



配合獎助金的辦法與條件 *Terms and Conditions of Matching Grant Award*

在執行你的獎助金計畫之前，你必須同意下列保管委員的規定：

YOU MUST AGREE TO THE FOLLOWING TRUSTEE REQUIREMENTS PRIOR TO THE IMPLEMENTATION OF YOUR MATCHING GRANT PROJECT:

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I. 配合獎助金標準：

配合獎助金支持扶輪社員們的國際服務計畫，配合獎助金計畫是以國際夥伴社為基礎的，扶輪社或地區至少在 2 個國家(一個夥伴是在主辦計畫國家之外，以及一個夥伴是在主辦計畫國家)他們必須一起工作俾利規劃、執行及完成計畫，每一個獎助金必須：

- A. 協助以強化扶輪網絡的發展，當來自不同國家的扶輪社員一起工作俾利實施計畫，主要是由一個扶輪社以提供可達成的成果為目標在計畫的所在地完成發起的。
- B. 依據獎助金作業流程循環來提出計畫
- C. 獎助金申請案經過基金會核准後才能開始實施

上述所提之外，所有主辦配合獎助金的贊助扶輪社(在計畫國家內)在同一個時間內最多可執行五個獎助金計畫為上限。

II. 扶輪社員的參與：

來自夥伴扶輪社/地區的扶輪社員都必須主動的參與每一項配合獎助金計畫，並且為他們在計畫上的行為向扶輪基金會(TRF)負責並且報告。扶輪社員與獎助金計畫有關的活動都必須向 TRF 提報。

規定扶輪社員的活動如下列：

- A. 配合獎助金(US\$ 5,000-25,000)
 - 1. 自計畫執行期間隨時保持彼

I. Matching Grant Criteria

Matching Grants support the international service projects of Rotarians. Matching Grants projects are based on international partnership: Rotary clubs/districts in at least two countries (a partner outside the project country and a partner within the project country) must work together to plan, implement, and complete the project. Each grant must:

- A. Assist in the development of stronger Rotary networks as clubs from different nations work together to implement projects that have been initiated by a Rotary club in a project location, with the aim of providing sustainable development
- B. Be submitted according to the Matching Grants Business Cycle
- C. Be implemented after the grant application is approved by the Foundation

In addition to what is noted above, all primary host sponsors (in the project country) of Matching Grants are limited to a maximum of five open Matching Grants at any one time.

II. Rotarian Involvement

Rotarians from both partner clubs/districts must be actively involved in each Matching Grant project, and are responsible to The Rotary Foundation (TRF) for the conduct of the project and for reporting on it. Rotarian activities in relation to the grant project must be reported to TRF.

The required Rotarian activities are as follows:

- A. Matching Grants (US\$5,000-25,000):
 - 1. Maintain communication and dialogue with each other and with TRF for the

此並與 TRF 之間的溝通與聯繫。

2. 主辦與國際夥伴雙方成立一個至少 3 位扶輪社員的委員會以監督該計畫。所有委員會成員必須是該扶輪社所贊助計畫的主辦社員或該地區所贊助計畫的主辦扶輪社成員。該計畫委員會倘有任何變動必須正式提報 TRF，與計畫有關的文件都必須移交給新的委員會俾能確保計畫的執行與責任都能成功的移轉。
3. 共同評估社區的需求，並且著手規劃該計畫。
4. 提供一段大綱說明所有非財務性參與的活動
5. 按照評估需求為基礎，堪察計畫場所，國際夥伴必須透過往來信函或拜訪計畫場所來分享資訊。
6. 管理獎助金資金

B. 競爭性獎助金(US\$25,000-150,000)：所有超過以及

1. 提出社區需求評估的證明
2. 提出資訊指明計畫如何可行與維護
3. 提供社區參與及受益人所有權的證明

C. 另外建議夥伴社/地區雙方進行下列活動：

1. 管理計畫現場
2. 成立扶輪社區服務團用來支援計畫各方面需求
3. 訓練義工並提供義工服務
4. 捐獻並尋求勞務與貨物的捐獻俾能繼續或擴大計畫規模
5. 擔任與政府機關及稅務官員的聯絡人

life of the project

2. Establish a committee of at least three Rotarians for both host and international partners to oversee the project. All three committee members must belong to the primary club for club-sponsored projects or belong to clubs in the district for district-sponsored projects. Any change in the project committee must be formally communicated to TRF, and documents in relation to the project must be handed over to the new committee to ensure successful transfer of responsibility and execution of the project.
3. Jointly assess community needs and plan the project
4. Provide a paragraph in the progress and final reports outlining all non-financial participation
5. Visit the project site on an as-needed basis. The international partner must share information via correspondence or by visiting the project site.
6. Manage grant funds

B. Competitive Matching Grants (US\$25,001-150,000): All of the above and

1. Provide evidence of a community needs assessment
2. Provide information indicating how the project is viable and will be maintained
3. Provide evidence of community involvement and ownership

