

**深圳市递爱福公益基金会
迪爱福公益培训工程
项目管理制度**

**Project Management Rules
for the DAF-Giving Charitable Training
Projects
of the China DAF Charity**

(2018年9月20日经本基金会第一届理事会第二次会议批准通过)

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If you have any comments or suggestions on the content of this document, please send them to general-office@DAF-charity.org.cn. We value your feedback and help in improving this document. The English translation has been reviewed by native English speakers.

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1 总则

General Provisions

1.1 《迪爱福公益培训工程项目管理制度》的制定目的及依据

Purpose and Basis of the Project Management Rules for the DAF-Giving Charitable Training Projects of the China DAF Charity

为规范深圳市递爱福公益基金会（以下简称“本基金会”）迪爱福公益培训工程项目的管理，优化项目实施流程，降低项目运行成本，提高慈善财产使用效益，维护本基金会及其捐赠人、受益人等相关方的合法权益，推动迪爱福公益培训工程项目合法、合规、合理运行，根据《中华人民共和国慈善法》《基金会管理条例》等相关法律法规、《深圳市递爱福公益基金会章程》《深圳市递爱福公益基金会捐赠、投资、捐助指引》等本基金会相关制度和规定，特制定《迪爱福公益培训工程项目管理制度》（以下简称“本制度”）。

For the purpose of regulating the management of the DAF-Giving Charitable Training Projects of the China DAF (Donor Advised Fund) Charity (hereinafter the ‘Charity’), optimizing the project implementation processes, reducing project operating costs, improving the use of charitable assets, safeguarding the legal rights and interests of the Charity, donors, beneficiaries and other relevant parties, as well as promoting the legitimacy, compliance and reasonableness of the DAF-Giving Charitable Training Projects, the Project Management Rules for the DAF-Giving Charitable Training Projects of the China DAF Charity (hereinafter the ‘Rules’) are hereby formulated in accordance with the *Charity Law of the People’s Republic of China* (hereinafter the ‘Charity Law’), the *Regulation on Foundation Administration*, and other relevant laws and regulations, as well as the Articles of Organization of the China DAF Charity (hereinafter the ‘Articles of Organization’), the Contribution, Investment, and Granting Guidelines of the China DAF Charity and other rules of the Charity.

1.2 迪爱福公益培训工程的名称及含义

Name and Meaning of the DAF-Giving Charitable Training Projects

本基金会设立的公益培训项目的中文名称为“迪爱福公益培训工程”（以下简称“迪爱福工程”），英文名称为“DAF-Giving”。“迪爱福”含有“启迪爱心与祝福”之意。先“启迪”、后“传递”，意味着通过提供公益教育培训，启迪更多

的捐赠人向社会公众传递爱心与祝福。迪爱福工程旨在鼓励更多捐赠人参与公益慈善事业，促进捐赠教育的大众化。

The Chinese name of the DAF-Giving Charitable Training Projects established by the Charity is “迪爱福公益培训工程”. “迪爱福” means the conveyance of heart-felt love and blessings, and implies that the Charity aims to enlighten and educate donors through these charitable training projects before encouraging them to share with and deliver to others heart-felt love and blessings. The DAF-Giving Charitable Training Projects aim to encourage more donors to participate in charitable affairs and to promote the popularization of contribution education.

1.3 迪爱福公益培训工程的参与方

Participants of the DAF-Giving Charitable Training Projects

迪爱福工程由本基金会牵头，联合海内外相关方（包括营利性组织和非营利性组织）开展公益培训。

The DAF-Giving Charitable Training Projects are initiated and led by the Charity, in association with domestic and overseas relevant parties (including profit-making organizations and non-profit organizations), to provide charitable education and training.

1.4 迪爱福公益培训工程不得现场募捐的原则

DAF-Giving Charitable Training Projects Are Not Allowed to Raise Funds on Site

为保证培训活动的顺利开展且不损害培训活动的公益性目的，集中进行知识性传授，在本基金会向受益人提供现场公益培训时，本基金会或关联方不得向迪爱福工程受益人进行任何形式的现场募捐活动，但受益人主动在私下提出向本基金会或相关关联方进行捐赠除外。

For successful implementation of training projects, with a focus on conveying knowledge without prejudice to their charitable purposes, when the Charity provides beneficiaries with on-site charitable training, the Charity and other related parties shall not conduct on-site fundraising of any kind, unless the beneficiary contributes to the Charity or other related parties voluntarily and actively in private.

1.5 迪爱福公益培训工程设立项目专职人员

Full-Time Personnel of the DAF-Giving Charitable Training Projects

本基金会将对迪爱福工程进行项目化管理，针对不同的受益人群体和培训内容的不同需求，设置具体的“迪爱福公益培训工程【XX】项目”（以下简称“【XX】项目”或“项目”）。根据《深圳市递爱福公益基金会章程》第29条第3款的规定，本会建立健全慈善项目的决策、执行、监督机制，设立项目管理机构，配备专职人员，行使项目管理职责。因此，迪爱福工程项目将设立项目专职人员，主要负责项目的管理、协调及监督工作。

The Charity shall carry out project management of the DAF-Giving Charitable Training Projects, and set up a specific ‘DAF-Giving Charitable Training Project [XX]’ (hereinafter the ‘Project [XX]’ or the ‘Project’) for different beneficiaries with different needs. According to Article 29 Paragraph 3 of the Articles of Organization, the Charity shall “establish and improve the decision-making, executive, and supervisory mechanisms in relation to charitable projects and establish scientific, standardized and effective requirements for the approval, review, implementation, control, evaluation, feedback, and other processes in relation to such charitable projects. The Charity shall also establish project management institutions staffed with full-time employees to perform project management responsibilities.” Therefore, the DAF-Giving Charitable Training Projects shall employ full-time personnel, who will be mainly responsible for the management, coordination and supervision of the Projects.

