



**STUF Donor-Designated Fund Information Form**  
**(This form is only for NPO/NGOs who are the recipients of donor-designated fund)**

捐款者指定補助捐款 說明  
(此表格供捐款者指定補助之受贈 NPO/NGO 團體使用)

**Instructions**

**Congratulations! A donor of STUF United Fund has designated his/her donation to your organization. To ensure productive communication among the donor, your organization, and STUF, and to enhance the most efficient usage of this fund, please submit the following materials.**

1. Information Form Cover Sheet (on page 2)
2. An introduction letter describing the usage of the fund (instructions on page 3)
3. List of required attachments and other supporting materials (instructions on page 4)

恭喜貴組織榮獲世台聯合基金會 (STUF) 「捐款者指定補助捐款」。為確保捐款能發揮最佳效益，以及保持捐款人、貴組織、與 STUF 之間的良好溝通與互動，敬請貴組織提供如下資料：

1. 基本資料表 (請見第二頁)
2. 補助捐款運用說明 (請見第三頁)
3. 所需繳交文件 (請見第四頁)

Please send your materials by email. 敬請以電子郵件提供所需資料，謝謝。

聯絡請洽 Contact:

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STUF United Fund Inc.  
An IRC 501(c)(3) Public Charity  
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Please fill out the following sheet. 敬請填寫以下表格。

**STUF UNITED FUND**  
**Donor-Designated Fund Information Form Cover Sheet**  
捐款者指定補助 基本資料表

|  |         |
|--|---------|
| Date 日期:   |         |
| Name of organization to which grant would be paid. Please list exact legal name 捐款受贈組織名稱:  |         |
| Address of organization 組織地址:  |         |
| Telephone number 電話:   | Fax 傳真: |
| Email 電子郵件:  |         |
| Executive director 總幹事或執行長 (請寫明職稱):  |         |
| Contact person and title (if not executive director) 聯絡人之姓名與職稱 (如不同於上述人員):   |         |
| Is your organization a registered nonprofit organization recognized by the government (for example, an IRS 501(c)(3) not-for-profit in United States)? (yes or no): 受贈組織是否為非營利團體?  |         |
| <b>Amount of the donor-designated fund: \$ 捐款者指定補助之金額</b>  |         |
| Your grant request is for 所申請經費將用於:<br>___ General operation (一般營運經費) ___ One specific project (單一專案計劃或項目)<br>___ Multiple projects (多個專案計劃或項目)<br>If grant is for a specific project or multiple projects, please list project time frame:<br>如果是專案計劃或項目，請列出進行期限(開始與結束之日期): |         |
| Proposed usage of the designated fund (one sentence) 請以一句話簡要說明補助金之用途:  |         |
| Total organizational budget (for current year) and number of staff:<br>年度總預算金額 (本年度) 以及機構之員工總人數:   |         |
| This donor-designated fund is donated by 此欄由 STUF 行政人員填寫:  |         |
| Date of donation received by STUF 此欄由 STUF 行政人員填寫:   |         |



## A. Introduction Letter

In addition to the cover sheet, please submit a letter which briefly describes how your organization will use the fund designated to you via STUF. The letter should not exceed one letter-size or A4 page. Please make sure your letter addresses the following points:

1. Will this fund be used for general operation or specific project(s)? (If the donor has specified the usage of this fund to certain purpose, your organization needs to fulfill the request.)
2. If the fund will be used for specific project(s) or program(s), please give us a brief introduction of the proposed work: how, when, and where this program or project will be carried out.
3. If the fund will be used for general operation, please give us a brief outlook of your operation. For example, your organization structure, division of work, major programs, etc.
4. Please describe how this fund will help further your mission, the intended outcomes of your work, and how you evaluate those outcomes.

### A. 補助金使用計畫說明

請說明貴機構將如何使用補助金，應說明以下要點：

1. 此經費補助將用於貴機構之日常營運，或是特定的活動與計畫？
2. 如果將用於特定的活動與計畫，請說明計畫內容、時間、地點。
3. 如果將用於日常營運，請說明貴機構之主要活動，機構架構與部門等。
4. 請說明經費的效益，以及如何評估經費使用成效。

## B. List of Required Attachments

(If the following information is available from your organization website, please indicate so and skip the request)

1. For organizations registered in the United States: A copy of your **most recent IRS letter** indicating your agency's tax exempt status, or, if not available, an explanation that how your organization is qualified as not-for-profit.
2. For organizations registered outside of United States: A copy of your government-issued registration document for proof of your nonprofit organization status.
3. Your **most recent financial statement, audited if available**. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
4. **A list of your Board of Directors**, with titles and occupations
5. **A list of key staff**

### B. 所需繳交文件

(如果下列資料已刊登於貴組織網站，敬請註明，且無須另外提供)

1. 如果貴組織為在美國登記之團體，請提供最近期之 IRS 信件，證明貴組織之免稅資格。如果沒有 IRS 信件，請說明貴組織之非營利屬性。



2. 如果貴組織為在美國以外登記之團體，請提供由政府核發之非盈利法人登記証，以證明貴組織之非營利性質。
3. 最近期之稅表及財務報表，資料需要記載貴組織目前會計年度的實際開銷與所收補助。
4. 董監事名冊，請列出姓名、頭銜與職業領域。
5. 主要幹部名冊。

### **C. Optional Supporting Materials**

1. A copy of your annual report, if available
2. A list of your major supporters and explain your other sources of income if not by contribution (for example, member fees)
3. No more than three examples of recent news or PR coverage of your organization, if available
4. Please provide wire instruction information if your organization is out of United States or Canada.

#### C. 可選擇性提供的其他補充資料

1. 貴組織之年度會務報告資料
2. 主要捐款人名單，以及捐款之外的其他收入來源 (例如會員費)
3. 近期之宣傳資料或媒體報導 (最多三份)
4. 如果貴組織不在美國或加拿大，敬請提供匯款資料。