C. The following are suggested additional activities for both partner Rotary clubs/districts:

1. Manage the project on-site
2. Form a Rotary Community Corps which supports aspects of the project
3. Provide volunteer service and train volunteers
4. Donate or seek out donations of money goods and services to continue or expand project
5. Act as liaison with government agencies and customs officials

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| <p>6. 向合作組織/政府機關提供具有影響計畫委員會的代表人</p> <p>7. 向當地及地區媒體以及地帶會議推廣計畫</p> <p>8. 提供技術專家來執行計畫</p> <p>9. 設計或協助設計計畫</p> <p>10. 出差赴計畫社區一起工作，或在計畫現場分享技術與專家意見</p> <p>11. 當可行時出席參加主要的計畫成果發表會或典禮</p> <p>12. 透過信函來分享專家意見與專門技術</p> <p>13. 安排裝運供應物資、設備或物料運至計畫國家</p> | <p>6. Provide representation on central project committee with cooperating organizations/government agencies</p> <p>7. Promote the project to local media and at Rotary district and zone meetings</p> <p>8. Provide technical expertise in implementation of project</p> <p>9. Design or assist in design of project</p> <p>10. Travel to work with project community or share technology and expertise at project site</p> <p>11. Attend major project events and ceremonies, where feasible</p> <p>12. Share expertise and technology via correspondence</p> <p>13. Arrange shipping supplies, equipment, or materials to project country</p> |
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III. 夥伴的捐獻

下列資訊適用於所有夥伴的捐獻：

- A. 配合獎助金夥伴的捐獻都被認為是指定捐助給 TRF，並且不能計入在地區捐款的總數內；
- B. 社友贊助捐獻給 TRF、國際扶輪各辦事處或財務代理人同意給予保羅哈里斯之友(PHF)表彰。直接捐款給計畫將不同意授於 PHF 表彰；
- C. 夥伴的捐獻超過配合獎助金同意書特定的金額以上時，其捐獻給 TRF、國際扶輪各辦事處或財務代理人，將被授與 TRF 年度捐獻，該筆捐獻將不會計入配合獎助金計畫內，(該筆捐獻將會計入地區捐獻總數內)；以及

III. Partner Contributions

The following information applies to all partner contributions:

- A. Matching Grant partner contributions are considered restricted giving to TRF and are not included in district contribution totals.
- B. Paul Harris Fellow (PHF) Recognition Credit will only be granted for sponsor contributions sent to TRF, RI's international office(s), or its fiscal agent(s); and PHF Recognition Credit will not be granted for sponsor contributions sent directly to the project.
- C. Partner contributions above and beyond the amount specified in the Matching Grant Agreement and sent to TRF, RI's international office(s), or its fiscal agent(s) will be credited as Annual Giving to TRF and will not be forwarded to the project (such contributions will be included in district contribution totals).

- D. 在保管委員核准配合獎助金之前，將捐獻款項直接寄給 TRF 將無法使用於該指定的獎助金。
 - E. 來自參與扶輪社/地區的捐獻必須至少要與 TRF 規定的金額一樣，此外，還要有來自海外計畫國的一項顯著部分捐獻。
 - F. TRF 將配合現金捐獻 50%，以及配合地區指定用途基金(DDF)最多 100%。
 - G. 計畫預算可以由非扶輪資源予以資金的挹注，該筆資金由合作組織，受益人或其他團體以既得利益投入計畫。然而，TRF 無法配合該筆資金。TRF 僅配合來自扶輪社/地區所捐獻的資金。此外，TRF 將不配合任何以勞貨捐助的價值給計畫。
 - H. 規定所有主辦夥伴們至少捐獻 US\$ 100 以上，該筆現金捐獻的形式可以來自主辦夥伴或主辦地區的 DDF。
 - I. 獎助金一但經核准後，其財務將無法變更。
 - J. 倘若取消獎助金計畫，所有捐獻應該必須退還 TRF(但任何資金直接送給計畫者除外)。大多數這些捐獻經常直接退給扶輪社或地區的年度計畫基金(APF)項目下作為對基金會一般捐獻的一部分。該筆資金將不會退給贊助人。
 - K. 獎助金不得作為向扶輪基金會的捐獻款或作為向任何人道獎助金
- D. Contributions sent to TRF prior to Trustee approval of the Matching Grant may not be available for a specific grant.
 - E. Contributions from the participating clubs/districts must be at least equal to the amount being requested from TRF. In addition, a significant portion of the contributions must come from outside the project site country.
 - F. TRF will match up to 50% of cash contributions and up to 100% of DDF contributions.
 - G. Project budgets can be supplemented by funds from non-Rotary sources, such as funds contributed by a cooperating organization, beneficiary, or other party with a vested interest in the project; however, TRF cannot match such funds. TRF will only match funds contributed by Rotary clubs/districts. In addition, TRF will not match the value of any goods or services donated to the project.
 - H. A minimum contribution of US\$100 will be required for all host partners. This can be in the form of cash contributions from the host partner or DDF from the host district.
 - I. Once a Grant is approved the financing cannot be changed.
 - J. If a grant project is cancelled, all contributions must be returned to TRF (with the exception of any funds that were sent to the project directly). These contributions will most often be directed back to the club's or district's Annual Programs Fund account as a part of general giving to the Foundation. The funds will not be returned to the Sponsors.
 - K. Grant funds cannot be used as a contribution to The Rotary Foundation or as a contribution for any Humanitarian