2 项目立项管理

Project Establishment

2.1 项目立项原则

Principles Concerning Project Establishment

项目的立项与管理须符合本基金会宗旨和章程的有关规定，在本基金会理事会授权理事会执行委员会决议通过的迪爱福公益培训工程年度项目预算范围内，综合考虑项目的公益性、可行性、实效性、可持续性。

The establishment and management of the Projects shall comply with the mission of the Charity and the Articles of Organization, and be implemented within the annual budget for the DAF-Giving Charitable Training Projects, with the charitable purpose, feasibility, effectiveness and sustainability of the Projects taken into consideration. The annual budget shall be approved by the Executive Committee of the Board authorized by the Board of Directors.

2.2 慈善账户顾问建议设立“【XX】项目”

Charitable Account Advisor Initiates the Project [XX]

2.2.1 对相应慈善账户顾问的授权

Authorization of the Charitable Account Advisor

为便捷、简化项目立项管理，本基金会授予符合条件的慈善账户顾问向本基金会提出设立“【XX】项目”的立项建议权。该慈善账户顾问享有对该项目的命名权，可以在“迪爱福公益培训工程”的字样后添加相应慈善账户的名称或其他经本基金会同意的名称，作为该项目的全称。相关方在使用该项目名称时，可以将该项目名称简化为“迪爱福工程【XX】项目”。

In order to facilitate and simplify project establishment management, the Charity authorizes the qualified charitable account advisors to initiate the Project [XX]. The charitable account advisor has the right to name the Project. The name of the corresponding charitable account or another name agreed on by the Charity can be added after the words ‘DAF-Giving Charitable Training Project’ to form the full name of the Project. The name can be simplified to ‘DAF-Giving Project [XX]’ when being used by relevant parties.

2.2.2 符合提出设立“【XX】项目”立项建议权的条件

Conditions Upon Which the Project [XX] Can Be Initiated

在慈善账户顾问提交立项建议时，如果相应慈善账户慈善资产现金余额不低于人民币 30 万元或本基金会秘书长办公会同意的其他资金数额，则该慈善账户顾问享有“【XX】项目”立项建议权。多个慈善账户顾问可共同设立项目，将项目所需资金归总至一个慈善账户中，在该账户的慈善资产现金余额满足以上条件时，该账户的慈善账户顾问享有项目立项建议权。

If the balance of cash assets in the charitable account is no less than RMB 300,000 Yuan or another amount agreed to at the Secretary-General's Staff Meeting, the charitable account advisor shall have the right to initiate the Project [XX]. Several charitable account advisors may jointly set up the Project and pool the funds required for the Project into one charitable account. When the balance satisfies the conditions mentioned above, the charitable account advisor of this charitable account has the right to initiate the Project.

本办法所述的慈善账户顾问，特指非公共慈善账户顾问。

The charitable account advisors under the Rules refer in particular to the charitable account advisors of the non-general charitable accounts.

2.2.3 项目倡议人制度

Project Initiator

考虑到项目的专业性，本基金设立项目倡议人制度，项目倡议人负责向基金会提出项目的立项、管理、执行、监督等建议。

Considering the professionalism of the Project, the Charity has establish the role of Project Initiator. The Project Initiator is responsible for advising the Charity on the Project's establishment, management, implementation, and supervision.

项目倡议人可以由提出立项建议的慈善账户顾问担任，该慈善账户顾问也可以委托一名本基金慈善专家顾问或者其他机构、人员作为其代表，行使慈善账户顾问在项目中的相关权利及履行相关义务，由此产生的费用由相应慈善账户承担。

The charitable account advisor who initiates the Project may serve as the Project Initiator, or entrust a philanthropic expert consultant or other institution or personnel as their representative to exercise relevant rights and fulfill relevant obligations in the Project. The expenses incurred shall be borne by the corresponding charitable account.

该慈善账户顾问或其委托的代表将被统称为该项目的“项目倡议人”。

The charitable account advisor or their representative shall be referred to as the Project Initiator.

2.2.4 项目倡议人提出项目立项建议书

Proposal Submitted by the Project Initiator

项目倡议人通过本基金会官网或其他方式向本基金会捐助管理部门提交《迪爱福公益培训工程【XX】项目立项建议书》，内容包括：

The Project Initiator may submit the Proposal for Project [XX] (hereinafter the ‘Proposal’) to the Charity’s Grant-Making Management Department through the official website of the Charity or through other means. The Proposal shall include:

- ① 在迪爱福工程所列示及实时调整的培训主题、培训计划范围内，提出拟开展的项目概述、拟满足的公益培训需求、拟达到的公益培训目标；

An outline of the Project, charitable training requirements to be addressed and the objective of the charitable training, which shall be within the scope of training themes and plans, which may be subsequently adjusted from time to time by the DAF-Giving Charitable Training Projects;

- ② 在迪爱福工程所列示及实时调整的受益人候选人的范围内，确定该项目受益人具体范围及其筛选标准；

The specific scope and criteria for the beneficiaries of the Project, which shall comply with the scope of beneficiary candidates as stated by the DAF-Giving Charitable Training Projects, which may be subsequently adjusted from time to time;

- ③ 在迪爱福工程所列示及实时调整的项目执行机构库范围内，按照项目执行机构公示的具体培训方案，选择具体的项目执行机构；

The Project Execution Organization selected from the corresponding database based on the specific training plans offered by it. The database may be subsequently adjusted from time to time by the DAF-Giving Charitable Training Projects;

- ④ 在迪爱福工程所列示及实时调整的专业评估机构库范围内，选择第三方专业评估机构对项目的资金使用情况进行检查、监督、评估和审计；

The third-party Professional Evaluation Organization from the corresponding database, for the inspection, supervision, evaluation and audit of the Project's use of funds. The database may be subsequently adjusted from time to time by the DAF-Giving Charitable Training Projects;

- ⑤ 项目预算、项目周期、培训期数及项目可行性的初步方案；

Initial plans for the Project's budget, term, number of training sessions and feasibility;

- ⑥ 项目倡议人认为有助于本基金会相关部门审核《迪爱福公益培训工程【XX】项目立项建议书》的其他内容。

Other information that may be helpful for the review of the Proposal by relevant departments of the Charity.

