



## *Guidelines for the Construction of Low Cost Shelters For Matching Grants*

1. Shelters shall provide a safe place to live for a family unit in an acceptable, safe environment (wherever possible, the area must be free from floods, rock slides, volcanic eruption, etc.).
2. Shelters shall cost no more than US\$5,000 to build.
3. Safe water and sanitation, if not included in the shelter, shall be available within a reasonable proximity of the shelters.
4. The form, dimensions and type of material for the shelters shall conform to the local conditions and the local authority regulations. Construction materials and labor used shall not adversely affect the local economy or environment.
5. Shelters with common walls may be constructed, as long as each unit is designed to house an individual family unit.
6. Shelters shall be built no more than a single story high.
7. The minimum number of shelters to be constructed with a single grant award is five and the maximum number of shelters to be constructed at a single site, with total use of TRF funds, is not to exceed 50.
8. Shelters shall be built in phases of no more than 25 shelters per phase. After acceptable interim reports that demonstrate that the shelters are complete and inhabited have been received by TRF, the next building phase may begin, once again limiting the number of shelters built to no more than 25.
9. A committee of Rotarians shall be established to screen applicants for the shelters and ensure that the recipients of the shelters:
  - a. contribute in some manner to the construction of the shelter;
  - b. agree not to sell the home for at least five years;
  - c. and agree to maintain the housing within their means with no further expense to Rotary.
10. The shelters shall be built or installed on a piece of sponsored or donated land with sufficient dimensions for easy and safe access. It is recommended that recipients of the shelters shall not be required to pay for the shelter or the land on which the shelter is constructed.
11. The local government and land donor shall provide a written commitment expressing their full support of the grant and permitting the immediate implementation of the project when grant funds become available. The written confirmation shall indicate that the land is without any encumbrances and there is no legal dispute pertaining to that land.

12. When possible, there shall be a signed agreement with the head of the family (preferably a woman), land donors or sponsors, and the local Rotarians for each home showing that all agree to the same conditions and terms of use. There shall be adequate safe guards to ensure the house is not sold for profit.
13. When possible, the Rotary clubs/districts involved in the shelter construction projects shall encourage/provide supplemental vocational training for the recipients of the shelters as well as provide a Rotarian mentor for each family.
14. All Matching Grant applications for low cost shelters shall include an application appendix that includes information about environment and location issues (soil information, potential for natural disasters, infrastructure to the location), ownership of land, building layout/project layout/shelter concept, construction criteria, water supply facilities (where and how supplied, costs to recipients), sanitation facilities, sewage removal and standards for distance of toilets from shelters, provision of electricity, long-term maintenance plan, selection of recipients.
15. All Matching Grant applications for low cost shelters shall be reviewed by a member of the Cadre of Technical Advisors during the application review phase. All budgets shall therefore include a line item for an interim and a post-project site monitor.
16. Matching Grant payments for low cost shelters will be made in installments, based upon an agreeable payment plan, with the first payment released upon the receipt of all payment requirements and with subsequent payments made upon the receipt of acceptable interim reports that include photographic evidence of the project's progress.
17. Last payment installment of US\$5,000 or 10% -- whichever is greater -- of the low cost shelter grant World Fund award shall be held back by TRF until the Rotarians demonstrate that the shelters are fully completed, cadre have conducted all evaluations, and TRF has approved the reports.
18. No expansion or alteration of individual shelters shall be provided for in the initial plans to construct the low cost shelters, nor implemented for at least five years after the shelter is constructed.
19. The incorporation of a home maintenance plan for all projects as a means of assuring the long-term sustainability of the shelters is encouraged. Such plans shall provide training for the individual and collective upkeep and maintenance of construction elements like water wells, latrine blocks, the roof, etc.
20. Final reports to TRF shall include photographs of the shelters with the beneficiaries and displaying permanent Rotary signage.