



## 人道獎助金計劃

### Humanitarian Grants Program

## 經常有人提問的事項及其解答－過期的獎助金報告

### Frequently Asked Questions – Overdue Grant Reporting

July 2006

地域扶輪基金協調人邵偉靈 RRFC Dens 提供 2006/8/31

#### 問：扶輪基金會為什麼對過期的獎助金報告設訂了新的處理程序？

答：保管委員再次強調周到的準備和按期提交正確的報告是獎助金資金管理極為重要的事宜。因此，保管委員會設定了目標要所有的地區和扶輪社保持百分之百按時提交報告的紀錄，且遵循有關報告的各項規則。報告義務本身雖無變更，保管委員會設定了能幫助扶輪社及地區確實能達到這個目標的新程序。

#### 問：有關過期的獎助金報告的新程序是什麼？

答：扶輪基金會設定了提醒獎助金案件贊助者提交報告的程序。經過幾次的提醒之後，有 21 個月或以上仍未交如何使用獎助金的報告的扶輪社和地區將被揭載在 RI 網站。（請注意，任何有報告過期未交的扶輪社都沒有參加人道獎助金計劃的資格。但是揭載網站的則是未交期過了 21 個月或以上的扶輪社）。如果扶輪社或地區在使用獎助金以後過了 30 個月或以上仍未交報告，扶輪基金會將建議國際扶輪理事會終止該相關的贊助扶輪社的會籍。

另外，扶輪基金會將每半年審查地區和扶輪社的報告情況。凡計劃案件的按期進展及遵循報告規則的程度在連續兩個半年期都不滿 70% 的地區及其會員社將不得參與人道獎助金計劃的命運。

#### 問：每半年報告審查將評估什麼資訊？

答：每半年的審查包括授予地區和其會員社的所有獎助金。包括配合獎助金、義工服務獎助金、3-H 獎助金和地區簡化獎助金。凡施行中的獎助金計劃必須將其報告每 12 個月提交一次，計劃完成後則必須在兩個月之內提交報告。任何未按規定的期限提交合格的報告者皆被視為過期未交。

#### 問：什麼樣的報告才算合格？

答：獎助金報告表可自 RI 網站下載。所有的期中報告或結案報告都得用這個表格。合格的報告應該描述此項獎助金計劃達到了什麼成效，計劃過程中扶輪社員所參與的活動，有關受益人的資訊，收入和支出類別款項的說明以及可以當證據的銀行結單。如果報告不合格，對此件計劃的報告將被視為過期未交。

#### 問：過期未交的社間隔多久會被揭載於國際扶輪網站上？

答：被揭載在網站上的過期未交扶輪社的社名每 3 個月更

#### Q. Why has TRF established new procedures for overdue grant reporting?

A. The Trustees have reaffirmed that an essential component of stewardship of grant funds is the preparation and submission of timely and accurate grant reports. Consequently they have established the goal that all districts and their member Rotary clubs are consistently 100 percent current and compliant with reporting requirements. While the reporting requirements themselves have not changed, the Trustees have established new procedures that will help all clubs and districts to reach this goal.

#### Q. What are the new procedures regarding overdue grant reporting?

A. TRF has established a system of reminders for sponsors of grants to submit grant reports. Following a series of reminders, clubs or districts that have not reported on the use of grant funds for 21 months or more will be posted on the RI Web site. (Please note that any club that has overdue reports is ineligible to participate in Humanitarian Grants. However, only those clubs that are 21 months or more overdue will be listed on the RI Web site.) If 30 months or more have passed since clubs or districts reported on the use of grant funds, TRF will recommend to the RI Board of Directors **termination** of the appropriate sponsoring Rotary clubs.

Additionally, TRF will be reviewing the status of reporting of districts and their member clubs on a semi-annual basis. Districts and their member clubs that are less than 70 percent current and compliant with reporting requirements on two consecutive semi-annual reporting statistical analyses will be suspended from participation in the Humanitarian Grants program.

#### Q. What information will be evaluated during the semi-annual reporting review?

A. The semi-annual review will include all grants awarded to the district and its member clubs; this includes Matching Grants, Volunteer Service Grants, District Simplified Grants and 3-H Grants. Reports for all grants must be received at least every twelve months for the life of the project and within two months of the project's completion. Any grants for which acceptable reports have not been received within this timeframe will be considered overdue.

#### Q. What constitutes an acceptable grant report?

A. Grant report forms are available for download from the RI Web site. These forms should be used for all progress and final reports. An acceptable report includes a description of the project accomplishments, a list of Rotarian activities throughout the project, information about the beneficiaries, an itemized statement of income and expense and a corresponding bank statement. If a report is unacceptable, reporting for the grant will be considered overdue.