2.2.5 本基金会捐助管理部门对立项建议书进行初步审核后报秘书长办公会批准

Submission of the Proposal for Approval at the Secretary-General's Staff Meeting After the Preliminary Review by the Grant-Making Management Department

本基金会捐助管理部门须对项目倡议人提交的《迪爱福公益培训工程【XX】项目立项建议书》进行初步审核，审核通过后，报本基金会秘书长办公会批准，即完成项目的立项。

The Grant-Making Management Department of the Charity shall conduct a preliminary review of the Proposal submitted by the Project Initiator and then submit it to the Secretary-General's Staff Meeting. Upon the approval at the Secretary-General's Staff Meeting, the Project is established.

2.3 本基金会捐助管理部门建议设立项目

Grant-Making Management Department Initiating the Project

本基金会捐助管理部门可以联合海内外相关方，整合相关资源，直接向秘书长办公会提出《迪爱福公益培训工程【XX】项目立项建议书》，由本基金会秘书长办公会批准，即完成项目的立项。本基金会捐助管理部门及相关方可协商确定【XX】项目的名称、担任项目倡议人的相关机构或人员。

The Grant-Making Management Department of the Charity may work with relevant domestic and overseas parties, integrate relevant resources, and submit the Proposal directly to the Secretary-General's Staff Meeting for approval. Following the approval, the Project is established. The Grant-Making Management Department and relevant parties may consult with each other to determine the name of the Project and the institution or personnel serving as the Project Initiator.

2.4 项目名称及项目倡议人制度是对相关方的表彰

Name of the Project and the Role of Project Initiator Reflect Recognition of Relevant Parties

迪爱福工程所采用的项目名称及项目倡议人制度，是对相关参与方的无形表彰，各方应尽最大努力给予足够的尊重。

The name of the Project and the role of Project Initiator shall be regarded as intangible recognition of the relevant parties and deserves respect from all sides.

3 项目执行机构的确定

Determination of Project Execution Organizations

3.1 项目执行机构的地位

Status of Project Execution Organizations

为优化项目实施流程，专业高效地实现公益目的，本基金会会有权资助或委托一家或多家非营利组织，或者委托一家或多家营利性组织（例如，营利性的项目管理公司），作为项目执行机构，由该项目执行机构进行项目的具体实施工作。项目执行机构在业务上对本基金会负责。

In order to optimize the project implementation processes and achieve charitable purposes professionally and efficiently, the Charity has the authority to sponsor or commission one or more non-profit organizations, or to commission one or more profit-making organizations (e.g., profit-making project management companies) as

Project Execution Organizations. The Project Execution Organizations shall carry out the implementation of the Project and shall be responsible to the Charity.

3.2 项目执行机构的种类

Types of Project Execution Organizations

本基金会将建立项目执行机构库，项目执行机构主要分为以下两种类型：

The Charity shall establish a database of Project Execution Organizations, which are mainly divided into the following two types:

- (1) 秘书长办公会根据理事会执行委员会制定的规则，选择、确定的非营利性组织，该非营利性组织已经与本基金签署《深圳市递爱福公益基金会战略合作协议标准文本》，且已经成为本基金会的合格受赠组织；

Non-profit organizations as selected and determined at the Secretary-General's Staff Meeting in accordance with rules formulated by the Executive Committee of the Board of Directors, which shall have signed the Standard Version of the Strategic Cooperation Agreement with the Charity, and have become a qualified grantee of the Charity;

- (2) 秘书长办公会根据理事会执行委员会制定的规则，选择、确定的营利性组织，例如，营利性的项目管理公司或专业培训机构。

Profit-making organizations as selected and determined at the Secretary-General's Staff Meeting in accordance with rules formulated by the Executive Committee of the Board of Directors, such as profit-making project management companies or professional training institutions.

3.3 项目执行机构的审核标准

Standard for Reviewing Project Execution Organizations

- 3.3.1 项目执行机构的审核标准：**本基金会将主要按照如下原则审核项目执行机构：

Standard for Reviewing Project Execution Organizations: The Charity shall review Project Execution Organizations in compliance with the following principles predominantly:

- (1) 公益性，即项目执行机构应当主要出于公益目的而非营利目的为迪爱福工程提供服务；

Charitable Purposes: Project Execution Organizations shall offer services to the DAF-Giving Charitable Training Projects mainly for charitable purposes rather than profit-making purposes;

- (2) 专业性，即项目执行机构及其投入项目的工作人员在项目实施期间应具备项目所需要的全部资质和 / 或专业能力；

Professionalism: Project Execution Organizations and their staff involved in Projects shall have all qualifications and/or professional capabilities required for the Project during its implementation;

- (3) 协同性，即项目执行机构应当认同本基金及迪爱福工程的宗旨、理念和基本运作方式；

Coordination: Project Execution Organizations shall comply with the purpose, core values and ways of fundamental operation of the Charity and the DAF-Giving Charitable Training Projects;

- (4) 稳定性，项目执行机构的稳定性对于迪爱福工程的运作至关重要，因此原则上应具有长期合作意愿和实力。

Stability: The stability of Project Execution Organizations is paramount to the operation of the DAF-Giving Charitable Training Projects. Therefore, in principle, both willingness and capability for long-term cooperation are required.

