



COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

[D3470 Rotary club of Tainan Shan-Hua Tainan City, Taiwan], "Host Sponsor,"
[3470 地區台南市善化扶輪社] [地主贊助國]

[D2730 Rotary club of Akune, Japan], "International Sponsor,"
[2730 地區日本阿久根扶輪社] [國際贊助者]

[Tainan Dental Association, Taiwan], "Organization 1,"
[臺南市牙醫師公會, 臺南市, 臺灣] [組織 1]

[National Health Insurance Administration-Southern Division, Ministry of Health and
Welfare, Taiwan], "Organization 2"
[衛生福利部中央健康保險署南區業務組, 臺灣] [組織 2]

[Tainan Municipal Dongshan District Dongyuan Elementary School], "Organization 3"
[臺南市東山區東原國小, 臺灣] [組織 3]

[Tainan Municipal Sigang District Gangdong Elementary School], "Organization 4"
[臺南市西港區港東國小, 臺灣] [組織 4]

[Tainan Municipal Guanmiao District Chonghe Elementary School], "Organization 5"
[臺南市關廟區崇和國小, 臺灣] [組織 5]

[Tainan Municipal Houbi District Ansi Elementary School], "Organization 6"
[臺南市後壁區安溪國小, 臺灣] [組織 6]

Note: The Foundation needs to receive this memorandum of understanding (MOU) in this exact form. Complete the form fields but do not edit any other text. If you aren't sure how to complete the fields, refer to the tips at the end.

1. SUBJECT

全球獎助金# [GG2124578], [In-School Based Portable Dentistry Programs for Helping Children Smile in Remote Areas of Tainan 台南偏鄉小學牙齒保健設備-助童快樂成長計畫], [Tainan City/臺南市], [Taiwan/臺灣], “扶輪獎助金.”

2. DEFINITION

A cooperating organization is any reputable non-Rotary organization that provides expertise, infrastructure, advocacy, training, education, or other support for the grant project. Cooperating organizations must comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts as requested.

所謂合作組織是指，能夠為獎助金專案提供專業知識、基礎設施、倡導、培訓、教育或其他支援，且具良好聲譽的任何非扶輪組織或學術機構。合作組織必須遵守扶輪基金會規定的報告及稽查事宜，並提供基金會所要求的購買證明及收據。

3. PURPOSE

This document establishes an agreement between the parties listed above to implement a project funded by a Grant from The Rotary Foundation. This document may also be used with other groups that are participating in the project, such as beneficiary organizations, nonprofit contractors, or government agencies.

本備忘錄為執行扶輪基金會資助的專案時，上述各方必須遵守的協議。本備忘錄也可用於與參加本專案的與其他組織（諸如受益組織、非營利的承包商或政府機構）之間的協議。

4. PROJECT OBJECTIVES

All parties listed in this agreement will collaborate to achieve the following project objectives:

為了實現下列的共同目標，所有列於此備忘錄者必須合作：

- a. [Purchase medical equipment for taking care of the oral health of 469 school children of Dongyuan Elementary School, Gangdong Elementary School, Chonghe Elementary School and Ansi Elementary School of Taiwan City.]

[為台南市東山區東原國小、西港區港東國小、關廟區崇和國小和後壁區安溪國小購置設備醫療設備，照顧1,000位學童及教職員的口腔健康]

- b. [Expand the resources of the dental equipment to nearby neighborhoods to take care of the disadvantaged residents of about 104,066 people in those remote areas.]

[將此牙科診療椅設備資源擴大到鄰里，讓台南市東山區、西港區、關廟區和後壁區約104066弱勢里民獲得照護]

- c. [All medical services and the application process for this project must comply with Taiwan's laws.]

[所有醫療活動及此計畫申請過程都須符合當地法律]

5. HOST SPONSOR RESPONSIBILITIES 地主贊助者的責任

Describe the specific responsibilities of the Host Sponsor. The Host Sponsor will:

地主贊助者將:

- a. [Manage the grant funds and pay suppliers, vendors, or contractors.]
[管理獎助金資金並支付提供者、供應商或承包商的費用]
- b. [Prepare Rotary Grant project reports, in cooperation with the International Sponsor.]
[與國際贊助者合作，撰寫獎助金專案報告]
- c. [Measure and evaluate project activities.]
[衡量及評估專案活動]
- d. [Host visiting Rotarians who come to support or learn about the Rotary Grant project.]
[接待為支援專案或學習專案而來訪的扶輪社員]
- e. [Check the progress of the project from time to time to ensure that the plan implements its goals, and report relevant results in the Final Report.]
[不定期查核專案進度以確保此計畫執行其目標，並將其相關結果呈報在結案報告]
- f. [Report the progress to all rotary clubs involved in this project, and be responsible for the communication between Tainan Dental Association and Rotary.]
[為所有參與此計畫的扶輪社提報案件進度，並負責在醫院與扶輪之間的溝通]
- g. [Rotary Club has the right to suspend this case, if any there is any incident against local laws or Rotary Club terms.]
[如計畫進行中有發現任何違反當地法律或扶輪社條款之事件，有權提出中止此案]
- h. [Seek Tainan Dental Association's support and resources for the project.]
[要求臺南市牙醫師公會為此專案提供支援及資源]

6. INTERNATIONAL SPONSOR RESPONSIBILITIES 國際贊助者的責任

國際贊助者將:

Describe the specific responsibilities of the International Sponsor. The International Sponsor will:

- a. [Direct and coordinate international fundraising efforts.]
[指導及協調國際性的籌款活動]
- b. [Assist the Host Sponsor in implementing and reporting on the Rotary Grant project.]
[協助地主贊助者執行扶輪的獎助金專案及撰寫報告]

7. ORGANIZATION 1 RESPONSIBILITIES 合作組織 1 的責任

Describe the specific responsibilities of Organization 1.

Organization 1 will:

合作組織1將:

- a. [Provide expertise, infrastructure, advocacy, training, education, or other support for the Rotary Grant project.]
[為扶輪獎助金專案提供專業知識、基礎設施、倡導、培訓、教育或其他支援]
- b. [Maintain sufficient records and data to complete reports to The Rotary Foundation.]
[儘量保存所有的紀錄和數據，以將完整的報告提交扶輪基金會]
- c. [Report activities and results to the Host Sponsor and International Sponsor accurately and in a timely way.]
[將您所執行的活動及結果，照實且及時的報告給地主贊助者和國際贊助者]
- d. [Measure and evaluate project activities.]
[衡量及評估專案活動]
- e. [All medical services are subject to the requirements of the Ministry of Health and Welfare, ROC.]
[所有醫療之業務須符合衛福部之相關規定]
- f. [Be responsible for arrange qualified dental care workers to participate in the school dental care program.]
[負責安排具有合格證照之牙科醫療人員參與學校牙科診療]
- g. [Provide regular dental care services, education, training and professional consultation.]
[定期提供看診服務,提供教育訓練及專業諮詢]
- h. 加添其他責任

8. ORGANIZATION 2 RESPONSIBILITIES 合作組織 2 的責任

Describe the specific responsibilities of Organization 2.

Organization 2 will:

合作組織2將:

- a. [Contact appropriate medical service institutions with national health insurance (referred to as NHI medical service institutions) to participate and support the project to improve the overall medical service.]
[聯繫適當的全民健康保險醫事服務機構(以下簡稱保險特約院所)參與及支援本計畫，提升整體服務醫事人力]
- b. [Coordinate NHI medical service institutions' task division and coordination, and to integrate medical team strength.]
[協調保險特約院所間之任務分工協調，以整合及發揮團隊最大力量]
- c. [Assist with other organization to expand medical services if necessary.]
[必要時協助安排與其他單位合作以擴大醫療服務]

d. 加添其他責任

9. ORGANIZATION 3 RESPONSIBILITIES 合作組織 3 的責任

Describe the specific responsibilities of Organization3.

Organization 3 will:

合作組織3將:

- a. [Provide the space, pay for the bill of water and electric, and maintain the equipment well.]
[提供場地並支付水電費及設備基本清潔維護]
- b. [Be responsible for arrange students to participate in dental care and necessary courses related to oral hygiene.]
[負責協助安排學生參與牙科診療及相關必要課程]
- c. 加添其他責任

10. ORGANIZATION 4 RESPONSIBILITIES 合作組織 4 的責任

Describe the specific responsibilities of Organization4.

Organization4 will:

合作組織4將:

- a. [Provide the space, pay for the bill of water and electric, and maintain the equipment well.]
[提供場地並支付水電費及設備基本清潔維護]
- b. [Be responsible for arrange students to participate in dental care and necessary courses related to oral hygiene.]
[負責協助安排學生參與牙科診療及相關必要課程]
- c. 加添其他責任

11. ORGANIZATION 5 RESPONSIBILITIES 合作組織 5 的責任

Describe the specific responsibilities of Organization5.