的捐獻。

IV. 配合獎助金的補助與支付

直到符合下列條件才會撥發配合獎助金：

- A. TRF 完成收到來自主辦夥伴扶輪社/地區已填妥並簽署的配合獎助金同意書。(由現任扶輪社長或地區獎助金主委簽署)；
- B. 贊助捐獻可或由 TRF、國際扶輪各辦事處、其財務代理人完成收到，或儲存在扶輪社/地區控管的計畫帳戶，該帳戶足以接受款人資料表確認的。(必須提供本表文件作為驗證)。
- C. TRF 已經收到有關獎助金適當的受款人資訊時，請瞭解：
 1. 配合獎助金必須將款項支付給扶輪社/地區控管帳戶，倘若當地法令允許，應該按每一筆獎助金計畫分別開立專戶儲存，如此獎助資金才不至於混淆。規定每筆交易，必須要有 2 人以上簽署才能動支所有的銀行帳戶。
 2. 獎助金不得給付個人、合作組織或受益人。

V. 扶輪基金會資金的管理

配合獎助金受獎人必須：

- A. 對待 TRF 獎助資金應視同神聖的信託應持續的保全以避免損失、濫用、或挪用。
- B. 以明確的責任描述來確保有能力與徹底的監督計畫，適當的財務管理，及有關計畫各項活動與財務性交易的完全透明化。
- C. 使用獎助資金僅能用於合乎所核

Grant.

IV. Matching Grant Funding and Payment

Matching Grant funds will not be released until all of the following conditions are met:

- A. TRF has received a signed Matching Grant Agreement Form from the primary partner Rotary clubs/districts (signed by the current club presidents or district grants subcommittee chairpersons, as appropriate)
- B. The sponsor contributions have been received either by TRF, RI's international office(s), its fiscal agent(s), or deposited into the Rotary club/district-controlled project account as identified on the Payee Information Form (documentation verifying this must be provided)
- C. TRF has received information regarding an appropriate payee for the grant. Please note the following:
 1. Matching Grants must be paid to a Rotary club/district-controlled account. If local laws permit, a separate project account should be opened up for each grant project so that no grant funds are commingled. All accounts must have at least two signatories required for each transaction.
 2. Matching Grants will not be paid to an individual, cooperating organization or beneficiary.

V. Stewardship of TRF Funds

Matching Grant awardees must:

- A. Treat TRF grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion
- B. Assure competent and thorough oversight of the project with clear delineation of responsibility, proper fiscal management, and full transparency regarding project activities and financial transactions
- C. Use grant funds only for eligible purposes as outlined in TRF-established grant

准的計畫預算目的上，就如 TRF 既定的獎助標準及其明細規則所概述的，該等應該很嚴謹的說明：

1. 在計畫實施過程中有任何核定的預算或變更差異則必須在事前取得扶輪基金會的書面授權；
2. 資金若花費在未經核准或不合格項目及/或作為未經核准或不合格用途目的時必須繳回 TRF。

D. 執行所有財務交易與關於獎助金計畫活動至少保持在標準商業實務的水準上並且時時恪遵“扶輪社員事業與職業宣言”並發揮“四大考驗”的最大精神，這項需要：

1. 維持所有交易均能合乎規定的會計帳目並保留原始收據與發票至少五年（或更多年則依當地法令規定）；
2. 在既定計畫科目項下隨時保持獎助金不得有任何資金移轉，除非計畫項下支付各項費用或/及退回 TRF 繳庫款；
3. 建立一項存貨控制系統為有效控制以獎助金所購置的儀器設備，及購置其他資產，並且透過計畫去維護所購置項目並紀錄其生產或分配。

E. 應盡最高的注意俾避免 TRF 獎助金淪於不當使用的重大現象。該等注意是預期超乎看待使用私人或公司資金一樣。

F. 應揭露任何可能的利益衝突。參與計畫獎助金及/或受獎的所有個人在其行為活動方面上應避免任何在實際上或認知上的利益衝突。所謂利益衝突就是個人在其關係間透過個人參與的一項計畫獎助金或受獎所造成的利益，或在認知上

criteria and detailed on the approved project budget, which shall be strictly interpreted:

1. Any deviation from the approved budget or changes in the implementation of the project must receive prior written authorization from TRF.
2. Funds expended on unapproved or ineligible items and/or for unapproved or ineligible purposes must be refunded to TRF.

D. Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practices and always in consonance with the Declaration of Rotarians in Business and Professions and in the full spirit of The Four Way Test. This requires:

1. Maintaining regular accounts of all transactions and retaining original receipts and invoices for a minimum of five years (or more, if required by local law/regulations)
2. Keeping grant funds in the established project account without diversion, except for direct payment of project expenses and/or to return funds to TRF
3. Establishing an inventory system for the control of equipment and other assets purchased with grant funds, and maintaining records for items that are purchased, produced, and/or distributed through the project

E. Exercise the highest care to the prevention of even the appearance that TRF grant funds are being used in an improper manner. Such care is expected to go beyond that afforded to the use of private or corporate funds.

F. Disclosure of any possible conflicts of interest. All individuals involved in a program grant and/or award shall conduct their activities in a way that avoids any actual or perceived conflict of interest. A conflict of interest is a relationship among individuals through which an individual involved in a program grant or award causes benefit, or could be perceived to cause benefit, for such individual or such

可能造成的利益，上述的個人或上述的個人家人，或人稱的熟識公司同事，事業的利益或在組織機構內上述的個人擔任保管委員、理事或職員。在獎助金獲准之前，任何所有的揭露事項必須予以說明。

1. 必須以完全徹底的公平、公開程序來執行計畫需求書或採購標單，不論廠商或扶輪單位之間的任何關係，確保在合理成本下提供最佳服務。當扶輪單位考量一個事業其付款給付扶輪社員時，或許就會發生可能的利益衝突，該事業是由扶輪社員所經營或擁有的勞貨提供者，或與 TRF 有夥伴關係的代理商經銷商，機構，或協會的員工。
2. 當一位扶輪社員在所參與配合獎助金的合作組織，供應廠商或受益人擔任理事或具有專業責任，而發生關係時，他們將不得服務於計畫委員會。

G. 任何與獎助金有關的不法活動應立即向 TRF 提報；

H. 在計畫結束後應繳回 TRF 任何不尋常經費及/或利息所得。

VI. 報告與稽核規定

TRF 保管委員規定配合獎助金受獎人必須符合下列規範

- A. 提交進度與結案報告
 1. 計畫實施過程中規定在收到第一次計畫款後每十二個月必需提出進度報告包含細項計畫進度。而計畫完成後二個月內則必須提出結案報告。進度與結案報告兩者都必須包括下列：

individual's family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director, or officer. Any and all disclosures must be explained prior to grant approval:

1. A fair, open, and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost, despite any connection between a vendor and a Rotary Entity. Possible conflicts of interest may arise when a Rotary Entity is considering business in which funds will be paid to a Rotarian; a goods and/or services provider owned or managed by a Rotarian, or employees of agencies, organizations, or institutions partnering with TRF.
2. If a Rotarian serves on the board or has professional responsibilities in relation to a cooperating organization, vendor or beneficiary involved with a Matching Grant, he/she may NOT serve on the project committee;

G. Report immediately any irregularity in grant-related activity to TRF

H. Return any unused funds and/or interest earned to TRF at the completion of the project

VI. Reporting and Auditing Requirements

TRF Trustees require Matching Grant awardees to adhere to the following:

- A. Submit progress and final reports
 1. Progress reports are required every twelve months after the initial payment is received, detailing the project's progress. Final reports are due within 2 months of the project's completion. Both progress and final reports must include the following:

- a. 一份計畫的詳細敘述
 - b. 扶輪社員如何取得國際夥伴社/地區來參與該計畫
 - c. 主辦夥伴社/地區的扶輪社員如何參與該計畫
 - d. 一份完整的敘述扶輪社員監督與管理說明
 - e. 一份收支報表
 - f. 一份與收支報表有關的銀行對帳單
 - g. 與收支報表可適當的相互對照經費收據
 - h. 一份有關受益人的敘述
 - i. 合作組織的角色(若可行時)
 - j. 照片足以證明收容所的接受者均住於此屋內(僅適用於低造價收容所計畫)
2. 假若計畫夥伴們對最近的獎助金無法提供進度報告或逾期提交適時的進度報告時，則另外提出新計畫將被退回而不處理。此將影響國際夥伴與在計畫國家的主辦夥伴。
- B. 提供一份年度獨立財務審查報告(鼓勵適用所有獎助金受獎人並規定獎助金大於 US\$25,000 或另由 TRF 規定者)：
- 1. 必須由一位合適的領有執照、註冊、或認證會計師或會計師事務所該等與所查核的計畫無直接關聯者來執行獨立財務審查報告。上述獨立會
- a. A detailed description of the project
 - b. How Rotarians from the international partner club/district participated in the project
 - c. How Rotarians from the host partner club/district participated in the project
 - d. A full description of Rotarian oversight and management
 - e. A statement of income and expense
 - f. A bank statement which correlates to the statement of income and expense
 - g. Where expressly requested, receipts appropriately cross-referenced to the statement of income and expense
 - h. A narrative statement about the beneficiary
 - i. The role of the cooperating organization (if applicable)
 - j. Photo proof that shelter recipients are occupying the homes (Low Cost Shelter projects only)
2. New applications will be returned without processing if project partners have not provided timely progress reports for current grants or have overdue final reports (this includes overdue reports for all grant types). This will affect both the international partner and the host partner in the project country.
- B. Provide an annual independent financial review (encouraged for all grant awardees and required for grants over US\$25,000 or as requested by TRF)
- 1. Annual independent reviews must be carried out by an appropriately licensed, chartered, or certified accountant or accounting firm which has no direct linkages with the project to be examined. The appointment of such an independent accounting firm or accountant must be made by the district governor of the project district

