



## 地區簡化獎助金 (DSG) 辦法及條件 Terms and Conditions District Simplified Grants (DSG)

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接受地區簡化獎助金時，您同意遵守扶輪基金會保管委員會關於執行地區簡化獎助金之下列規定：

### I. 地區簡化獎助金標準：

地區簡化獎助金支持地區之服務活動或人道努力。每個接受獎助金支持之計劃必須：

- A. 尊重接受社區之期望；
- B. 如獎助金活動將在接受地區以外之國家進行時，瞭解及重視另一國家之傳統及文化；及
- C. 遵守所有標準的人道獎助金政策及準則。

### II. 地區簡化獎助金之扶輪社員參與：

地區扶輪基金委員會主委擔任地區簡化獎助金主要的聯繫者。當地區扶輪基金委員會主委DRFC職務改變時，這位新職員將成為負責與扶輪基金會TRF聯繫，所有有關地區簡化獎助金的活動。

地區之扶輪社員必須積極參與每一項地區簡化獎助金計劃。因此，贊助扶輪地區必須成立一個由至少三名扶輪社員組成之委員會，以監督獎助金款項之支出。委員會之委員必須在計劃全程任職委員，即使計劃延續至未來扶輪年度。地區簡化獎助金要求扶輪社員之直接參與進行下列工作：

- A. 評估社區需求，並擬定一項計劃書；
- B. 成立一個由至少三名扶輪社員組成之委員會，以監督獎助金款項之支出；
- C. 監管獎助金經費；
- D. 參與計劃之執行；
- E. 提供社區參與及擁有之證明；
- F. 舉辦有當地服務提供者、當地官員、及/或接受者參與之會議；及
- G. 在當地媒體推廣該計劃。

### III. 地區簡化獎助金經費補助及支付：

地區簡化獎助金之經費必須等下列條件都滿足之後，才會撥發：

- A. 扶輪基金會必須從贊助之扶輪地區收到一份完整填妥及簽名之地區簡化獎助金申請及同意表（由地區扶輪基金主委和地區總監當選人簽名）。
- B. 扶輪基金會收到有關獎助金適當受款人之資料。
  1. 地區簡化獎助金必須支付給一個扶輪控管的計

**IN ACCEPTING A DSG YOU AGREE TO FOLLOW TRUSTEE REQUIREMENTS REGARDING THE IMPLEMENTATION OF YOUR DSG:**

### I. District Simplified Grant Criteria:

District Simplified Grants support the service activities or humanitarian endeavors of districts. Each project the grant supports must:

- A. Respect the wishes of the receiving community;
- B. Understand and appreciate another country's tradition and culture if grant activities will take place outside of the recipient district's country; and
- C. Comply with all standard Humanitarian Grant Policies and Guidelines.

### II. District Simplified Grant Rotarian Involvement:

The District Rotary Foundation Committee chair serves as the primary contact for a District Simplified Grant. When the DRFC chair position changes, the new officer becomes responsible for communicating with TRF regarding all DSG-related activity. A district's current DRFC chair represents the committee and the district in communications with TRF.

Rotarians from the district must be actively involved in each District Simplified Grant project. Therefore, a committee of at least three Rotarians from the sponsoring Rotary district must be established to oversee the project(s) and the expenditure of grant funds. The members of the committee should serve for the entire term of the District Simplified Grant, even if it extends into future Rotary years. District Simplified Grants require the direct involvement of Rotarians who will conduct the following:

- A. Assessment of community needs and development of a project plan;
- B. Establishment of a committee containing at least three Rotarians to oversee the expenditure of funds;
- C. Oversight of grant funds;
- D. Involvement in the implementation of projects;
- E. Provision of evidence of community involvement and ownership;
- F. Organization of meetings with local service providers, local officials, and/or recipients; and
- G. Promotion of projects in the local media.

### III. District Simplified Grant Funding and Payment:

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

- A. The Rotary Foundation (TRF) must receive a completed, signed District Simplified Grant Request and Agreement Form from the sponsoring Rotary district (authorized by the District Rotary Foundation Committee Chair and District Governor-elect).
- B. The Rotary Foundation receives information regarding an appropriate payee for the grant.

