



扶輪災害救援獎助金條款及條件

扶輪基金會(TRF)得隨時修正本獎助金之條款及條件。更新請參見 rotary.org/grants 或向扶輪獎助金承辦人 [Rotary grants staff](#) 索取。

I. 何謂扶輪災害救援獎助金？

扶輪災害救援獎助金支援天災後 6 個月內在受災區域的救災及復原工作。獎助金僅會頒給受災區域的地區。獎助金的資金可用於提供水、食物、藥品、及衣物等基本用品。地區負責找出受災社區的需求，並判定資金要如何運用最能滿足社區需求。地區有權運用從扶輪基金會收到的資金，並對救災及復原計畫所使用的資金提出報告。

II. 資格準則

所有基金會獎助金活動須：

1. 與扶輪基金會的使命有關聯
2. 有扶輪社友的積極參與
3. 除了支付獎助金資助的金額之外，免除扶輪基金會或國際扶輪負擔任何責任。
4. 遵守美國以及獎助金地主區域的管轄法律，且不得危害個人或法人。贊助在美國財政部外國資產管理局(Office of Foreign Assets Control)制裁國家內實施的計畫，或差旅到這些地方，可能需要提供更多的資訊。
5. 在執行獎助金活動之前先經基金會審查與核准。不得將獎助金用來墊償已經完成或進行中的扶輪社或地區的活動及支出。鼓勵在獎助金活動獲准之前就開始進行規劃，但在獲得核准以前，不得預先支付任何費用。待獎助金核准之後，原有計畫若需要進行更改，須事先取得扶輪基金會核准。
6. 尊重地主區域的傳統及文化。
7. 遵守扶輪基金會政策彙編([The Rotary Foundation Code of Policies](#)) 30.040.節的「計畫參與者的利益衝突政策」([Conflict of Interest Policy for Program Participants](#))。
8. 遵守扶輪政策彙編([Rotary Code of Policies](#))34.040.6.及 34.040.11.各節有關使用「ROTARY」名稱或其它扶輪標誌(Rotary Marks)的國際扶輪政策。
9. 遵循扶輪基金會政策彙編 40.010.2.節的規定，並依據扶輪的「[影音識別準則](#)」([Voice and Visual Identity Guidelines](#))，將顯示獎助金贊助者和扶輪基金會角色的標示納入計畫名稱或並置。
10. 遵循扶輪政策彙編 26.080.節的「扶輪個人資料隱私聲明」([Rotary's Privacy Statement for Personal Data](#))。若非(a)應扶輪基金會要求，且(b)提供受益人(或其父母或法定監護人)之同意書，獎助金的申請表及報告不可包含受益人的個

人資訊(姓名、年齡、出生年月日或其它身分識別資訊)或照片。若上述個人資訊不當包含其中，在扶輪基金會確保遵守扶輪隱私政策(Rotary's Privacy Policy)期間，獎助金的申請程序可能延遲。

此外，扶輪災害救援獎助金可：

1. 分配至多 3%的獎助金作為與獎助金相關的行政管理費用：諸如銀行手續費、郵資、軟體費及第三者財務評估
2. 分配最多 20%的獎助金留下作為預備金，但凡是在獎助金核准後加添的計畫及活動須事先經扶輪基金會核准才可使用其資金。

在獎助金活動中提供服務的每一位醫療保健專家，必須投保至少美金 500,000 美元的專業責任保險(亦稱「過錯或疏失責任險」)。此保險涵蓋參與者因所採(或未採)的專業行為而導致他人傷害所衍生的法律責任。參與者必須自行取得保險並支付保費。

III. 限制

獎助金不得用於不公平歧視任何團體、推廣特定政治或宗教觀點、支持純宗教性的活動、支持涉及墮胎或純粹為辨識胎兒性別的活動、資助購買武器或彈藥、或作為捐贈給扶輪基金會或捐贈給另一項基金會獎助金的新捐獻。

此外，獎助金不可資助：

1. 持續或者過度支援某一特定的受益人、法人或社區
2. 設立基金會、永久信托、或者生息的長期帳戶
3. 購買土地或建築
4. 募款活動
5. 與扶輪活動相關的支出，例如地區年會、國際年會、研習會、週年紀念活動或娛樂性活動
6. 公共關係措施，該措施攸關計畫執行成敗者除外
7. 超過美金 500 元的計畫看版標示費用
8. 另一個組織的營運費用、行政管理費用或間接計畫開支
9. 提供受益人或合作組織無限制用途的現款捐獻
10. 已經發生費用的活動
11. 將疫苗以人工方式運送跨越國境
12. 參加全國免疫日(NIDs)的旅費
13. 只提供小兒麻病疫苗的疫苗接種活動