計師事務所或會計師必須由計畫(地區經費撥送的)地區總監來指派。TRF 必要時保留指派獨立年度審查的權利。

2. 同意獨立年度審查的程序必須包括下列幾點
 - a. 決定計畫項下所收到的資金其支出是否與核定的預算一致？如否？為何不一致？
 - b. 是否維持一套標準的會計科目包括一套所有收據與報銷事項的紀錄，並且所有支出項目的收據維持在 25 美元以上；
 - c. 檢查各項支出俾能確保資金使用於預定的目的上，維持適當的紀錄及一套各項支出的控制制度就緒。該項檢查包括下列：
 - 抽查報銷項目並調節與所附的文件是否一致；
 - 審查完整支出清單俾確保支出與獎助金的辦法與條件是否一致。
 - 辨識所採用的採購程序。
 - d. 決定資金是否存放在銀行儲蓄存款帳戶以及如何使用所孳生的利息；
 - e. 審查銀行調節表俾確保正確與即時的編製完成，及其計畫財務記錄的期初與期末餘額與銀行對帳單一致。
 - f. 決定扶輪社員控制銀行存款帳戶是否依規定由 2 人

(where the funds were sent). TRF reserves the right to appoint the independent annual reviewer as necessary.

2. The agreed-upon procedures for the independent annual review must include the following:
 - a. A determination of whether the funds received for the project were expended in a manner consistent with the approved project budget and, if not, why not
 - b. A determination of whether a standard set of accounts was maintained to include a complete record of all receipts and disbursements and receipts maintained for all expenditures in excess of US\$25
 - c. An examination of expenditures to ensure funds used for intended purpose, proper records maintained and a system of controls over expenditure is in place. This examination should include the following:
 - Selection of a sample of disbursements and reconciliation to supporting documentation
 - A review of the full listing of expenditure to ensure funds were expended in a manner consistent with the Terms and Conditions of the grant award
 - Identification of the purchasing procedure used
 - d. A determination of whether funds were held in an interest-bearing bank account and documentation of how interest earned was used
 - e. A review of bank reconciliations to ensure they were prepared correctly and in a timely manner and that opening and closing balances agreed to the financial records of the project and bank statements
 - f. A determination of whether Rotarians control bank accounts

分別簽署所有的報銷簽核。

- g. 決定是否所有計畫活動包括資金的轉換均與當地法令規章一致。

3. 在收到第一次撥付款後不能遲於 12 個月必須向扶輪基金會提交年度獨立財務審查報告以及以後的每十二個月直到計畫夥伴被 TRF 通知該計畫獎助金的期間已正式的完成
4. 負責準備所有獎助金的年度獨立財務審查報告屬於主辦扶輪社的責任，該項成本可能由所有贊助扶輪社，扶輪地區或其他受獎人之間來分攤。假若受獎人無法提供這項成本時，他們可以在原始獎助計畫執行期間為這項目的申請每年最多 US\$500 審查經費。

C. 與 TRF 稽核合作

1. TRF 保留執行稽核的權利或派遣一位監視人員赴任何獎助金計畫，不論計畫大小或在任何時間。凡獎助金超過或含 US\$50,001 以上時需要現場查訪。
2. 此外，TRF 在任何時候保留審查計畫的權利，得要求提交額外的文件以及假若其全權任由一人處理便宜行事無法認為滿意時將停止任何或所有支付款，。
3. 主辦社或地區在整個計畫獎助金期間將保持一套詳細的、正確的、及完整的財務記錄並且在獎助金結束日後保持五年的期間，或依當地法令需要保持更長的年限。該項財務記錄將包括原始收據、付訖支票、發票等。甚至，倘若一項獎助金被抽查須要稽核時，該主辦社或地區必須保存所有文件直到上述期限經 TRF 建議該文件可以銷毀。

and two signatures are required for all disbursements

- g. A determination of whether all project activities including the conversion of funds are in accordance with local laws and regulations

3. The independent annual review must be submitted to TRF no later than 12 months after the first payment is received and every 12 months thereafter until the project partners are notified by TRF that the grant period of the project is officially completed.
4. The responsibility for annual independent annual reviews for all grants rests with the primary partners, the cost of which may be shared among all sponsoring Rotary clubs, Rotary districts, or other grantees. If the grantees cannot provide for these costs, they may apply for up to US\$500 per year for the life of the project on the original grant application for this purpose.