3.4 项目执行机构的职责

Responsibilities of Project Execution Organizations

项目执行机构的主要职责包括：

Main responsibilities of the Project Execution Organizations include:

- (1) 根据本基金与项目执行机构之间签署的《迪爱福公益培训工程【XX】项目资助协议》或《迪爱福公益培训工程【XX】项目实施协议》，实施具体的项目；

To carry out the Project in accordance with the Funding Agreement Concerning Project [XX] or the Implementation Agreement Concerning Project [XX] between the Charity and the Project Execution Organizations;

- (2) 按照项目预算及合同约定, 如实、充分执行项目, 确保项目资金的合法、合理、规范、高效使用;

To faithfully and adequately implement the Project in order to ensure the legitimate, reasonable, normative and efficient use of the Project's funds in accordance with the Project budget and relevant contracts;

- (3) 定期进行项目阶段性工作总结;

To regularly provide summaries on the progress of each phase of the Project;

- (4) 及时、定期向本基金会汇报项目的实施情况;

To report the implementation of the Project to the Charity in a timely and regular manner;

- (5) 负责项目的自查验收及验收材料的准备;

To be responsible for self-inspection of the Project and preparing materials for inspection and acceptance;

- (6) 协助本基金会对项目进行检查和验收;

To assist the Charity with inspection and acceptance of the Project;

- (7) 协助第三方专业评估机构对项目进行评估;

To assist third-party evaluation organizations in evaluating the Project;

- (8) 本基金会与项目执行机构之间签署的《迪爱福公益培训工程【XX】项目资助协议》或《迪爱福公益培训工程【XX】项目实施协议》约定的其他职责。

To fulfill other obligations as stated in the Funding Agreement Concerning Project [XX] or the Implementation Agreement Concerning Project [XX].

3.5 项目执行机构培训方案的公示

Disclosure of the Training Plans of Project Execution Organizations

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项目执行机构根据迪爱福工程的培训主题、培训计划、培训要求，提出具体的培训方案并对外公示，作为与迪爱福工程专职人员、项目倡议人制订《迪爱福公益培训工程【XX】项目实施方案》的主要原则、依据。

In accordance with the training themes, training plans and training requirements provided by the DAF-Giving Charitable Training Projects, Project Execution Organizations shall propose and publicly disclose a specific training plan as the basis for the Implementation Plan of the Project [XX] (hereinafter the ‘Implementation Plan’), which is formulated by the Project Execution Organization together with full-time staff of the DAF-Giving Charitable Training Projects and the Project Initiator.

3.6 项目执行机构的有关费用及报酬

Fees and Remuneration of the Project Execution Organization

项目执行机构及其有关人员为实施该项目而发生的人员报酬，志愿者补贴和保险，使用房屋、设备、物资发生的相关费用，以及为管理项目发生的差旅、物流、交通、会议、培训、审计、评估等费用，均纳入本基金会的慈善活动支出。

Fees incurred through implementation of the Project, including but not limited to the remuneration of the Project Execution Organization and related personnel, compensation and insurance for volunteers, fees from use of real estate, equipment and goods, costs for the management of the Project such as traveling, logistics, transportation, meetings, training, audits, evaluation, shall be included in the charitable activity expenditure of the Charity.

3.7 项目执行机构与本基金会之间涉及关联交易的处理原则

Principles Concerning Related-Party Transactions Between the Project Execution Organization and the Charity

如果项目执行机构与本基金会之间涉及关联交易，则应当按照《深圳市递爱福公益基金会关联交易管理办法》及其他本基金会关联交易的相关规则进行处理。

Related-Party Transactions between the Project Execution Organization and the Charity shall be governed by the Measures on the Administration of Related-Party Transactions of the China DAF Charity and other relevant rules of the Charity.

4 项目实施方案的提交及审核

Submission and Review of the Implementation Plan

4.1 《迪爱福公益培训工程【XX】项目实施方案》的起草

Drafting the Implementation Plan

项目执行机构在项目倡议人提出的《迪爱福公益培训工程【XX】项目立项建议书》的基础上,对项目实施过程进行全面规划,起草《迪爱福公益培训工程【XX】项目实施方案》。在此过程中,项目执行机构可与项目倡议人就项目规划进行沟通,对《迪爱福公益培训工程【XX】项目实施方案》进行调整和改进,尊重项目倡议人的意愿。迪爱福工程项目专职人员应提供必要支持和协助。

On the basis of the Proposal proposed by the Project Initiator, the Project Execution Organization shall comprehensively schedule the project implementation process and draft the Implementation Plan. During this process, the Project Execution Organization may communicate with the Project Initiator about the project plan, and adjust and modify the Implementation Plan, considering the opinion of the Project Initiator. Full-time staff of the DAF-Giving Charitable Training Projects shall provide necessary support and assistance.

4.2 《迪爱福公益培训工程【XX】项目实施方案》的内容

Content of the Implementation Plan

《迪爱福公益培训工程【XX】项目实施方案》的内容包括以下方面:

The Implementation Plan shall include the following content:

- (1) 在迪爱福工程所列示及实时调整的受益人候选人范围内,确定项目受益人具体范围、受益人筛选和确定标准、受益人人数;

The specific range, criteria and number of beneficiaries within the range of beneficiary candidates, which is stated by the DAF-Giving Charitable Training Projects and may be adjusted from time to time.