劃帳戶，最好為此計劃而成立之帳戶，且至少有兩人連署簽名。可接受的DSG帳戶名字包括，但並不限於，“扶輪地區1234”或者“地區簡化獎助金#12345”。

2. 地區簡化獎助金將不支付給個人、合作組織或計劃受益人。
- C. 獎助金在25,000美元以上者，其經費運用計劃及經費公告計劃已呈報扶輪基金會。
- D. 該地區之前所進行之所有地區簡化獎助金計劃已經履行報告規定。
- E. 地區管理每一次不超過兩個已撥款的地區簡化獎助金。只有當提交的報告清楚的重要的進行證明支出費用已合格使用了大約50%的總獎助金獎金時，才會撥給下一筆的地區簡化獎助金。

#### IV. 扶輪基金會贊助經費之管理

地區簡化獎助金受獎人同意：

- A. 視扶輪基金會獎助金經費為神聖之信託，時時防範損失、濫用、或變更用途；
- B. 清楚劃分責任以保證能徹底監督計劃；
- C. 扶輪基金會獎助金經費僅用於此處認可之用途，並將嚴格解釋其用途。凡用於未經核准或未認可之項目及/或用於未經核准或未認可之用途，其經費必須退還扶輪基金會。
- D. 至少以標準的商業程序做法從事與獎助金相關的所有財務往來及計劃活動，且時時刻刻遵守「扶輪社員事業及專業宣言」及「四大考驗」之完整精神。因此必須：
  1. 保持定期記載所有財務往來紀錄，保留原始收據及發票至少三年；且
  2. 建立一套存貨管理制度，以管理用獎助金經費購置之設備。
- E. 盡全力注意防止扶輪基金會獎助金經費使用不當，即使看來使用不當。此項注意力應比防止私人或企業經費使用不當之注意力更甚；
- F. 立即把獎助金相關活動之不正常情形報告給扶輪基金會；
- G. 退還任何未使用之經費及/或孳息給扶輪基金會。極力推薦地區於每一扶輪年度結束時退還任何獎助金帳戶內之未分發出去之DSG經費。
- H. 先取得扶輪基金會核准後才可(直接或間接)把地區簡化獎助金經費轉入或利用地區簡化獎助金經費購買貨物或服務用於，受到美國法律規定予以經濟或貿易制裁之任何國家、實體、或個人（目前這些包括，但是不限於，古巴、伊朗、伊拉克、蘇丹、利比亞、北韓、及緬甸）。必須如此扶輪基金會才能依規定獲准如此使用經費。

#### V. 適當執行獎助金：

- A. 扶輪基金會經費之使用必須：
  1. 推廣所有扶輪社員積極且親身參與執行計劃；
  2. 當來自不同社區及/或國家在某一計劃地點一起

1. District Simplified Grants must be paid to a Rotary controlled project account with at least two signatories, preferably an account established for the grant. Acceptable DSG account names include, but are not limited to, "Rotary District 1234" or "District Simplified Grant # 12345."

2. District Simplified Grants will not be paid to an individual, cooperating organization or beneficiary.
- C. Spending plan and publicity plan for grants above US\$25,000 have been submitted to TRF.
- D. Reporting requirements on all previous DSGs undertaken by the district have been met.
- E. Districts may administer no more than two paid-open District Simplified Grants at a time. Demonstration of significant progress, defined as the submission of reports containing eligible expenditures of approximately 50% of the total grant award, is required for one District Simplified Grant before payment is made on a second District Simplified Grant.