C. Cooperate with TRF Audits

1. TRF reserves the right to conduct an audit of or send a monitor to any grant, regardless of size, at any time. A site visit is required for those grants with award amounts of US\$50,001 or more.
2. In addition, TRF reserves the right to review the project at any time, require the submission of additional documentation, and suspend any or all payments if in its sole discretion progress is not considered to be satisfactory.
3. The sponsoring club or district will maintain detailed, accurate, and complete financial records throughout the life of the grant and for a period of five years, or more if required by local law, after the grant closure date. These financial records would include original receipts, canceled checks, invoices, etc. Further, if the grant is selected to receive an audit, the sponsoring club or district must maintain all documentation until such time as TRF advises the documents

VII. 適當的執行獎助金

- A. TRF 獎助金必須使用於
1. 強調一項人道條件有益於一個社區的需求。
 2. 有相當的扶輪社員參與並具有明顯的扶輪識別。
 3. 足以證明有益於一個整體的社區而非一位個人。
 4. 除非獎助金的金額額度外，不得造成 TRF 或 RI 的負擔。
 5. 凡計畫涉及疫苗及免疫者，必須符合小兒麻痺計畫及世界衛生組織計畫所規定的標準、程序與政策。
- B. 獎助金不能使用於：
1. 為購置房屋或土地。假若獎助金取決於一棟房屋建築工程則該項工程必須由額外的(這是非配合款)扶輪社/地區的資金來挹注或由一個合作組織來資助。TRF 將不會核准撥發獎助金直到該項工程完工；
 2. 凡活動涉及營建任何個人所生活居住、工作、或以任何有利得的活動佔有的建築物(諸如房屋、貨櫃、拖車房屋)或個人為執行任何型態的活動包括製造、處理、維護及/或儲存。但基礎建設的工程諸如服務道路、水井、蓄水池、水壩、橋樑、公共廁所、洗手間、供水系統以及其他類似建築物是可以接受的；
 3. 凡活動涉及建築物的更新改造，包括為提供新的服務或提升公共設施(例如水、電)，任何個人所生活居住、工作、或以任何有利得的活動佔有的建築物(諸如房屋、貨櫃、拖車房屋)或個人為執行任何型態的活動包括製造、處理、維護及/或儲存；
 4. 凡為一位個人或個人為一個合作組織或受益人工作而給

may be discarded.

VII. Appropriate Grant Implementation

- A. The use of grant funds from TRF must:
1. Address a humanitarian condition that benefits a community in need
 2. Have significant Rotarian involvement and visible Rotary identification
 3. Demonstrably benefit a community as a whole and not an individual person
 4. Exclude any liability to TRF to Rotary International except for the amount of the grant
 5. Be consistent with the criteria, procedures, and policies of the PolioPlus program and the World Health Organization for projects involving vaccines and immunizations
- B. Grant funds cannot be used:
1. For the purchase of land and buildings. If the grant depends upon the construction of a building, the construction must be funded by additional (that is non-matched) club/district funds or funded by a cooperating organization. TRF will not release grant funds until such construction is completed.
 2. For activities involving the construction of any structure in which individuals live, work, or engage in any gainful activity (such as buildings, containers, and mobile homes) or structures where individuals carry out any type of activity including manufacturing, processing, maintenance and/or storage. Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, and water supplies and other similar structures is acceptable.
 3. For activities involving the renovation of structures, including the provision of new services or upgrade of utilities (i.e. electrical and plumbing), in which individuals live, work, or engage in any gainful activity such as (buildings, containers, and mobile homes) or structures where individuals carry out any type of activity including manufacturing, processing, maintenance, and/or storage
 4. For salaries, stipends, or honorariums for an individual or individuals working for a cooperating organization or

- 付的薪資、津貼或酬勞；
5. 為支持任何機構的營運或管理費；
 6. 凡為大專教育活動、研發、或個人或專業上發展費用；
 7. 凡為任何一位受益人、合作組織、或計畫過分的支持；
 8. 任何不同於 TRF 已經核准的用途目的；
 9. 核准獎助金之前所報支的費用，支助資金給於現有的計畫，或支付非扶輪組織主要贊助者的費用。
10. 為成立一項永久基金會，信託或購置永久型附息財務金融，也不允許將資金投入定期存款，由於該項將承擔勻用資金於非指定計畫用途的目的上。經 TRF 核准者獎助金計畫才能夠參與成立一項循環貸款資金，但必須包括有關領受者償還計畫時程表訓練及詳細資訊。
 11. 直接支付有利於一位扶輪社員；一位扶輪社職員，或國際扶輪的地區或其他扶輪單位；或一位配偶，直系後裔(血親上的孩子或孫子或合法收養小孩)，直系後裔的一位配偶，或任何活著的扶輪社員或扶輪職員的祖先(血緣上雙親或祖父母)。
 12. 重複任何現存基金會或其他扶輪社所主辦的計畫。
 13. 為國際出差或與國際出差有關的費用。
 14. 為主辦計畫指定去協助任何個人俾利取得一項學術學位或專業的提升，或為任何個人俾利於參加研討會、會議、或國際交換。計畫項下能夠參與
- beneficiary
5. To support the operating or administrative expenses of any organization
 6. For post-secondary education activities, research, or personal, or professional development
 7. For excessive support of any one beneficiary, cooperating organization, or project
 8. For any purposes other than those approved by TRF
 9. To reimburse expenses incurred prior to approval of the grant, to help fund already existing projects, or to pay for activities primarily sponsored by a non-Rotary organization
10. For the establishment of a permanent foundation, trust, or permanent interest-bearing account; nor may grant funds be invested in fixed-term deposits, as this would entail moving the funds out of the designated project account for purposes other than payment of project expenditure. Grant projects can involve the establishment of a revolving loan fund, with the approval of TRF, but must include training and detailed information regarding recipient payback schedules.
 11. To directly benefit a Rotarian; an employee of a club, district or other Rotary entity, or of Rotary International; or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee
 12. To duplicate any existing Foundation or other Rotary-sponsored program
 13. For international travel or international travel related expenses
 14. To sponsor projects designed to help any individual(s) to obtain an academic degree or professional advancement, or for any individual(s) to attend a seminar, conference, or international exchange. Projects can involve educational training, but the training must be short-term in nature