- (2) 在迪爱福工程所列示及实时调整的培训主题、培训计划范围内，确定项目具体培训内容、培训形式、拟达到的培训效果和公益目标、师资投入、场地设备、项目预算、项目周期、项目期数、项目风险；

The training content, training form, proposed effect of the training and charitable goals, the team of teachers or trainers, site and equipment, budget, term of length, number of training sessions, which shall be within the scope of training themes and training plans listed and subsequently adjusted from time to time by the DAF-Giving Charitable Training Projects, and the estimation of possible risks associated with the Project;

- (3) 项目执行机构认为应当在《迪爱福公益培训工程【XX】项目实施方案》中明确的其他内容，如项目中期、半年期的阶段性报告。

Other information that the Project Execution Organization deems necessary to be specified in the Implementation Plan, such as the mid-term and semi-annual reports of the Project.

4.3 《迪爱福公益培训工程【XX】项目实施方案》及项目协议的提交及审核

Submission and Review of the Implementation Plan and the Project Agreements

项目执行机构应将最终确定的《迪爱福公益培训工程【XX】项目实施方案》、拟与本基金会签署的《迪爱福公益培训工程【XX】项目资助协议》或《迪爱福公益培训工程【XX】项目实施协议》（以下统称为“项目协议”）草案提交本基金会捐助管理部门审核；捐助管理部门进行初步审核后报秘书长办公会批准。如有必要，捐助管理部门或秘书长办公会在审核过程中可征求本基金会捐赠管理部门、财务部门的意见，也可与项目执行机构进行沟通，对项目实施方案、项目协议草案提出建议或改进意见。

The Project Execution Organization shall submit the finalized Implementation Plan, and the draft of the Funding Agreement Concerning Project [XX] or the Implementation Agreement Concerning Project [XX] to be signed with the Charity (totally referred to as the ‘Project Agreements’) to the Grant-Making Management Department for review. The Grant-Making Management Department shall conduct a preliminary review and then report to the Secretary-General’s Staff Meeting for

approval. If necessary, the Grant-Making Management Department or the Secretary-General's Staff Meeting may seek opinions from the Contribution Management Department and the finance department during the review, and communicate with the Project Execution Organization to give advice on the Implementation Plan and the draft of the Project Agreements.

4.4 《迪爱福公益培训工程【XX】项目实施方案》审核通过后，基金会与项目执行机构进行签约

The Charity Signs Project Agreements with the Project Execution Organization After the Implementation Plan Is Approved

4.4.1 在秘书长办公会对《迪爱福公益培训工程【XX】项目实施方案》、项目协议草案批准的前提下，本基金会将与项目执行机构签署项目协议，明确约定项目的预期目标、项目具体内容、项目执行流程、考核指标、项目经费及付款条件、各方的责任以及违约责任等。项目协议将作为本基金会检查项目执行情况、项目验收及拨付项目资金的主要依据。

Provided that the Implementation Plan and the draft of Project Agreements have been approved at the Secretary-General's Staff Meeting, the Charity shall sign the Project Agreements with the Project Execution Organization to specify the objectives, specific content, execution process, evaluation indicators, project funding and payment terms, responsibilities of each party and liabilities for breach of contract, etc. The Project Agreements shall serve as the main basis for the Charity to check the implementation of the Project, inspect and accept the Project, and grant funds to the Project.

4.4.2 在项目协议合法签署后，本基金会将有权将相应慈善账户顾问建议的资助资金数额，从相应的慈善账户直接划转至公共慈善账户。

After signing Project Agreements, the Charity has the right to directly transfer the funds advised by the charitable account advisor from the corresponding charitable account to the general charitable account.

4.5 《迪爱福公益培训工程【XX】项目实施方案》的公示

Disclosure of the Implementation Plan

基金会与项目执行机构完成签约后，基金会应负责将《迪爱福公益培训工程【XX】项目实施方案》进行公示。

The Charity shall publicly disclose the Implementation Plan after it is signed by the Charity and the Project Execution Organization.

5 受益人的审查确定

Review and Determination of Beneficiaries

5.1 迪爱福工程受益人候选人的范围

Scope of Beneficiary Candidates

本基金会应当按照《慈善法》第五十八条的规定，坚持公开、公正、公平的原则，建立透明的申请、筛选机制，确定迪爱福工程符合条件的受益人。

According to Article 58 of the *Charity Law*, the Charity shall establish transparent application and selection systems to determine qualified beneficiaries of the DAF-Giving Charitable Training Projects, based on the principles of openness, fairness, and impartiality.

下述人员有权申请成为迪爱福工程的合格受益人：

The following people have the right to apply to be qualified beneficiaries of the DAF-Giving Charitable Training Projects:

- (1) 所有与本基金会签署《深圳市递爱福公益基金会战略合作协议标准文本》的战略合作伙伴及《深圳市递爱福公益基金会捐赠说明书》确定的信用良好的特定机构或人员；

All Strategic Cooperation Partners that have signed the Standard Version of the Strategic Cooperation Agreement with the Charity, and other specific institutions or personnel in good credit as determined under the Contribution Prospectus of the China DAF Charity;

- (2) 本基金会的合格捐赠人；

Qualified donors of the Charity;

- (3) 慈善账户相关参与方（包括慈善账户持有人、慈善账户顾问、慈善账户督导员、慈善账户查阅人等）；

Relevant parties of the charitable account (including the charitable account holder, the charitable account advisor, the charitable account supervisor, and the charitable account reviewer, etc.);

- (4) 已经入库的合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问；

Donor qualification examiners, charitable account supervisors and philanthropic expert consultants included in the corresponding databases;

- (5) 拟申请成为合格捐赠人资格预审员、慈善账户督导员、慈善专家顾问的正在中国境内执业的律师、注册会计师、税务师、资产评估师、公证员等具有专业资格的人员；

Professionals, such as lawyers, certified public accountants, tax advisors, asset appraisers, notaries, who are practicing in China and intend to apply to be donor qualification examiners, charitable account supervisors, or philanthropic expert consultants;