#### IV. Stewardship of The Rotary Foundation Funds:

District Simplified Grant awardees agree to:

- A. Treat The Rotary Foundation 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;
- C. Use TRF grant funds only for eligible purposes as outlined herein, which will be strictly interpreted. 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, retaining original receipts and invoices for a minimum of three years; and
  2. Establishing an inventory system for the control of equipment purchased with grant funds.
- E. Exercise the highest attention to the prevention of even the appearance that The Rotary Foundation grant funds are being used in an improper manner. Such attention is expected to go beyond that afforded to the use of private or corporate funds;
- F. Report immediately any irregularity in grant related activity to The Rotary Foundation;
- G. Return any unused funds and/or interest earned at the completion of the grant to The Rotary Foundation. It is highly recommended that the district return to TRF any undistributed DSG funds it maintains in the grant account at the end of each Rotary year.
- H. Obtain approval from TRF prior to transferring DSG funds to (directly or indirectly), or using DSG funds to purchase goods or services for use in any country, entity, or person that is subject to economic or trade sanctions under U.S. law (these currently include, but are not limited to, Cuba, Iran, Iraq, Sudan, Libya, North Korea, and Myanmar). This is necessary so that TRF can obtain necessary regulatory approvals to allow such use of the funds.

#### V. Appropriate Grant Implementation:

- A. The use of funds from The Rotary Foundation must:
  1. Promote active and personal participation of all Rotarians involved in the implementation of the grant;
  2. Assist in the development of stronger Rotary networks as

執行由某個扶輪社發起之計劃時，協助發展更強大的扶輪網絡。接受扶輪基金會支持之計劃應該滿足接受社區之人道需求。

3. 不得涉及成立永久性之基金會、信託、或永久性之孳息帳戶。獎助金計劃可參與成立循環貸款基金，但必須包含訓練及詳細之貸款人償還時程資訊。(參閱IX項)
  4. 不得直接嘉惠扶輪社員；扶輪社、地區或其他扶輪團體，或國際扶輪之雇員；或現存扶輪社員或扶輪雇員之配偶、直系卑親屬（有血緣關係或合法領養之兒女或孫子）、直系卑親屬之配偶、或祖先（有血緣關係之父母或祖父母）。
  5. 不得與任何現有扶輪基金會或其他扶輪贊助之計劃重複；
  6. 除了獎助金金額外，排除扶輪基金會或國際扶輪任何賠償責任；
  7. 如計劃係有關疫苗及免疫，必須與根除小兒麻痺等疾病計劃及世界衛生組織之標準、程序、及政策一致；
  8. 不得報支用於扶輪社/地區已進行當中之計劃、現存之計劃、主要由非扶輪組織贊助之計劃、或已經完成之計劃。
- B. 獎助金經費不得用於：
1. 購置土地及建築物。如獎助金有賴於建築物之興建，該建築物必須由扶輪社/地區或合作組織提供之經費補助。扶輪基金會必須等該建築物完成之後才撥發獎助金經費；
  2. 興建任何供人居住、工作、或參與任何有收益活動之結構體，例如建築物、貨櫃、及活動住宅或可供人執行任何活動，包括製造、處理、維修及/或儲存在內，之結構體。以上準則之唯一例外為補助廉價簡易住宅供極度貧窮之家庭使用。興建基礎設施，如道路、水井、水庫、水壩、橋樑、廁所、供水設施，及其他類似結構體，則可以接受；
  3. 翻修，包括提供新服務或提昇現有功能（例如電力及水管），任何供人居住、工作、或參與任何有收益活動之結構體，例如建築物、貨櫃、及活動住宅或可供人執行任何活動，包括製造、處理、維修及/或儲存在內，之結構體。；  
不當的支出包括，但是不限於：

| 不能接受之建設與翻修     |
|----------------|
| 電器設備           |
| 門窗             |
| 牆壁/屋頂          |
| 一般翻新（地毯、油漆、隔音） |
| 冷熱空調           |
| 實物之修繕          |
| 水管             |
| 損壞             |
| 雜物             |

Rotarians implement projects that have been initiated by a Rotary Club in a project location. Projects which receive TRF support should satisfy the real humanitarian needs of the receiving community;