教育訓練，但該項訓練性質上必須是短期的並僅能提供基礎教育/專業上之需要。

and provide for basic educational/professional needs only.

15. 為美化社區或非屬於人道計畫的一般服務。

15. For community beautification or general service projects that are not humanitarian in nature

VIII. 時限

TRF 已經建立人道獎助金的執行與支付款截止日期，因此：

- A. 若一項審理中的配合獎助金計畫檔案超過六個月仍未經核准，該獎助金將被撤銷。
- B. 若一項已核准的配合獎助金計畫檔案超過六個月仍未經撥付款項，該獎助金將被取消。
- C. 若一項已撥付款項的配合獎助金計畫檔案十二個月仍未履行，該獎助金將被取消並且將要求主辦社繳回資金。

IX. 合作組織

與另一個組織合作執行一項獎助金必須符合下列條件：

- A. 扶輪夥伴(們)必須明確地實地證明由扶輪社或地區參與的計畫是如何發起、控制、以及執行；扶輪社員以奉獻出他們的時間、資源、與個人深入計畫的方式參與計畫。
- B. 當地扶輪社或地區(當合適時)必須具備有合作組織的知識並且為這個組織提供背書敘明這個組織是有信譽的，負責任的且該組織在計畫執行的國家是依法註冊登記。
- C. 在上述計畫項下組織合作必須同意參與且合作與計畫有關活動的任何財務審查並且說明他們將如何參與該項計畫。

VIII. Time Limits

TRF has established deadlines for the payment and implementation of Humanitarian Grants. Therefore,

- A. If a pending Matching Grant project file remains unapproved for more than six months, the grant will be withdrawn.
- B. If an approved Matching Grant project file remains unpaid for more than six months, the grant will be cancelled.
- C. If a paid Matching Grant project file is not implemented within 12 months, the grant will be cancelled and the sponsors will be required to return the funds.

IX. Cooperating Organizations

A grant conducted in cooperation with another organization must meet the following conditions:

- A. The Rotary partner(s) must clearly demonstrate that the project is initiated, controlled, and conducted by the Rotary clubs or districts involved; Rotarians must participate in giving their time, resources, and personal involvement to the project.
- B. The local Rotary clubs or district (where appropriate) must have knowledge of the cooperating organization and provide a letter of endorsement for the organization that states that it is reputable and responsible and that the organization is registered and acts within the laws of the project country.
- C. The organization cooperating in such projects must agree to participate and cooperate in any financial review of activities connected with the project and explain how it will be participating in the

- D. 每一年限制八項獎助金能與另一個組織合作。
- E. 應該採行一套經費開支的制度，上述的計畫在扶輪夥伴與合作組織有關各項目/服務及其個別的成本，於購置完成前要有共同的協議，才能維持扶輪社員控制獎助金的各項支付經費並且協助以避免可能的爭議。

X. 扶輪基金會對人口成長與發展的政策

TRF 支持國際扶輪社的計畫包括他們的目的以及以尊重國際扶輪社對人口成長與發展的聲明。配合獎助金可作為支持下列人口成長計畫類型：

- A. 產前醫療/維他命
- B. 生育醫療
- C. 新生胎兒篩檢
- D. 協助生育之手術器材
- E. 產前篩檢
- F. 超音波儀器設備(主要作為診斷與醫治患者之用途)
- G. 教育與訓練
- H. 公共衛生教育
- I. 家庭計畫訓練
- J. 性病傳染資訊
- K. 社區衛生訓練
- L. 認識均衡飲食與營養

XI. 配合獎助金扶輪名稱與徽章使用準則

下列準則針對使用“扶輪 Rotary”名稱與

project.