- (6) 拟申请成为慈善专家顾问的海内外有关专家学者，以及海内外其他经验丰富的资深人士及专业技术人员（包括获得律师、注册会计师、税务师、资产评估师、公证员等专业资格，但未执业的专业人员）；

Domestic and overseas experts, scholars, experienced practitioners and professionals (including professionals with qualifications of lawyers, certified public accountants, tax advisors, asset appraisers, notaries, who are not practicing), who intend to apply to be philanthropic expert consultants;

- (7) 职业募捐人；

Professional fundraisers;

- (8) 递爱福（DAF）志愿者；

DAF Volunteers;

- (9) 中国递爱福捐赠者建议基金论坛的会员；

Members of the China DAF (Donor Advised Fund) Forum;

(10) 本基金会秘书长办公会不时公布的符合迪爱福工程受益人资格的受益人范围。

Other beneficiaries within the scope of qualified beneficiaries of the DAF-Giving Charitable Training Projects published from time to time by the Secretary-General's Staff Meeting.

5.2 设立受益人遴选委员会确定受益人

Establishing the Beneficiary Selection Committee to Determine Beneficiaries

根据《慈善法》第五十八条的规定，慈善组织确定慈善受益人，应当坚持公开、公平、公正的原则。因此，为了满足法律法规的规定，维护本基金会的公信力，确保受益人遴选过程公开透明，针对每一个具体项目，本基金会将设立受益人遴选委员会。

According to Article 58 of the *Charity Law*, charitable organizations shall adhere to the principles of openness, fairness, and impartiality in determining charitable beneficiaries. Therefore, in order to meet requirements of the laws and regulations, to protect the accountability of the Charity, and to ensure that the beneficiary selection process is open and transparent, the Charity shall establish the Beneficiary Selection Committee for each specific Project.

5.3 受益人遴选委员会的职责

Duties of the Beneficiary Selection Committee

在符合《慈善法》公开、公平、公正原则的前提下，根据《迪爱福公益培训工程【XX】项目实施方案》中提出的受益人的具体范围、受益人筛选标准、受益人人数，由基金会向符合条件的受益人候选人发送通知或公告，由受益人候选人向本基金会的捐助管理部门或本基金会指定的其他独立第三方提交申请。在受益人候选人范围中，受益人遴选委员会负责审查和确定相应项目的最终受益入。

Provided that the principles of openness, fairness and impartiality stated in the *Charity Law* are complied with, the Charity shall send notices or make announcements to qualified beneficiary candidates, in accordance with the specific scope of beneficiaries, the selection criteria for beneficiaries and the number of

beneficiaries proposed in the Implementation Plan. Beneficiary candidates shall then submit applications to the Grant-Making Management Department or other independent third parties designated by the Charity. The Beneficiary Selection Committee is responsible for reviewing and determining the final beneficiaries for the corresponding Project.

5.4 受益人遴选委员会的设立

Establishment of Beneficiary Selection Committee

5.4.1 原则上，每一个具体项目须设立一个受益人遴选委员会。受益人遴选委员会应当由 5 名委员组成，委员从慈善专家顾问库中随机抽取，各委员相互之间不得为关联方。如果该项目无须继续遴选受益人，则该受益人遴选委员会即可被解散。

In principle, one Beneficiary Selection Committee is required for one specific Project. A Beneficiary Selection Committee is composed of 5 members, who shall be randomly drawn from the database of philanthropic expert consultants and shall not be related parties to one another. If no more beneficiaries need to be selected, the Beneficiary Selection Committee shall be dismissed.

5.4.2 遴选委员会委员的抽取通常应当在至少两名本基金会相关人员在场的情形下进行。但如果项目预算高于人民币 100 万元（含），项目倡议人提出相关要求，且相应的慈善账户持有人愿意主动承担相关费用，则遴选委员会委员的抽取可在至少一名担任本基金会慈善专家顾问的公证员及至少一名本基金会工作人员在场的情形下进行。

The random draw from the database of philanthropic expert consultants shall normally be witnessed by at least two of the Charity's staff. However, for Projects with a budget of RMB 1,000,000 Yuan or more, at the request of the Project Initiator, and provided that the corresponding charitable account holder is willing to bear the relevant expenses, the random draw may be witnessed by at least one notary who is also a philanthropic expert consultant of the Charity and at least one member of the Charity's staff.

5.5 受益人遴选委员会的组成

Composition of Beneficiary Selection Committee

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5.5.1 受益人遴选委员会委员

Beneficiary Selection Committee

- (1) 受益人遴选委员会的 5 名委员中，须从慈善专家顾问库中随机抽取 2 名律师、1 名注册会计师、以及剩下的 2 名委员。

Among the five members of the Beneficiary Selection Committee, there shall be two lawyers and one certified public accountant. All five members shall be randomly selected from the database of philanthropic expert consultants.

- (2) 受益人遴选委员会委员的抽取规则等相关事项，授权基金会理事会执行委员会另行制订规则。

The Executive Committee of the Board of Directors is authorized to formulate rules for the selection of the members of the Beneficiary Selection Committee.

- (3) 为尊重慈善专家顾问的意见，如果该名被抽取的慈善专家顾问不愿担任受益人遴选委员会委员，被抽取的慈善专家顾问享有拒绝的权利。

In order to respect philanthropic expert consultants, if the selected philanthropic expert consultant is unwilling to serve as a member of the Beneficiary Selection Committee, they have the right to refuse the appointment.