3. Not involve the establishment of a permanent foundation, trust, or permanent interest-bearing account. Grant projects can involve the establishment of a revolving loan fund, but must include training and detailed information regarding recipient payback schedules (see section IX);
  4. Not 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;
  5. Not duplicate any existing TRF or other Rotary-sponsored program;
  6. Exclude any liability to The Rotary Foundation or to Rotary International except for the amount of the grant;
  7. Be consistent with the criteria, procedures, and policies of the Polio Plus program and the World Health Organization for projects involving vaccines and immunizations;
  8. Not be used to reimburse clubs/districts for projects already undertaken and in progress, an existing project, activities primarily sponsored by a non-Rotary organization, or for projects that are already completed.
- 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 club/district funds or funded by a cooperating organization. The Rotary Foundation will not release grant funds until such construction is completed;
  2. For 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 renovation of structures, including the provision of new services or upgrade of utilities (i.e. electrical & 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; ineligible expenditures include, but are not limited to:

| Unacceptable Construction & Renovati                 |
|--|
| Electrification                                      |
| Windows/Doors  |
| Walls/Roof   |
| General Refurbishment (carpet, paint, soundproofing) |
| Heating/Air-conditioning                             |
| Repairs of Utilities                                 |
| Plumbing   |
| Demolition   |
| Miscellaneous  |

4. 作為合作組織或受益單位雇員之薪資、補助或酬勞；
5. 支援任何組織之營運或管理支出；
6. 作為高等教育活動、研究、或個人或專業發展之使用；
7. 過度支持單一受益者、合作組織、或計劃；
8. 作為任何種類的國際差旅支出。
9. 籌款活動；
10. 除了透過循環貸款基金計劃以外對受益人的未指定或者現金的捐贈。獎助金經費應該用於購買已編入預算的和所列出之人道主義的物品；
11. 有關扶輪活動例如地區年會或者週年紀念慶祝會議的支出。
12. 不包括人道主義方面的娛樂活動；
13. 捐贈給協辦或者受惠的機構；
14. 在禮拜的教堂和其他的地方支援純粹宗教的集會。

4. For salaries, stipends or honorariums for an individual or individuals working for a cooperating organization or 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 international travel expenses of any kind;
9. For fundraising activities;
10. For unspecified or cash donations to beneficiaries, except through revolving loan projects. Grant funds should be used to purchase budgeted and itemized humanitarian goods;
11. For expenses related to Rotary events such as district conferences or anniversary celebrations;
12. For entertainment activities that do not include a humanitarian aspect;
13. As donations to cooperating or benefiting organizations;
14. To support purely religious functions at churches and other places of worship.

## VI. 時間限制

扶輪基金會保管委員會制定地區簡化獎助金是意圖以一扶輪年度之內讓地區收件、分發、花用與提出報告。制定以下的時間限制以確保地區是以適時方式執行地區簡化獎助金DSG的進行：

- A. **極力建議**贊助者必須在三月三十一日提出地區簡化獎助金獎助金請求並於可用之地區指定基金前一扶輪年度之五月十五日滿足核准之所有前提條件。若於所制定之工作周期範圍內收到核准失敗那將導致地區簡化獎助金的請求撤回。
- B. 每**12個月**未能對於之前獎助金提供可以接受之報告，將導致地區無法發起新的地區簡化獎助金計劃；贊助者必須在獎助金分期撥款後**12個月**內證明重要進展過程，否則獎助金將被終止。地區必需退還專款資金。
- C. 贊助者必須在計畫年度開始或收到獎助金告知的信函(日期以較後者為準)的六個月內滿足撥款之所有前提條件，否則獎助金將被終止。

## VII. 報告規定及獨立財務審查

扶輪基金會保管委員會要求地區簡化獎助金受獎人：

- A. 繳交期中及結案報告：
  1. 在計劃執行期間至少每**12個月**繳交期中報告一次，詳述計劃之進度、財務活動、以及預估完成日期；
  2. 在獎助金經費用完後兩個月內繳交結案報告。計劃之執行及經費支出如未能遵守扶輪基金會政策及準則，將導致地區必須退還所有濫用之獎助金經費，且在長達五年內被禁止接受獎助金。期末報告應包括下列項目：

## VI. Time Limits:

The Trustees established District Simplified Grants with the intention that districts will receive, distribute, spend, and report on the use of grant funds within one Rotary year. The following time limits are established to ensure that districts proceed in a timely manner with the implementation of a DSG:

- A. **It is strongly recommended that** sponsors must submit DSG requests by 31 March and meet all preconditions for approval by 15 May in the Rotary year prior to the availability of District Designated Funds. Failure to receive approval within the established business cycle will result in the withdrawal of the DSG request;
- B. Failure to provide acceptable reports on previous grants every **twelve months** will result in the district not being able to initiate a new DSG. **Sponsors must demonstrate significant progress within 12 months of the release of payment installment or the grant will be cancelled and the district will be required to return the funds.**
- C. Sponsors must meet all preconditions for payment **6 months from the beginning of the program year or the date of the grant announcement letter, whichever date is later, or the grant will be cancelled.**

## VII. Reporting Requirements and Independent Financial Reviews:

The Rotary Foundation Trustees require District Simplified Grant awardees to:

- A. Submit Progress and Final Reports:
  1. Submit Progress Reports at least every **twelve months** during the implementation of the grant detailing the projects' progress, financial activities, and the estimated completion date;
  2. Submit Final Reports within two months of the full expenditure of grant funds. Failure to adhere to the TRF policies and guidelines in the implementation of projects and expenditures of funds will result in the district returning misused grant funds in their entirety and being barred from receipt of future grants for a period up to five years. The

- a. 一份每一個獎助金資金計劃清楚明確的計劃結果的敘述說明；
  - b. 該計畫對受益人影響之相關資訊；
  - c. 一份對於每一個獎助金資金計劃中扶輪社員監督、管理和參予作詳細的說明；
  - d. 收入與支出的明細表；
  - e. 一份證明收入與支出對帳單的銀行結帳單；及
  - f. 詳述計劃之執行情形以及所獲得之經驗將對地區下一扶輪年度有何參考及指導價值；
3. 如計劃贊助者尚未提供目前進行之地區簡化獎助金之期中報告或逾期未繳結案報告，新申請案將退回該地區，不予受理。

B. 地區必需保存所有有關獎助金資金支出收據，並在獎助金結案後依據當地法律並繼續保留此項記錄三年。扶輪基金會保留要求提交出所有支出項目收據副本的權力。

C. 提供獨立財務審查報告（依規定稽核報告）

所有獎助金接受者應提供獨立財務審查報告/依規定稽核報告。獎助金超過25,000美元者，必需提供獨立財務審查報告/依規定稽核報告。

獨立財務審查報告/依規定稽核報告必須由與計劃無直接關係且領有執照、或向政府登記、或有證書之會計師或會計事務所製作。計劃所在地之地區總監必須聘用此項獨立會計公司或會計師。扶輪基金會保留指定獨立財務審查者的權利。

獨立財務審查報告/依規定稽核報告必須包含下列項目：

1. 決定是否計畫經費依照預定支出計劃支出，如否，為何如此。
2. 決定是否有一套採用標準會計制度的帳目及是否所有超出25美元以上之支出都附有收據。
3. 檢查支出的帳目，以確定經費是否用於預定的目的、是否適當保存記錄及是否按即定的制度控管經費。檢查的項目包括：
  - a. 選定一部分支出作為樣本以確定是否與佐證的文件相符
  - b. 檢查全部列出的支出以確定經費支出是否符合獎助金辦法及條件
  - c. 確認使用的採購程序
4. 決定經費是否存入一孳息帳戶，是否提供如何使用孳息之紀錄文件。
5. 檢查銀行調節表以確定帳目是否正確及時間是否相符，並檢查所有計劃經費開始時及至截止日期為止之所有結餘經費是否與銀行報表相符。
6. 決定是否所有計劃活動，包括經費保管，都根據

final report shall include the following:

- a. **A narrative statement with project outcomes clearly defined for each grant-funded project;**
- b. **Information regarding the impact of the projects on the beneficiaries;**
- c. **A full description of Rotarian oversight, management and involvement in each grant-funded project;**
- d. **A statement of income and expense;**
- e. **A bank statement which supports the statement of income and expense; and**
- f. **A detailed narrative describing the implementation of the projects and how experiences gained will inform/guide the district for the next Rotary year.**

3. New requests will not be accepted and will be returned to the district if the district has not provided Progress Reports for a current District Simplified Grant or have overdue Final Reports.