IV. 如何申請

受災區域或國家中符合資格的地區可申請扶輪災害救援獎助金。獎助金的上限金額為 25,000 美元。地區在成功完成先前災害救援獎助金的報告後得申請後續獎助金。若要申

請，地區總監及地區扶輪基金會主委須填寫「扶輪災害救援獎助金申請表」(Rotary Disaster Response Grant Application)，並將其提交至 grants@rotary.org。

V. 資金來源及撥付

扶輪災害救援獎助金是由扶輪災害救援基金所收到的捐款來支應。

1. 扶輪災害救援獎助金將撥付至由地區控管之專為災害救援開設的銀行帳戶或另一個地區控管之獎助金帳戶。款項不會撥付至個別扶輪社。
2. 該帳戶的任何交易至少需要兩個簽名。
3. 獎助金的金額將以撥付時的國際扶輪匯率為準。

獎助金將在下列條件均符合後撥付：

1. 扶輪基金會接獲且核准已由地區總監及地區扶輪基金會主委簽署的「扶輪災害救援獎助金申請表」(Rotary Disaster Response Grant Application)。
2. 扶輪基金會接獲填寫完畢的「扶輪災害救援獎助金撥付表」(Rotary Disaster Response Grant Payee Form)。

VI. 合作組織

所謂合作組織是指聲譽卓著，能為此一獎助金提供專業知識、基礎設施、倡導活動、訓練、教育，或者其它支援的非扶輪組織或學術機構。合作組織必須同意遵守扶輪基金會規定之所有報告及稽核規定，且須應要求提交收據或購買證明。任何提供予合作組織之資金須用於特定的計畫支出。贊助地區對上述支出須逐項列舉報告。

VII. 報告與稽核規定

地區須：

1. 在接獲第一筆撥付的獎助金後每 12 個月提出報告，詳述計畫進度。地區也必須在計畫完成後 2 個月內提交結案報告。上述報告必須包括：
 - a. 計畫的完整說明
 - b. 參與的扶輪社
 - c. 參與執行計畫的所有合作組織
 - d. 計畫受益的人數
 - e. 扶輪社員參與計畫的方式
 - f. 支出明細表
 - g. 與支出明細表對應的銀行對帳單
 - h. 與支出明細表互相對應的收據(當扶輪基金會明定必須提交時)
2. 配合扶輪基金會稽核。
 - a. 扶輪基金會保留隨時對任何計畫——不分規模——進行稽核或派遣監察員的權利。
 - b. 此外，扶輪基金會保留隨時評估計畫，要求提交其它文件，或逕自判斷不滿意計畫進度時暫停任何或所有獎助金撥付的權利。

- c. 地區在計畫進行期間，以及在計畫結案日後 5 年——或依當地法令要求延長——須留存詳盡、精確、且完整的財務記錄。這些財務記錄包括原始收據、作廢的支票、發票等。此外，若計畫被挑選接受稽核，地區須保存所有文件記錄直到扶輪基金會告知可銷毀為止。
3. 遵守所有經濟及貿易制裁，包括美國財政部外國資產管理局所實施之規定。
4. 未使用的獎助金若超過 1,000 美元須全數返還。若剩餘款項為 1,000 美元(含)以下，地區必須將此經費用於災害救援活動。

VIII.(印度)扶輪基金會的特別事宜

有關國外捐獻規約法(Foreign Contribution Regulation Act, FCRA)的一般資訊請參見 fcraonline.nic.in。除了上述所有其它條款及條件之外，提供印度地區之全額或部分獎助金必須遵從下列的撥付及報告程序，以符合印度政府的法律及其國外捐獻規約法：