#### Q. How often will overdue clubs be listed on the RI Web site?

A. The names of overdue clubs will be updated on the RI Web site

新一次。

**問：如果我的扶輪社被掲載在國際扶輪網站上，要怎麼樣才能移除？**

**答：**要想移除，扶輪社必須提交所有的獎助金計劃的合格的報告（期中報告或結案報告）。報告表可自國際扶輪網站下載。扶輪基金會在接到報告並審查通過後，在下次更新名單時會刪除你的扶輪社社名。

**問：我已經聯絡我們的夥伴扶輪社要他們提交報告，但無下落時，我該怎麼辦？**

**答：**提交獎助金計劃報告是地主和國際夥伴雙方的責任。夥伴們應該協力將報告寫成後提交扶輪基金會。不過，有時候可能有聯絡不到另一方的夥伴的情形。在這種情況發生時，設法和夥伴扶輪社的社長或夥伴地區的地區總監聯絡。扶輪社社長或地區總監也許能提供你填寫報告時所需的資訊。你也可以用完成的計劃照片或受益人的感謝書函來證實計劃已完成。如果你無法找到有關計劃的任何紀錄也聯絡不到負責計劃的扶輪社員，盡你的能力填寫所知道的事宜，並解釋為何報告中有不全的部分。你也可以把你嘗試聯絡共同贊助者的書函文件紀錄一併附上。

**問：我們的夥伴扶輪社遭到終止會籍，而我們得不到任何有關計劃的資訊。那一方該負報告責任？**

**答：**雖然扶輪社已被終止會籍，你仍可以和參與該計劃的扶輪社社員聯絡。他們可以提供你填報告時所需的資訊。如果你無法聯絡上夥伴扶輪社的任何社員，則可與地區總監或地區獎助金小組主委聯絡。如果一個扶輪社遭到終止會籍，則扶輪基金會要求該地區領導人來幫助結束該獎助金。這些地區領導人們需要盡量收集有關該計劃的資訊。可能的話要親自證實計劃的實際存在，然後將該計劃的實況告知扶輪基金會。

**問：如果地區被禁止參加人道獎助金計劃，地區將如何？**

**答：**萬一地區遭暫停時，扶輪基金會則停止所有該地區內的扶輪社或地區本身身為主要贊助者的地區簡化獎助金、義工服務獎助金、配合獎助金以及 3-H 獎助金的處理。扶輪基金會將不接受或批准申請書，也不支付已獲准的獎助金。

**問：我的地區被暫停參加人道獎助金計劃。我們要怎麼辦才能解除暫停？**

**答：**要解除暫停，扶輪基金會必須接到你地區內的扶輪社所贊助而過期的獎助金報告（期中或結案報告）。且必須是合格的報告。只要在扶輪基金會收到這些報告並審查通過後，貴地區的暫停將被解除。

**問：要索取有關我的扶輪社或地區過期的獎助金的資訊，應該和誰聯絡？**

**答：**你可以聯絡負責獎助金主辦計畫國的人道獎助金計劃協調人。人道獎助金計劃辦事人員名單能在國際扶輪網站上找到

on a quarterly basis.

**Q. If my club was listed on the RI Web site, what would we need to do to have our name removed?**

A. In order to remove your club's name from the overdue reporting list on the RI Web site, your club must submit acceptable reports (progress or final) for all overdue grants. Grant report forms are available for download from the RI Web site. Once the reports have been received and reviewed by TRF, your club's name will be removed from the list the next time that the list is updated.

**Q. I have tried contacting our partner club to ask them to submit a report, but I have not received a response. What should I do?**

A. Submission of grant reports is the responsibility of both the host and international partners. The partners should work together to complete the report form and submit it to TRF. However, there might be occasions where you are unable to contact your partner. In such cases, you might consider contacting the president of the partnering club or the district governor of the partnering district. The club president or district governor might have the information needed to complete the report. You may want to document that the project was successfully completed by enclosing photographs of the finished project or letters from the beneficiaries. If you are unable to find any records of the project and can't locate the Rotarians responsible for the project, complete the final report as best you can, explaining why any information is missing from the report. You might also want to include documentation of your attempts to contact your partner.

**Q. Our partner club has been terminated, and we are unable to get any information about the project. Who is responsible for the report?**

A. Although the club has been terminated, you may still contact individual Rotarians who were involved with the project. They should be able to provide you with the information needed to complete the report. If you are unable reach any Rotarian in the partner club, contact the district governor or district grants subcommittee chair. If a club is terminated, TRF looks to the district leaders to bring closure to the grant. These leaders should gather as much information as possible about the project, if possible physically verify the project's existence, and report what can be learned about the project to TRF.

**Q. What happens to a district if it is suspended from participation in the Humanitarian Grants Program?**

A. While a district is under suspension, TRF will stop processing all District Simplified Grants, Volunteer Service Grants, Matching Grants and 3-H Grants where clubs in the district or the district itself acts as the primary sponsor. Applications will not be accepted or approved, and approved grants will not be paid.

**Q. My district was suspended from participation in Humanitarian Grants. What do we need to do to have this suspension lifted?**

A. In order to lift the suspension on your district, TRF must receive acceptable reports (progress or final) for overdue grants sponsored by clubs in your district. Once these reports have been received and reviewed by TRF, your district's suspension will be lifted.

**Q. Who can I contact to obtain information about overdue grants for my club or district?**

A. You can contact the Humanitarian Grant coordinator responsible for grants taking place in the project country. The Humanitarian Grants Program staff list may be found on the RI Web site at [http://www.rotary.org/newsroom/downloadcenter/pdfs/hq\\_staff\\_sheet.pdf](http://www.rotary.org/newsroom/downloadcenter/pdfs/hq_staff_sheet.pdf)