- D. An annual limit of eight grants can be made in cooperation with another organization.
- E. A spending plan system should be adopted, such that there is mutual agreement between the Rotary partner(s) and the cooperating organization regarding items/services and respective costs before purchases are made, to maintain Rotarian control over expenditure of grant funds and help avoid possible disputes.

X. The Rotary Foundation's Policies on Population Growth and Development

TRF supports the programs of Rotary International, including their aims and objectives with respect to RI's statement on Population Growth and Development. Matching Grant funds may be used to support the following types of population growth projects:

- A. Prenatal medications/vitamins
- B. Birthing medications
- C. Newborn baby screenings
- D. Surgical instruments to help with births
- E. Prenatal screening
- F. Ultrasound equipment (as long as it is used for diagnosing and treating patients)
- G. Education and training
- H. Public health education
- I. Family planning training
- J. Information on sexually transmitted diseases
- K. Community health training
- L. Balanced diet and nutrition awareness

XI. Matching Grant Rotary Name and Emblem Use Guidelines

The following guidelines on the use of the

徽章都是 RI 的政策。當你可能使用命名你的計畫與日後開展計畫可能使用任何文字時請你遵循之。

A. 扶輪名稱

1. 理事會已經決議任何使用“扶輪 Rotary”名稱無需進一步的說明，諸如扶輪社社名或扶輪地區，就是在引用國際扶輪 RI 這個國際聯盟。
2. 新計畫名稱或尚未取得國際扶輪專屬控管的計畫，當使用該名稱“扶輪 Rotary”則必須包括所有參與的扶輪社或地區的名稱且不能使用國際“International”這個名稱
3. 倘使用“扶輪 Rotary”與“基金會 Foundation”單字時這些單字必須不能出現在一起，但是必須添加可辨識資訊便於識別，諸如參與扶輪社或地區的名稱
4. 尚未由 RI 專屬控管以及不符合這些準則的持續計畫則應該給予更名俾提供新增的識別資訊(例如當使用“扶輪 Rotary”時則必須包括參與的扶輪社或地區的名稱)。
5. 任何計畫的命名不符合準則時則必須取得理事會特定的核准。

B. 扶輪徽章

1. 扶輪徽章就像扶輪名稱一樣，RI 代表國際的社團。
2. 舉凡未在國際扶輪專屬控制下舉辦的計畫或活動時使用扶輪徽章，除徽章外另外應加註參與扶輪社或地區的名稱；該名稱應直接緊臨著徽章並以同等大小來突顯該徽章。
3. 任何扶輪徽章的複製品必須符合 RI 適當徽章規格(參見 2004 程序手冊第 17 章可透過

“Rotary” name and emblem are RI policy. Please follow them when naming your project and in any literature you may develop.

A. Rotary Name:

1. The RI Board has determined that any use of the “Rotary” name without a further qualifier, such as the name of a Rotary club or a Rotary district, refers to the international association, RI.
2. New project names or programs not under the exclusive control of RI, when using the name "Rotary," must include the name of the participating Rotary club(s) or district(s) and should not use the name "International."
3. If using the words "Rotary" and "Foundation," these words must not appear together but must be separated by additional identifying information, such as the name of the participating Rotary club(s) or district(s).
4. Ongoing programs not under the exclusive control of RI and not conforming to these guidelines should be renamed to provide this additional identifying information (i.e. the name of the participating Rotary club(s) or district(s) must be included when using the name “Rotary”).
5. The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

B. The Rotary Emblem:

1. The Rotary Emblem, like the Rotary Name, represents the international association, RI.
2. Whenever the Rotary Emblem is used for a project, program, or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem; should appear directly adjacent to the emblem; and be of a size of equal prominence to the emblem.
3. Any reproduction of the Rotary Emblem must meet RI's proper emblem specifications. (See the *2007 Manual of Procedure*, Chapter

你們扶輪社與地區行政主管
取得扶輪徽章照相製版)。不
允許變更、修改或遮蔽徽章。
徽章必須忠實複製並且經常
以完整形式呈現。

4. RI 細則不鼓勵扶輪徽章與另
一個組織的徽章或標識圖案
聯合使用(RI 均無法認同與其
他名稱或徽章聯合使用扶輪
名稱、徽章、名牌或其他識別
符號，依據 RI 細則第十八條
XVIII,18.020)

假如你有任何疑問，請聯繫 TRF
Matching Grants
The Rotary foundation
One Rotary Center
1560 Sherman Avenue
Evanston, Illinois 60201 USA
Phone: (+1)847 866-3000 * FAX: (+1)847
866-9759 * E-mail: contact.center@rotary.org

17. Camera-ready art can be
obtained through your Club and District
Support representative.) No
alterations, modifications, or
obstructions of the Rotary Emblem are
permitted. The emblem must be
faithfully reproduced and always
appear in its entirety.

4. The RI Bylaws discourage any joint
use of the RI Emblem with the emblem
or logo of another organization (“The
use of such name, emblem, badge, or
other insignia in combination with any
other name or emblem is not
recognized by RI.” *RI Bylaws, Article
18.020.*)

If you have questions, please contact TRF at:
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