1. 除非下列的一般支付條件都得到滿足，否則獎助金資金不得匯入印度的銀行帳戶。贊助者須提供文件證明，證實該銀行帳戶確實已遵照 FCRA 註冊，或辦事員須確認印度國內的捐獻足夠成為獎助金資金，否則，要等到有來自印度國內的其它捐獻籌足資金後，才以先到先支付的方式將款項匯入帳戶。獎助金贊助者須確認資金不會混用。
2. 在 3 月 31 日前撥款給印度的獎助金資金，須在同年 5 月 31 日之前提交進度報告。在獎助金完成後 2 個月內要提出結案報告。獎助金的贊助者須確保遵照 FCRA 註冊之銀行帳戶所收到的資金不會與當地資金混用。
3. 所有的進度報告須：
 - a. 遵守列於**第 VII 條**有關報告的規定。
 - b. 顯示已把提交給扶輪基金會的進度報告電子檔送交南亞辦事處。
 - c. 如果已經使用獎助金的部分款額，將「使用證明書」(utilization certificate)附上獨立會計師(請附會計師協會的會員號碼)認證過的收支表一起提交。
 - d. 若獎助金因故未使用，須提交銀行對帳單或銀行存摺正本(或經銀行經理或會計師證明有效的影本)顯示獎助金入帳的日期，並附上一則說明解釋為何尚未啟用獎助金，即使該筆獎助金是在 3 月前收到也不例外。
4. 所有的結案報告必須：
 - a. 遵守列於**第 VII 條**有關報告的規定。
 - b. 顯示已把提交給扶輪基金會之結案報告電子檔的印刷本送交南亞辦事處。
 - c. 包括：
 - i. 一份「使用證明書」(utilization certificate)，並附上獨立會計師(請附會計師協會的會員號碼)認證過的收支表
 - ii. 銀行對帳單或銀行存摺的正本(或經銀行經理或會計師證明與正本相同的影本)
 - iii. 若多筆獎助金撥付給一個 FCRA 帳戶則提交一份銀行往來調節表 (bank reconciliation statement)

- iv. 付款單／申購單的正本或影本，若提供影本，須書面保證「所有正本會留存 8 年，並應(印度)扶輪基金會要求時提交」。
 - v. 受益人資訊(例如照片、報紙剪報、受益人感謝函)
 - d. 返還所有剩餘資金給(印度)扶輪基金會。
5. 依 FCRA 註冊過的社或地區負責將 FC-4 報稅表連同財務報表按時送交新德里的內政部(Ministry of Home Affairs)。

IX. 菲律賓的特別事宜

除了所有其它條款與條件之外，支付菲律賓之扶輪地區的獎助金必須附加更多的佐證文件才能符合該國的規定。菲律賓證券交易委員會(Philippine Securities and Exchange Commission)要求所有基金會在提交財務報表時一併提供它們所資助計畫的輔助文件。有關此規定的詳情，請參照修正後的 68 號證券法規(Securities Regulation Code 68)。請參見第 19 頁第 4 項。為了讓扶輪基金會得以遵守此規定，獎助金贊助者必須自當地下列任何一個具有管轄權的單位取得證明：

1. 市長辦公室(須蓋官方印鑑)
2. 社會福利發展部(Department of Social Welfare and Development)部長(須蓋官方印鑑)
3. 衛生部部(Department of Health)部長(須蓋官方印鑑)
4. 馬蘭辦事處(Office of Barangay)主委 (須蓋官方印鑑)
5. 經過公證人簽署的民間機構的負責人或高級職員或實際的受益人

每一項計畫，請準備 5 份證明正本，並寄至：

Phil. Consulting Center, Inc.
c/o Erika Mae Bautista
2D Penthouse, Salamin Bldg.
197 Salcedo St., Legaspi Village
Makati City 1229
Philippines

證書的樣本可向國際扶輪南太平洋及菲律賓辦事處(Rotary International Office for the South Pacific and Philippines)索取。

在 7 月至 5 月間得到獎助金支付的計畫證明應在同一會計年度的 6 月 30 日前送達，在 6 月取得獎助金的計畫證明須在 7 月 31 日以前送達。



TERMS AND CONDITIONS FOR ROTARY DISASTER RESPONSE GRANTS

The Rotary Foundation (TRF) may modify the terms and conditions of the grant at any time. Updates can be found at rotary.org/grants or requested from [Rotary grants staff](#).

I. WHAT ARE ROTARY DISASTER RESPONSE GRANTS?

Rotary disaster response grants support relief and recovery efforts in areas that have been affected by natural disasters within the past six months. Grants are awarded to districts located in the affected area only. Grant funds can be used to provide basic items such as water, food, medicine, and clothing. Districts are responsible for identifying the needs in the communities affected and determining how funding could best meet their needs. The district will have the authority to distribute the funds it receives from TRF and is required to report on the use of funds spent on relief and recovery projects.