**B. The district must maintain copies of all receipts related to grant-funded expenditures in accordance with local laws and for a period of at least three years following closure of the grant. The Rotary Foundation reserves the right to request copies of receipts for any grant-funded expenditure.**

C. Provide an Independent Financial Review ( Prescribed Audit ) :

All grant recipients are encouraged to have an independent financial review/prescribed audit. However, for grants of greater than US\$25,000, an independent financial review/prescribed audit is required.

An independent financial review/prescribed audit must be made by a licensed, chartered, or certified "accountant" or "accounting firm," which has no links to the project . The appointment of such an independent accounting firm or accountant must be made by the district governor of the project district (where the funds were sent). The Rotary Foundation reserves the right to appoint the reviewer as necessary.

The independent financial review/prescribed audit must include the following:

1. A determination of whether the funds received for the project were expended in a manner consistent with the spending plan and if not, why.
2. A determination of whether a standard set of accounts was maintained and included a complete record of all receipts for all expenditures in excess of US\$25.00 and disbursements.
3. An examination of expenditures to ensure funds were used for intended purpose, proper records maintained, and a system of controls in place. This examination should include:
  - a. Selection of a sample of disbursements and reconciliation to supporting documentation.
  - b. A review of the full listing of expenditures to ensure funds were expended in a manner consistent with the Terms and Conditions of the grant award.
  - c. Identification of the purchasing procedure used.
4. A determination of whether funds were held in an interest bearing account and documentation of how interest earned was used.
5. Review of bank reconciliations to ensure reconciliations were prepared correctly and in a timely manner and that

當地法規。

7. 所有的支出都必須經兩個人簽名才能提領的銀行帳戶。且由這兩位扶輪社員之中的一位管理該帳戶。

提供獨立財務審查報告/依規定稽核報告必須在接受第一次獎助金撥款後十五個月內繳交給扶輪基金會，此後每十二個月繳交一次，直到贊助者接獲通知該獎助金檔案已正式結束為止。所有獎助金紀錄，包括財務紀錄，必須在活動結束後繼續保存三年。這些紀錄包括各項收據、取消的支票、發票等。扶輪基金會保留在任何時候稽核任何獎助金之權利，無論其規模大小。

主要的夥伴應負責每年的獨立財務審查報告/依規定稽核報告，費用可由所有參與的各方分擔。獎助金達25,000美元者，如獎助金申請者無力負擔此一稽核費用，在計畫期間每年可申請最多500美元作此用途。

D. 與扶輪基金會稽核合作：

1. 扶輪基金會保留在任何時候稽核任何獎助金之權利，無論其規模大小。
2. 此外，扶輪基金會保留在任何時候審查計劃、要求繳交額外文件、以及如基金會單方認定進展並不順利，暫停任何或所有款項之撥付之權利。
3. 地區將在獎助金全期期間保持詳細、精確、且完整之財務記錄，並在獎助金結束日期後繼續保留此項記錄三年。

**VIII. 人口成長及發展：**

扶輪基金會支持國際扶輪各項計劃，包括與國際扶輪之人口成長及發展聲明相關之宗旨及目標。運用扶輪基金會經費之地區得考慮補助下列與人口成長相關之支出：

- A. 產前醫療/維生素
- B. 生產醫療
- C. 新生兒篩檢
- D. 幫助生產之手術器材
- E. 產前篩檢
- F. 超音波設備（只要是用於診斷及治療病人）
- G. 教育及訓練
- H. 公共保健教育
- I. 家庭計劃訓練
- J. 性傳染病資訊
- K. 社區保健訓練
- L. 均衡飲食及營養之宣導

**IX. 循環貸款**

任何地區如以地區簡化獎助金經費進行循環貸款計劃，應在執行計劃之前向扶輪基金會辦事員洽詢，以確

opening and closing balances agreed to the financial records of the project and bank statements.