Organization5 will:

合作組織5將:

- a. [Provide the space, pay for the bill of water and electric, and maintain the equipment well.]
[提供場地並支付水電費及設備基本清潔維護]
- b. [Be responsible for arrange students to participate in dental care and necessary courses related to oral hygiene.]
[負責協助安排學生參與牙科診療及相關必要課程]
- c. 加添其他責任

12. ORGANIZATION 6 RESPONSIBILITIES 合作組織 6 的責任

Describe the specific responsibilities of Organization 6.

Organization 6 will:

合作組織 6 將:

- a. [Provide the space, pay for the bill of water and electric, and maintain the equipment well.]
[提供場地並支付水電費及設備基本清潔維護]
- b. [Be responsible for arrange students to participate in dental care and necessary courses related to oral hygiene.]
[負責協助安排學生參與牙科診療及相關必要課程]
- c. 加添其他責任

13. MUTUAL UNDERSTANDINGS 相互的理解

All parties agree that:

所有關係者同意:

- a. The Rotary Grant, if approved, will be awarded to the Host Sponsor and International Sponsor.
核准的扶輪獎助金資金將撥付給地主贊助者與國際贊助者。
- b. The Host Sponsor and International Sponsor will control and manage the Rotary Grant.
地主贊助者與國際贊助者負責管理和控制扶輪獎助金。
- c. The Host Sponsor and International Sponsor will be involved in all stages of the project.
地主贊助者與國際贊助者必須參與專案的所有階段。
- d. The Host Sponsor and International Sponsor will each have a grant project management committee with at least three members, responsible for managing the project on their behalf.
地主贊助者與國際贊助者必須各自設立，由至少3名扶輪社員組成的獎助金專案管理委員會來負責管理專案。
- e. The Host Sponsor and International Sponsor and the Organizations will abide by the Terms and Conditions for Rotary Foundation District Grants and Global Grants.
地主贊助、國際贊助者及合作組必須遵守「地區獎助金與全球獎助金的條款與條件」。
- f. The Host Sponsor and International Sponsor affirm that the Organizations are reputable and responsible and act within all laws of the project country.
地主贊助者與國際贊助者必須卻合作組織是有良好的信譽且負責任的組織，且必遵照專案執行國的法律執行活動。
- g. All grant funds will be received and managed by the Host Sponsor or the International Sponsor and will not be managed by the Organizations.
所有的獎助獎學金資金將由地主贊助者與國際贊助者管理，而不得由合作組織管理。

- h. Grant funds will remain in the designated Rotary Grant bank account until they are needed to pay a vendor or reimburse a purchase.

在支付供應商之前，或在付還購買物品的墊付款之前，必須將資金存留在被指定的扶輪獎助金銀行帳戶。

- i. All payments to vendors and reimbursements to Organizations will be supported by receipts, paid invoices, vouchers or written agreements.

所有支付供應商的款項，或者付還合作組織墊付的款項，都必須有收據、證明付款的發票、證件或書面的同意。

- j. The Organizations may contribute funds toward the project, but The Rotary Foundation does not match these funds.

合作組織可捐獻資金給專案，然而，扶輪基金會對此捐獻不做配合。

- k. The Organizations' project-related documentation may be subject to independent financial and operational review by The Rotary Foundation.

合作組織擁有的相關專案的文件，可能由扶輪基金會執行的第三者財務及營運審查。

- l. In their separate club or district qualification memorandum of understanding, the Host Sponsor and International Sponsor have agreed to:

地主贊助者與國際贊助者，在各自的社或地區的資格認證備忘錄中同意下列事項：

- Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local law.

確保所有的獎助金活動，包括將資金從一種貨幣兌換成另一種貨幣，都須遵照當地的法律進行。

- Ensure that the project adheres to The Rotary Foundation's stewardship measures and grant management practices.

確保專案遵循扶輪基金會的資金管理措施及專案管理辦法。

- Ensure that all people involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

確保所有參與專案的人士，在執行專案前，都不會有利益衝突或可能被視為有利益衝突的作為

- Report to the district any potential or real misuse or mismanagement of grant funds.

將資金的濫用與管理不善的事實或可能性報告地區。

- Cooperate with any financial, grant, or operational audits.

在財務稽查、獎助金稽查或運作稽查上合作。

- Maintain a standard set of accounts, which includes a general ledger and a complete record of all receipts and all disbursements of grant funds

維持標準帳戶（包括總帳、所有的收據、付還款的完整紀錄）。

- Disburse grant funds in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants.
遵照「地區獎助金與全球獎助金的條款與條件」撥付資金。
- Maintain records for items that are purchased, produced, or distributed through grant activities.
保存透過獎助金活動分發、購入或製作的項目紀錄。
- Maintain a dedicated bank account to be used only for receiving and disbursing grant funds.
開設並管理專為獎助金資金收支用的銀行帳戶。
- Have a minimum of two Rotarian bank account signatories from the sponsoring clubs or districts for disbursements.
贊助社或贊助地區必須指定至少2名扶輪社員為簽署人，負責撥付資金。
- Maintain a separation of duties for handling funds so no one person is solely in control of them.
資金管理必須由多人分擔不同的任務，以避免完全由一個人全權管理資金。
- Maintain a written plan for transferring custody of bank accounts in the event of a change in signatories.
制定一份書面的轉移計畫，以為改換簽署人時用。
- Retain bank statements to substantiate the receipt and use of grant funds.
保留銀行對帳單，以證實收入和支出的款項。
- Retain grant documents in a location known by and accessible to club and district officers.
將有關獎助金的文件，保存在社及在地區職員都知道且可存取的地方。
- Retain grant documents for a minimum of five years, or longer if required by local law.
將有關獎助金的文件保留至少5年，或依照當地法律保存更久。

14. CONFLICTS OF INTEREST 利益衝突

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, in compliance with The Rotary Foundation's Conflict of Interest Policy for Program Participants in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. This includes any instances of Rotarians acting as vendors or serving as trustees, directors, officers, or staff of one of the Organizations. If in doubt, any potential conflict should be disclosed.

遵照「扶輪基金會地區獎助金與全球獎助金的條款與條件」中的「為計劃參加者規定的利益衝突條款」，向扶輪基金會公開任何實際或被視為的利益衝突。利益衝突的情況包括：扶輪社員為供應商，或任何作組織的保管委員、理事、高級職員或辦事員。若無法確定是否屬利益衝突，將其潛在可能性公開。

Identify any real or perceived conflicts here:

將實際或被視為利益衝突得情況記述如下:

[Names, roles]

[無]

15. MODIFICATION 修改

Modifications to this document will be made by mutual consent of the parties. A written modification, signed and dated by all parties and approved by The Rotary Foundation, must be issued before acting on any changes.

有關本備忘錄的修改，必須由關係者同意。在履行更改事項前，必須先將所有備忘錄立書人所同意、簽署並附日期的書面修改提交扶輪基金會，並獲核准。

16. CONTACT INFORMATION 聯絡資訊

Your privacy is important to Rotary International and The Rotary Foundation (collectively, "Rotary") and the personal data you share with Rotary will only be used for official Rotary business, such as in relation to the Rotary Grant. Personal data collected on this form is subject to Rotary's privacy policy.

您的隱私權對國際扶輪及扶輪基金會（統稱「扶輪」）極為重要。您與扶輪分享的個人資料將限用於扶輪的業務（如與扶輪獎助金有關的業務）。個人資料的收集必須按照「扶輪的隱私政策」Rotary's privacy policy 執行。

17. AUTHORIZATIONS 授權

By signing below, the parties agree to the terms of this memorandum of understanding.

各方關係者以簽署餘下表示同意本備忘書的條款。

Host Sponsor authorization:

地主贊助者授權: 3470地區台南市善化扶輪社

Signature:

簽署: 吳嘉宏

Date:

日期: 2021.3.22

Position:

Printed Name: 姓名: 吳嘉宏

職位: 社長

Postal Address:

郵寄地址: 台南市善化區光文路19號

Phone:

電話: 886-6-5836714

Email: 電子郵件: shuhwa.co@mso.hinet.net

International Sponsor authorization:

國際贊助者: 2730地區日本阿久根扶輪社

Signature:

簽署: 外園生

Date:

日期: 2021.3.24

Position:

Printed Name: 姓名: 外園生

職位: 會長

Postal Address:

郵寄地址: 日本 鹿兒島県阿久根市大丸町16番地

Phone: 電話 0996-92-3611 Email: 電子郵件: akune-hc@po5.synapse.ne.jp

Organization 1 authorization:

合作組織1授權：臺南市牙醫師公會

Signature: 簽署: 王俊凱 Date: 日期: 3/22/2021

Printed Name: 姓名: 王俊凱 Position: 職位: 理事長

Postal Address: 郵寄地址: 臺南市永康區中華路196-14號

Phone: 電話: 886-6-3122908 Email: 電子郵件: WCK5225@yahoo.com.tw

Organization 2 authorization:

合作組織2授權：衛生福利部中央健康保險署南區業務組

Signature: 簽署: 林純美 Date: 日期: 3/22/2021

Printed Name: 姓名: 林純美 Position: 職位: 組長

Postal Address: 郵寄地址: 臺南市中西區公園路96號

Phone: 電話: 886-6-2245678#8104 Email: 電子郵件: e110409@nhi.gov.tw

Organization 3 authorization:

合作組織3授權：臺南市東山區東原國小

Signature: 簽署: 郭靜芳 Date: 日期: 3/22/2021

Printed Name: 姓名: 郭靜芳 Position: 職位: 校長

Postal Address: 郵寄地址: 臺南市東山區東原里23鄰8號

Phone: 電話: 88-6-6861042#166 Email: 電子郵件: phon59921@gmail.com

Organization 4 authorization:

合作組織4授權：臺南市西港區港東國小

Signature: 簽署: 黃信恩 Date: 日期: 2021.03.22

Printed Name: 姓名: 黃信恩 Position: 職位: 校長

Postal Address: 郵寄地址: 臺南市西港區港東里1鄰延平1之1號

Phone: 電話: 886-6-7952231#270 Email: 電子郵件: shinan29@tn.edu.tw

Organization 5 authorization:

合作組織5授權：臺南市關廟區崇和國小

Signature: 簽署: 周志和 Date: 日期: 2021.03.22

Printed Name: 姓名: 周志和 Position: 職位: 校長

Postal Address: 郵寄地址: 臺南市關廟區南雄南路568號

Phone: 電話: 886-6-5551040#20 Email: 電子郵件: _____

Organization 6 authorization:

合作組織6授權：臺南市後壁區安溪國小

Signature: 簽署: 蔡志奇 Date: 日期: 3/22/2021

Printed Name: 姓名: 蔡志奇 Position: 職位: 校長

Postal Address: 郵寄地址: 臺南市後壁區長安里2鄰5號

Phone: 電話: 886-6-6361535#201 Email: 電子郵件: birdwings@tn.edu.tw

TIPS FOR COMPLETING THIS FORM

GENERAL

If you're working with just one organization, provide information for Organization 1 only. Always include the Rotary Host Sponsor and International Sponsor.

PROJECT OBJECTIVES

In this section, project partners outline the overall goals of the project that all partners hope to achieve together.

For example:

- Improve the quality of education students receive at Community Primary School
- Improve the quality of care for cancer patients at Community Hospital
- Increase farmers' yields by 10% through drip irrigation

RESPONSIBILITIES SECTIONS

Meeting with all project partners to assign responsibilities and record them in writing can prevent conflicts and increase your project's chances of success. It helps ensure that everyone agrees on the basics of the project plan and prevents confusion during implementation. When you define the responsibilities of each partner, carefully consider their resources and skills. Remember that each project has its own unique roles and responsibilities that are essential for effective implementation. List detailed and specific responsibilities for your project.

Questions to consider when determining responsibilities:

- Who will provide technical and professional services? What specific services will be provided, or what specific skills are needed?
- What types of staffing, infrastructure, or equipment is required, and who will provide those?
- Who will provide training, mentoring, education, advocacy, and financial review?
- Who will direct and coordinate local community education and public relations?
- Who will seek community support and resources for the project?
- Who will manage the grant funds and pay suppliers, vendors, and contractors?
- Will cooperating organizations submit itemized expense statements and receipts before they receive grant funds?
- Who will direct and coordinate fundraising efforts?
- Who will pay for long-term equipment maintenance, operations, programming, and staffing

after Rotary Grant funding ends? (Note that Rotarians may continue to support the project, but the project should not depend solely on that support.)

- Who will prepare Rotary Grant reports? Who will collaborate on reporting?
- How will financial records be stored? Who will maintain these records? What is the document retention plan?
- Who will measure and evaluate the project's outcomes? How will they do this? Who will collect results? How will the outcomes be shared?

MUTUAL UNDERSTANDINGS

For legal reasons, the Foundation needs this section to remain as it is. It must not be added to or edited. We understand that, for certain relationships, Rotarians may need to sign a second MOU or contract to comply with local laws. Even in such cases, however, the Foundation needs this MOU to be submitted with your grant application.

AUTHORIZATIONS

Make sure that all parties have signed the MOU. If any signature is missing, it will be considered incomplete. Each sponsor and organization should decide who will represent it as a signatory.

If you have any concerns or questions, your regional grants officer can review your MOU before it is signed to make sure it's complete.