II. ELIGIBILITY GUIDELINES

All Foundation grant activities must:

1. Relate to the mission of The Rotary Foundation
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
4. Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities. Sponsors of projects in and travel planned to countries sanctioned by the Office of Foreign Assets Control (OFAC) of the United States Department of Treasury may need to supply additional information.
5. Be reviewed and approved by TRF before their implementation. Grants may not be used to reimburse clubs or districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan must be pre-approved by TRF.
6. Demonstrate sensitivity to the host area's tradition and culture
7. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of [The Rotary Foundation Code of Policies](#).
8. Comply with the Rotary International policies for use of the name "Rotary" or other Rotary

Marks, as outlined in sections 34.040.6. and 34.040.11. of the [Rotary Code of Policies](#).

9. Include [signage](#) on, or in conjunction with, projects that identifies the role of the grant sponsors and The Rotary Foundation as outlined in section 40.010.2. of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's [Voice and Visual Identity Guidelines](#).
10. Follow Rotary's Privacy Statement for Personal Data stated in section 26.080. of the [Rotary Code of Policies](#). Grant applications and reports should not include beneficiaries' personal data (name, age or date of birth, or other identifying information) or images of the beneficiary unless (a) it is requested by TRF and (b) written consent of the beneficiary (or their parent or legal guardian) is provided. If such personal data is inappropriately included, it may cause delays in the grant process while TRF ensures compliance with [Rotary's Privacy Policy](#).

In addition, Rotary disaster response grants may:

1. Allocate up to 3 percent of the grant award for grant-related administrative expenses such as bank fees, postage, software, and an independent financial assessment
2. Allocate up to 20 percent of the grant award for contingencies, but all projects and activities added to the grant after it has been approved must then be approved by TRF before funds may be spent.

Each health care professional who will provide services as part of the grant activities are expected to have a minimum of US\$500,000 in professional liability insurance coverage (a.k.a. errors and omissions liability). This refers to coverage for that participant's legal liability that could arise from their professional acts or omissions that cause harm to others. The participant is responsible for obtaining and paying for this coverage.

III. RESTRICTIONS

Grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint, support purely religious functions, support activities that involve abortion or that are undertaken solely for sex determination, fund the purchase of arms or ammunition, or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account
3. The purchase of land or buildings
4. Fundraising activities
5. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
6. Public relations initiatives, unless they are essential to project implementation
7. Project signage in excess of \$500
8. Operating, administrative, or indirect program expenses of another organization

9. Unrestricted cash donations to a beneficiary or cooperating organization
10. Activities for which the expense has already been incurred
11. Transportation of vaccines by hand over national borders
12. Travel to National Immunization Days (NIDs)
13. Immunizations that consist solely of the polio vaccine

IV. HOW TO APPLY

Qualified districts in the affected area or country may apply for a Rotary disaster response grant. The maximum grant amount is \$25,000. Districts may apply for subsequent grants after successfully reporting on any prior disaster response grants. To apply, the district governor and district Rotary Foundation chair must complete the [Rotary Disaster Response Grant Application](#) and send it to grants@rotary.org.

The district governor and district Rotary Foundation chair are required to maintain contact with TRF grants staff, approve spending plans, oversee efforts to identify community needs and distribute funds, ensure that all government reporting and financial requirements are met, ensure that all TRF reporting requirements are met, and ensure financial stewardship of funds.

V. FUNDING AND PAYMENT

Rotary disaster response grants are funded by contributions made to the Rotary Disaster Response Fund.

1. Rotary disaster response grant payments will be made only to a district-controlled bank account dedicated to disaster response or another district-controlled grant account. Payments will not be made to individual clubs.
2. The account must require at least two signatories for any transaction.
3. Grants will be paid out at the Rotary International exchange rate at the time of payment.

Grant payments will be made when the following conditions are met:

1. TRF has received and approved a Rotary Disaster Response Grant Application authorized by the governor and district Rotary Foundation chair.
2. TRF has received a completed Rotary Disaster Response Grant Payee Form.

VI. COOPERATING ORGANIZATIONS

Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required. Any funding provided to cooperating organizations must be used for specific project expenses. The sponsoring district must maintain an itemized report of such expenses.