6. A determination of whether or not all project activities, including the conversion of funds, were made in accordance with local laws and regulations.

**7. Determination of whether Rotarians control the bank account and two Rotarian signatures are required for all disbursements.**

The independent financial review/prescribed audit must be submitted to The Rotary Foundation no later than fifteen months after the first payment is received and every twelve months thereafter until the project sponsors are notified that the grant is officially closed. All grant records, including financial records, must be maintained for three years after the close of the activity. These records will include copies of receipts, canceled checks, invoices, etc. The Rotary Foundation reserves the right to conduct an audit of any grant, regardless of size, at any time.

The primary partners are responsible for annual independent financial review/prescribed audits, the cost of which may be shared among all involved parties. For those grants of US\$25,000, if the grantees cannot provide for the cost of an audit, they may request the use of DSG funds up to US\$500 per year for the life of the project for this purpose.

D. Cooperate with TRF audits:

1. The Rotary Foundation reserves the right to conduct an audit of any grant, regardless of size, at any time.
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 District will maintain detailed, accurate, and complete financial records throughout the life of the grant and for a period of three years after the grant closure date.

**VIII. Population Growth and Development:**

The Rotary Foundation (TRF) supports the programs of Rotary International, including their aims and objectives with respect to RI's statement on Population Growth and Development. The district utilizing TRF funds may consider funding the following expenditures associated with population growth projects:

- A. Pre-natal medications/vitamins
- B. Birthing medications
- C. Newborn baby screenings
- D. Surgical instruments to help with births
- E. Pre-natal 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

**IX. Revolving Loans:**

**Any district undertaking a Revolving Loan project with District Simplified Grant funds should contact TRF staff prior to implementation to ensure all eligibility requirements**

定符合所有資格規定。

A. 循環貸款（小型信用貸款）計劃贊助者必須遵守以下政策：

1. 每個貸款團體貸款的金額以10,000美元為限。一筆獎助金可支持一個以上的貸款團體。一個貸款團體的定義是指一個由大約30個人組成，每個人彼此交叉擔保貸款的團體。
2. 涉及循環貸款基金計劃之獎助金其申請案在提交扶輪基金會之前，必須先由人道獎助金顧問幹部審查技術層面是否完備以及計畫是否能長期存續。
3. 任何作為循環貸款基金之獎助金其申請案涉及合作組織者，在合作組織證明他們有能力滿足扶輪基金會各項規定，且有當地扶輪社員顯著參與這些活動之前，扶輪基金會不予考慮。
4. 扶輪基金會獎助金經費得用於扶輪社及地區為支持循環貸款計畫的起始花費，直到貸款經費自給自足為止。
5. 由扶輪基金會提供之循環貸款基金本金所產生的孳息得用於支持循環貸款計畫的行政管理支出。
6. 遇有扶輪社員計畫贊助者決定停止循環貸款基金，當地的本金必須退還扶輪基金會。

B. 由獎助金提供經費之計畫涉及設立循環貸款基金者必須：

1. 包含訓練及詳細之貸款人償還時程資訊。
2. 每個貸款團體在經費撥給該貸款團體之前，必須通過分別訂定的循環貸款基金協議書。每份協議書必須詳述與該貸款團體有關的貸款政策，包括利率、貸款金額、及償還時程。
3. 通過一個持續的計畫，以確保由扶輪基金會提供之循環貸款基金本金在停止向扶輪基金會提出報告後繼續用於循環貸款。

#### **X. 扶輪名稱及徽章使用準則：**

關於「扶輪Rotary」名稱及徽章之使用的準則為國際扶輪政策。當你為地區簡化獎助金計劃命名時，以及在隨後產生之文件中提及時，必須符合下列規定：

A. 扶輪名稱：

1. 國際扶輪理事會決定，任何使用「扶輪Rotary」名稱，如無附加名稱以茲區別，如扶輪社或扶輪地區之名稱，指的就是國際扶輪這個國際性扶輪聯合組織。
2. 新計劃名稱，或未完全由國際扶輪管控之計劃，使用「扶輪Rotary」時，必須包含參與之扶輪社或扶輪地區之名稱，且不得使用「國際International」字樣。
3. 如使用「扶輪Rotary」及「基金會Foundation」等字，這些字不得並列出現，且必須由其他識別字樣隔開，例如參與扶輪社或地區的名稱。
4. 未由國際扶輪完全管控且未符合這些準則之持

are met.