- (4) 慈善专家顾问担任受益人遴选委员会委员所提供的服务原则上为无偿志愿慈善服务，其工作时间将列入其承诺为本基金会提供原则上每年不低于 30 个小时慈善服务的时间。以慈善专家顾问的具体慈善服务工作量为标准，本基金会可以对其给予一定的合理补偿。

In principle, services provided by philanthropic expert consultants as members of the Beneficiary Selection Committee are voluntary charitable services without payment, and the working hours shall be included in their commitment to provide a minimum of 30 hours of

charitable service per year. Based on the specific charitable service workload, the Charity may provide philanthropic expert consultants with reasonable compensation.

5.5.2 受益人遴选委员会秘书组：本基金会指定的基金会专职人员与项目倡议人共同组成秘书组，负责支持、配合受益人遴选委员会委员的工作。由本基金会指定的基金会专职人员负责主持受益人遴选委员会会议、向基金会汇报相关情况等事宜。

Secretary Group of the Beneficiary Selection Committee: The designated full-time staff of the Charity and Project Initiators will form the Secretary Group to support and coordinate the work of the Beneficiary Selection Committee. The designated full-time staff are responsible for chairing the meetings of the Beneficiary Selection Committee and reporting to the Charity.

5.6 受益人遴选委员会的建议

Recommendation from the Beneficiary Selection Committee

受益人遴选委员会的建议须由过半数委员同意方为有效。为保证决策合法合规，与受益人候选人有关联关系的委员，在对涉及该受益人是否入选进行表决时，应当回避，具体将按照《深圳市递爱福公益基金会关联交易管理办法》所确立的原则予以处理。

Recommendations made by the Beneficiary Selection Committee shall be valid if they are agreed upon by more than half of the members. In order to ensure the legitimacy of the decision-making process, members who are related parties to beneficiary candidates shall excuse themselves from the vote on whether or not the beneficiary candidates shall be selected. More detailed rules will be elaborated on in the Measures on the Administration of Related-Party Transactions of the China DAF Charity.

6 项目执行管理

Management of Project Implementation

项目执行机构须严格按照《迪爱福公益培训工程【XX】项目实施方案》确定的方案进行具体项目的执行。对项目执行过程中出现的相关问题（包括《迪爱福公益培

训工程【XX】项目实施方案》中未予约定的相关事宜)，迪爱福工程专职人员可与项目倡议人商议后，提出具体的建议，在首席捐助官或首席捐助官委托的相应人员审核批准后，由迪爱福工程专职人员负责与项目执行机构进行沟通、协调、解决。首席捐助官认为重大的事项，可报秘书长办公会予以决策。

The Project Execution Organization shall strictly implement specific Projects in compliance with the Implementation Plan. Regarding related issues during the Project (including relevant matters not covered by the Implementation Plan), full-time staff of the DAF-Giving Charitable Training Projects may discuss with the Project Initiator to give specific advice. With the approval by the Chief Grant-Making Officer or the personnel they have authorized, the full-time staff may communicate, coordinate and resolve such issues with the Project Execution Organization. Matters that the Chief Grant-Making Officer considers to be significant may be reported at the Secretary-General's Staff Meeting for decision-making.

7 项目资金管理

Management of Project Funds

7.1 迪爱福工程慈善账户的资金来源：为了控制基金会的运营风险，向“迪爱福公益培训工程”的相关方支付的项目资金，须通过本基金会的公共慈善账户完成，由本基金会按照相应规则独立管理公共慈善账户的相应资金。非公共慈善账户中的资金不得直接用于资助“迪爱福公益培训工程”。

Source of Funding for the Charitable Account of DAF-Giving Charitable Training Projects: In order to control operational risk of the Charity, project funds shall be paid to relevant parties of the DAF-Giving Charitable Training Projects from the Charity's general charitable account, which shall be managed exclusively and independently by the Charity in accordance with relevant rules and regulations. Funds in non-general charitable accounts shall not be directly granted to DAF-Giving Charitable Training Projects.

7.2 本基金会依据项目协议拨付项目资金：本基金会依据项目协议所确定的经费预算、项目进度、评估与验收结果，向项目执行机构拨付项目资金；项目执行机构向本基金会提供合法有效的发票。

The Charity Allocates Project Funds According to the Project Agreements: The Charity allocates project funds to Project Execution Organizations based on the budget determined in the Project Agreements, the progress, and the results of the evaluation and final inspection of the Project. The Project Execution Organization shall provide legal and valid invoices for the Charity.

- 7.3 第三方专业评估机构对项目资金使用情况进行检查、监督、评估和审计:** 项目执行机构应按照项目倡议人的建议, 从本基金会所组建的第三方专业评估机构库中选择一家第三方专业评估机构, 在每一个项目的中期、终期拨款前, 完成对项目资金使用情况的检查、监督、评估和审计。

Third-Party Project Evaluation Organizations Shall Inspect, Supervise, Evaluate and Audit the Use of Project Funds: Following the proposal of the Project Initiator, the Project Execution Organization shall select a third-party project evaluation organization from the database of third-party project evaluation organizations established by the Charity, which will inspect, supervise, evaluate and audit the use of project funds before the mid-term and final release of funds to each Project.

- 7.4 项目执行机构提交项目及财务阶段性或项目完结报告且经第三方专业评估机构检查、监督、评估、审计后, 可提请付款申请:** 本基金会应在与项目执行机构签署的项目合同中约定, 在项目中期、终期拨款前, 项目执行机构须提交项目及财务阶段性或项目完结报告; 在第三方专业评估机构进行检查、监督、评估和审计并作出意见后, 向基金会提请付款申请进行拨款。

Project Execution Organization May Request Payment after the Submission of Project Progress Reports, Project Finance Reports or Project Completion Reports, Which Have Been Inspected, Supervised, Evaluated and Audited by a Third-Party Project Evaluation Organization: The Charity shall stipulate in the Project Agreement signed with the Project Execution Organization that before the mid-term and final release of funds for the Project, the Project Execution Organization shall submit progress reports, finance reports, and completion reports regarding the Project. After the third-party project evaluation organization has inspected, supervised, evaluated and audited the Project and provided the

corresponding opinions on the Project, the Project Execution Organization may request a payment from the Charity.

