人員(請見申請表底部聯絡資料)。

- 獎助金申請年度內都會在職的扶輪社社長/地區領導人已書面簽名證明申請配合獎助金?
- 此計畫符合**所有配合獎助金的政策及準則**(見人道獎助金指南 (144-EN) 或 RI 網站 www.rotary.org)? 計畫說明一欄是否清楚說明本計畫如何幫助需要幫助的人?
- 計畫施行國內、外之夥伴以及國際夥伴均已成立委員會監督此計畫?這些委員會成員名單均已正確填在本申請書上?
- 計畫施行國內及國際之夥伴的責任均已明列確認?他們都符合配合獎助金申請的條件?
- 每一個計畫主要夥伴都簽署了保證書(或在第 10 項簽名)嗎?如果要使用分享制度地區指定用途基金(DDF)，現任地區扶輪基金會主委必須提交 DDF 使用授權書(或在第 8 項簽名)。
- 是否涉及一個合作的組織?如有涉及，是否已附上 1.該組織的參與意願書明列該組織的責任、如何與扶輪社員合作並同意配合本計畫的任何財務稽核;2.在計畫實行所在國的扶輪社/地區的保證書說明瞭解此一組織並保證雙方合作的努力
- 此計畫是否建築低成本住所?如果是的話，是否已附上一份低成本住所同意書及其他必須的文書?
- 此計畫是否牽涉到循環貸款?若是，你是否已附上適當的文書?
- 如果你申請 25,001 美元或更多金額的獎助金，是否已附上一份社區需求評估?
- 地區獎助金小組委員會主委是否已簽名證明本申請表已填寫完整(請參見第 11 頁)。
- 你將所有相關文件寄至扶輪基金會之前已先複印存底了嗎?

請注意：RI 總部收到你的申請書之後，將會發給你一個檔案編號，但這並不代表你的獎助金計畫已通過申請，等保管委員會核准你填寫完整申請案之後，你將會收到一袋通知函件。本計畫在扶輪基金會核准本配合獎助金申請表之前不得開始辦理。

請將一份填寫完整的申請表及所有附件寄至：

**Matching Grants
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
電話(847)866-3000
傳真(847)328-8554
電子郵件信箱 grants@rotaryintl.org**



13. COMPLETION CHECKLIST

Before submitting your Major Matching Grants Application, please take a moment to review this checklist. If you have any questions or concerns, please contact TRF staff (see below).

- Are there written sponsorship confirmations from the club president(s)/district leadership who will be in office during the year of the funding request?
- Does the project meet **all** grant policies and guidelines (see *The Guide to Humanitarian Grants* [144-EN] or the RI Web site at www.rotary.org)? Does the project description clearly state how the project will assist those in need?
- Have both the host and the international partner created committees to oversee the project? Are these individuals correctly listed on the application?
- Have the responsibilities of the project country partner and international partner been outlined? Do they meet the requirements of a Matching Grant project?
- Are there written commitments (or signatures on section 10 of the application) from each primary project partner? If *SHARE* District Designated Funds (DDF) are used, the current district Rotary Foundation committee chair must provide a written confirmation authorizing use of DDF (or signature on section 8 of the application).
- Is a cooperating organization involved? If so, are there letters from 1) the organization, specifically stating its responsibilities, how it will work with Rotarians, and its agreement to cooperate with any financial review of the project; and 2) the primary host partner, indicating that it has knowledge of the organization and endorses the cooperative effort?
- Is your project to build low-cost shelters? If yes, is a Low-Cost Shelter Agreement attached together with the other required documentation?
- Does the project involve a revolving loan? If so, is appropriate documentation included?
- If your grant request is for US\$25,001 or more, is a community needs assessment attached?
- Has the district grants subcommittee chair certified your application as complete (see section 11 of the application)?
- Have you made copies of all documents for your files prior to submitting them to TRF?

Note: You will receive a file number when the application is received at RI Headquarters. This does not indicate that the grant has been approved. You will receive an announcement packet if the Trustees approve your completed application. **The project cannot be started until the Matching Grant application has been approved by The Rotary Foundation Trustees.**

Send the completed application and all attachments to:

Matching Grants
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Telephone: (847) 866-3000
Fax: (847) 328-8554
E-mail: grants@rotaryintl.org





Matching Grants
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA

141-CH-(1202)



**Matching Grants
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA**