

## GUIDELINES FOR THE FINANCIAL SUPPORT OF CONSTRUCTION PROJECTS

### **Planned construction activities**

- Explanation of the specific necessity for the construction project
- Explanation of the space utilisation concept

### **Required documents**

As a general rule, we require the following documents and information. If you have difficulty in obtaining them, please inform us and provide reasons.

### **Planning documents**

#### **1. Location plan**

- Position of the building plot in relation to the town centre/nearest town
- Description of infrastructure with regard to schools, kindergartens, hospitals/medical centres, etc. within a 20 km radius
- For example, as a google-maps printout on which the plot is marked

#### **2. Layout (scale 1:1.000 or greater)**

Plan of the plot showing:

- Boundaries
- Existing buildings
- Newly planned buildings or individual construction phases
- Walls serving as a plot boundary or for slope stabilisation
- Entrance to the plot and paths/tracks on the site
- Outside installations (e.g. septic tanks)
- North arrow, main direction of wind and rain

#### **3. Floor plans (scale 1:100/200)**

Floor plans showing:

- All storeys/floors and their dimensions in metres/square metres
- Dimensions of all rooms in metres/square meters
- Information on the use of each room, room designation
- Proposed standard furnishing of the rooms
- In the case of conversion works, the existing building, conversion and demolition should be made clear in the plans

#### **4. Elevation drawings (scale 1:100/200)**

Elevation drawings with dimensions in metres

#### **5. Section drawings (scale 1:100/200)**

Section drawings with dimensions in metres

#### **6. Photos**

- In the case of a new building: Construction site including existing buildings in the surrounding area
- In the case of the refurbishment or renovation of existing buildings: All building projections as well as all rooms and constructional elements to be refurbished/renovated

**Information on:**

**1. The building(s)**

- Building type (kindergarten, primary school, secondary school, vocational school, hostel/residential facility, hospital, medical centre, community/civic centre, church building, etc.)
- New building (completely new, new extension or additional floors to existing buildings)
- Existing buildings (refurbishment, renovation, conversion/re-purposing)
- Number of storeys of the whole building after completion
- Details of surface areas in square metres

**2. Plot/construction site**

- **Legal owner, certification necessary: Copy of the original title deed and translation into the official languages of Kindermiissionswerk** (English, French, Spanish, Portuguese, German)
- Cadastral plan, Size of plot in square metres
- Characteristics of building ground/subsoil: Topography (flat, uneven, sloping, terraced, densely built, urban, rural)
- Soil type/properties: rocky, cohesive (loam/clay), non-cohesive (sand/gravel, filled ground)

**3. Building safety**

- Has a geological survey been carried out?
- Is the building plot in an earthquake area? If so, what construction measures will be taken on earthquake safety for the building?
- Is the plot in a hurricane-prone area? If so, what constructional measures will be taken to protect the building against hurricanes?
- Is the building plot on a slope? If so, what constructional measures will be taken to stabilise the slope (against landslides)?
- Is there a danger of flooding? If so, what constructional measures will be taken to protect against flooding?
- Use of the building by people with disabilities (barrier-free features, e.g. ramps, lifts, wide doors, accessible WC)

**4. Infrastructure**

- Power supply, yes/no, what kind? (connected to public power grid, power generator, solar power system, wind power, other)
- Drinking water supply (connected to public water supply, cistern, well, other)
- Wastewater treatment (connected to public sewerage network, latrine, other)
- How is waste disposed of?
- Are there toilets? Yes/no, how many? Number of users, separately for boys and girls.
- Are hand washing facilities available

**5. Use of the building/building climate**

What constructional measures will be taken with regard to

- Noise insulation (e.g. false ceilings under corrugated iron roofing, thicker dividing walls, etc.)
- Improving ventilation, cross ventilation
- Protection against direct sunlight, overheating of the building (e.g. very wide roof overhangs, covering of play areas, tree planting, etc.)
- traditional building methods and local building materials (e.g. clay, natural stone)
- Climate-adapted construction, ecological construction, use of ecological materials (e.g. compressed earth blocks (CEB))

## **6. Implementation of construction activities and support**

- Has a construction permit been granted?
- Who is responsible for construction supervision, construction progress reports?

### **Monitoring of sustainability**

- Which financial precautions have been taken to cover the running costs of the building (maintenance, renovation)?
- After the building comes into operation, who will check that all building components and technical installations are working properly and who is responsible for repairs to be carried out if necessary?

### **Construction costs**

#### **1. Costs**

- A cost calculation with subtotals must be carried out for the building works in line with the building plans. The costing is drawn up in the form of a bill of quantities with specified amounts, unit prices and units of measurement, inclusive all work activities and materials.
- The subtotals for building works must be included in the cost and financing plan.
- For the purposes of clarity and ease of understanding, the project partner is obliged to draw up interim and final invoices in the form of a bill of quantities in accordance with the costings previously submitted.

#### **2. Comparative offers**

- At least 3 comparative offers for the construction costs must be submitted.
- Please send us a copy of 3 comparative offers and explain your selection decision. (Award Note) It is not necessary to take the cheapest bidder. Attention should also be paid to the soundness, creditworthiness and previous performance of the bidders.
- If no comparative offers are obtainable, please also provide us with brief information so that we can make an exception. This also applies if construction is to be carried out using your own labour force (e.g. trainees or similar).

#### **3. Cost schedule**

- A detailed list of the overall costs, subdivided into cost categories, in local currency
- If the amount exceeds EUR 80,000, Kindermissionswerk requires that building supervision, invoicing and reporting be carried out by an external building inspector (architect or civil engineer). The costs incurred are to be included in the cost and financing plan.

**In addition to the documents generally required by Kindermissionswerk, the following documents apply as part of the contract for construction projects:**

1. The approved cost and financing plan
2. The approved bid from the contractor in the form of a bill of quantities (BoQ)
3. The approved planning documents, building plans

Condition of approval is that the use of the building as specified in the application is guaranteed **for ten years**. Furthermore, the sale of the building within this period is not permitted.

The architect/applicant/authorised representative of the Legal Holder is requested to sign and return to Kindermissionswerk the following **declaration** (see following page):

**Declaration on the project application**

*I hereby confirm that all legal requirements applicable in the country of the project relating to the proposed construction and subsequent ongoing operation of the building etc. concerned, and in particular those regarding stability (and, if applicable, taking into account possible earthquake hazards) as well as fire protection, have been duly observed, that building execution will not start before all permits required have been obtained, and the building etc. will not be taken into use before all required acceptance procedures have been completed.*

Place, date:

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Name, position

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signature