- 7.5 项目资金的管理和使用应接受检查和监督：**项目资金的管理和使用应接受上级财政部门、登记管理机关和本基金会监事会的检查与监督，项目执行机构应积极配合并提供有关材料。

Management and Use of Project Funds Shall Be Inspected and Supervised: The management and use of funds for the Project shall be subject to inspection and supervision by higher-level financial departments and the registration authority of the government, as well as by the Board of Supervisors of the Charity. The Project Execution Organization shall cooperate fully and provide relevant materials in relation to inspection and supervision.

8 项目信息管理

Management of Project Information

- 8.1** 本基金会对项目执行过程中的各种数据与信息实行平台化管理。

The Charity shall use information platforms for the management of the data and information generated during the implementation of the Project.

- 8.2** 本基金会应督促项目执行机构，确保项目数据及时准确提供，并适时对项目数据信息进行分析并形成书面报告，上报本基金会。

The Charity shall remind the Project Execution Organization to provide the Charity with the data of the Project in a timely and accurate manner, analyze the data and submit analytical reports at an appropriate time to the Charity.

- 8.3** 本基金会应根据项目实施情况，利用本基金会官方网站或其他媒体向社会公布项目进展及成效。

Based on the implementation of the Project, the Charity shall disclose the progress and achievements of the Project to the public through the official website of the Charity or other media.

- 8.4 在统一信息平台为每个项目建立相对独立的信息条目：**根据《中华人民共和国慈善法》《基金会管理条例》《慈善组织信息公开办法》等相关法律、法规的规定，本基金会应当在统一信息平台为每个项目建立相对独立的信息条

目。本基金会需要对统一信息平台的信息进行更正的，应当在统一信息平台填写并公布更正说明；有独立信息条目的应在相应信息条目下予以公布。基本信息发生变更的，本基金会应当在变更后 30 日内在统一信息平台向社会公布。

Establish a Relatively Independent Entry for Each Project on the Unified Information Platform: According to the *Charity Law*, the *Regulation on Foundation Administration*, the *Measures on Information Disclosure of Charitable Organizations* and other relevant laws and regulations, the Charity shall establish a relatively independent entry for each Project on the unified information platform. If the Charity needs to correct the information published on the unified information platform, it shall fill out a correction notice and publish it. The correction notice shall be published under the corresponding entry if the Project has its own entry. If basic information of the Charity changes, the Charity shall make it public on the unified information platform within 30 days of the change.

9 第三方专业评估机构库的管理

Management of the Database of Third-party Project Evaluation Organizations

9.1 组建第三方专业评估机构库：本基金会将组建第三方专业评估机构库，在项目中期、终期拨款前，由第三方专业评估机构对项目的资金使用情况进行中期中或终结检查、监督、评估和审计。

Establish a Database of Third-Party Project Evaluation Organizations: The Charity shall set up a database of third-party project evaluation organizations. Before the mid-term and final release of funds for the Project, the third-party project evaluation organization shall inspect, evaluate, supervise and audit the use of the Project's funds.

9.2 ISO 内外审评估体系的建立：本基金会将与相关方共同建立“迪爱福公益培训工程项目”在服务类、教育类产品的 ISO 内、外审评估体系。

Establishment of the ISO Internal and External Audit and Evaluation System: The Charity and relevant parties shall jointly establish ISO internal and external audit evaluation systems in relation to services and education products for the DAF-Giving Charitable Training Projects.

9.3 专业评估机构的费用承担: 专业评估机构在评估过程中所发生的相关费用, 计入本基金会的慈善活动支出。

Accounting for Expenses of the Project Evaluation Organization: The relevant expenses incurred by the Project Evaluation Organization during the evaluation process shall be counted as the Charity's charitable activity expenditure.

10 迪爱福工程培训证书的授予

Award of the DAF-Giving Training Certificate

在迪爱福工程所列示及实时调整的培训主题、培训计划范围内, 本基金会将联合相应项目执行机构对迪爱福工程培训课程进行统一规划, 向受益人提供不同层级的专业培训。在受益人完成相关专业培训课程后, 本基金会可联合相应项目执行机构向受益人授予初级、中级或高级迪爱福工程培训证书。

Within the scope of the training themes and training plans of DAF-Giving Charitable Training Projects listed and adjusted from time to time, the Charity shall work with Project Execution Organizations on the planning of training courses of the DAF-Giving Charitable Training Projects, and provide different levels of professional training for the beneficiaries. After a beneficiary completes relevant professional training courses, the Charity and Project Execution Organizations may jointly issue a certificate of primary, intermediate or advanced DAF-Giving Charitable Training Projects to the beneficiaries.

11 附则

Supplementary Provisions

11.1 根据实际需要, 本基金会理事会执行委员会可以根据本制度, 制定具体项目的实施细则。

The Executive Committee of the Board of Directors of the Charity may formulate detailed implementation rules as needed, for specific Projects in accordance with the Rules.

11.2 本制度解释权由本基金会理事会授权本基金会理事会执行委员会行使。

The Executive Committee of the Board of Directors is authorized by the Board of Directors to interpret the Rules.

11.3 本制度自 2018 年 9 月 20 日理事会审议通过后执行。

The Rules came into force following approval by the Board of Directors on September 20th, 2018.