A. Sponsors of Revolving Loan (Microcredit) projects, must comply with the following policies:

1. There is a limit of US\$10,000 per credit group. More than one credit group can be supported with a grant. A credit group is defined as a group of approximately 30 individual, who cross-guarantee each others' loans.
2. Requests involving revolving loan fund projects must be reviewed by the Cadre of Humanitarian Grants Advisors for technical soundness and long-term viability prior to submission to the Trustees.
3. The Rotary Foundation will not consider any grant requests for revolving loans involving cooperating organizations until those organizations can demonstrate their ability to meet the requirements of The Rotary Foundation and significantly involve local Rotarians in these activities.
4. Rotary Foundation grant funds may be used for Rotary club and district start-up costs to support revolving loan projects until the loan fund is self-sustaining.
5. Interest fees generated by revolving loan fund capital from The Rotary Foundation may be used for administrative expenses that support the revolving loan project.
6. In the event that the Rotarian project sponsors decide to discontinue the revolving loan fund, the local capital must be returned to The Rotary Foundation.

B. Grant funded projects that involve the establishment of a revolving loan fund must:

1. Include training and detailed information regarding recipient payback schedules.
2. Adopt a separate Revolving Loan Fund Agreement for each credit group before funds are released for that credit group. Each agreement will specify loan policies for that credit group, including interest rates, loan amounts, and payback schedules.
3. Adopt a continuity plan to ensure that capital from The Rotary Foundation continues to be used for revolving loans after reporting to The Rotary Foundation has been stopped.

#### **X. Rotary Name and Emblem Use Guidelines:**

Guidelines on the use of the "Rotary" name and emblem are RI policy. When naming your DSG funded project and in any literature developed they must be compliant as follows:

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

續進行之計劃，應更改名稱，以提供此一額外識別資訊（即於使用「扶輪Rotary」名稱時，必須附加參與扶輪社或地區之名稱）。

5. 未符合準則之計劃名稱必須獲得國際扶輪特別核准。

**B. 扶輪徽章：**

1. 扶輪徽章，猶如扶輪名稱，代表國際扶輪這個國際性扶輪聯合組織。
2. 凡是在未完全由國際扶輪管控之計劃或活動使用扶輪徽章時，除扶輪徽章外，應有參與扶輪社或地區之名稱；該名稱應直接出現在徽章旁邊，且其大小應與徽章同樣顯著。
3. 扶輪徽章之複製必須符合國際扶輪之正確徽章規格。
4. 可向你的扶輪社及地區行政管理督導員取得可照相製版之美工稿。
5. 不得更改、修改或遮蔽扶輪徽章。徽章必須忠實複製，且必須一定完整呈現。
6. 國際扶輪細則不鼓勵國際扶輪徽章與其他組織之徽章或標誌聯合使用。國際扶輪不認可與其他名稱或徽章合併使用扶輪名稱、徽章、名牌、或其他標誌。

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.
4. Camera-ready art can be obtained through your Club and District Administration Supervisor.
5. No alterations, modifications or obstructions of the Rotary Emblem are permitted. The emblem must be faithfully reproduced and always appear in its entirety.
6. 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.

有關地區簡化獎助金之問題，請洽地區簡化獎助金辦事員：

If you have questions about District Simplified Grants, please feel free to contact the District Simplified Grant staff at:

District Simplified Grants  
The Rotary Foundation  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201 USA  
Phone:(+1) 847 866-3000  
FAX:(+1) 847 328-8554

District Simplified Grants  
The Rotary Foundation  
One Rotary Center 1560 Sherman Avenue  
Evanston, Illinois 60201 USA  
Phone: (+1) 847 866-3000  
FAX: (+1) 847 328-8554