VII. REPORTING AND AUDITING REQUIREMENTS

The district must:

1. Submit reports at least every 12 months after the initial payment is received, detailing the progress of the project(s). It must also submit a final report within two months of the project's completion. Reports must include:
 - a. A full description of the project
 - b. The Rotary clubs involved
 - c. Any cooperating organizations involved in carrying out projects
 - d. The number of people who benefited from the project
 - e. How Rotarians participated in the project
 - f. A list of expenses
 - g. A bank statement that correlates to the list of expenses
 - h. Receipts appropriately cross-referenced to the list of expenses (when expressly requested by TRF)
2. Cooperate with TRF audits.
 - a. TRF reserves the right to conduct an audit of or send a monitor to any project regardless of size, at any time.
 - b. In addition, TRF reserves the right to assess projects 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.
 - c. The district will maintain detailed, accurate, and complete financial records throughout the life of the project and for five years, or more if required by local law, after the grant closure date. These financial records include original receipts, canceled checks, invoices, etc. Further, if a project is selected to receive an audit, the district must maintain all documentation until such time as TRF advises that the documents may be discarded.
3. Comply with all economic and trade sanctions, including those implemented by the Office of Foreign Assets Control (OFAC) of the United States Department of Treasury.
4. Return any unused grant funds that exceed \$1,000. If \$1,000 or less remains, the district must use these funds for disaster response activities.

VIII. SPECIAL CONSIDERATIONS FOR ROTARY FOUNDATION (INDIA)

For general information about the Foreign Contribution Regulation Act (FCRA), go to fcraonline.nic.in. In addition to all other terms and conditions, grants with full or partial payment to a Rotary district in India should follow these payment and reporting procedures to comply with GOI laws and the FCRA:

1. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the sponsors must provide documentation showing that the

bank account is registered under the FCRA or staff must determine that sufficient funds are available from contributions made within India. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when additional contributions are made and sufficient funds are available. The sponsors of grants must ensure funds are not commingled.

2. Progress reports on grant funds released to India through 31 March are due by 31 May of that same year. Final reports are due two months after the grant's completion. Grant sponsors must ensure that funds received in a FCRA-registered bank account are not commingled with local funds.
3. All progress reports must:
 - a. Meet all general reporting requirements as listed in section VII
 - b. Show that a copy of the progress report filed electronically with TRF has been submitted to the South Asia Office
 - c. Include a utilization certificate if a portion of the grant amount has been used, along with statement of receipt and payment for the grant amount, certified by an independent chartered accountant (indicating membership number of the CA)
 - d. If the grant funds were not used for any reason, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if the grant amount was received before March.
4. All final reports must:
 - a. Meet all general reporting requirements as listed in section VII
 - b. Show that a hard copy of the final report filed electronically with TRF has been submitted to the South Asia Office.
 - c. Include:
 - i. A utilization certificate along with statement of receipt and payment for grant amount, certified by an independent chartered accountant (indicating membership number of the CA)
 - ii. An original bank statement or bank passbook (or a photocopy certified as true copy by the bank manager or a chartered accountant)
 - iii. A bank reconciliation statement, if multiple grants were paid to a single FCRA account
 - iv. Originals or photocopies of bills of payment/expenses vouchers and, if only photocopies are provided, a written undertaking that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India)"
 - v. Beneficiary information (for example, photographs, newspaper clippings, appreciation letter from beneficiary)

- d. Return of any remaining funds of any amount to the Rotary Foundation (India)
5. An FCRA-registered club or district is responsible for furnishing an FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.

IX. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

In addition to all other terms and conditions, grants paid to a Rotary district in the Philippines require more substantiation to comply with Philippine regulations. The Philippine Securities and Exchange Commission requires foundations to include supporting documents for all projects for which they have provided funding when they file financial statements. More information about this requirement can be found in Securities Regulation Code 68, as amended. Please see Item 4 on page 19. To enable the Foundation to comply with this regulation, grant sponsors must obtain certification issued by any of the following persons/organizations in the locality for which it exercises jurisdiction:

1. Office of the Mayor, stamped with office seal
2. Head of the Department of Social Welfare and Development, stamped with office seal
3. Head of the Department of Health, stamped with office seal
4. Office of the Barangay Chairman, stamped with office seal
5. Head/officer of private institution or actual beneficiaries, notarized

Please send five (5) original certificates on each project to:

Phil. Consulting Center, Inc.

c/o Erika Mae Bautista

2D Penthouse, Salamin Bldg.

197 Salcedo St., Legaspi Village

Makati City 1229

Philippines

Sample templates of the certification may be obtained through the Rotary International South Pacific and Philippines office.

Certifications of projects paid from July to May should be received by 30 June of the same fiscal year while those paid in June should be received by 31 July.