



CONSTRUCTING LOW COST SHELTERS USING GLOBAL GRANTS

Guidelines and Application Appendix

LOW COST SHELTERS GUIDELINES

Section 1: Program Requirements

1. Low cost shelters are to be built as part of a comprehensive project that fits within one of Rotary's six areas of focus, with sustainable elements and training in the chosen area of focus. This will ensure the alleviation of poverty and prevent the deterioration of shelters and communities into a state of disrepair.
2. To ensure the economic sustainability of the low cost shelters and of the community, low cost shelter projects need to include training in financial management and supplemental livelihood enhancement, such as vocational or entrepreneurship skills.
3. All low cost shelter projects must include toilets, sinks, electricity, and potable water on each property. Residents of the low cost shelters must also receive hygiene and sanitation training, as well as home maintenance training to provide collective upkeep of construction elements like water wells, latrine blocks, and roofs. Training must be provided by qualified professionals in the local language, supplemented by illustrated handouts, also in the local language.
4. All global grant applications for low cost shelters are to include a completed application appendix included at the end of this document.
5. A village committee of shelter residents needs to be formed to work with Rotarians on establishing sustainable practices for housing maintenance, village governance, water access, sanitation, security, waste management, education, and housing occupancy. For each of these items, Rotarian project partners and the village committee should agree on a long-term maintenance plan and training sessions for the long-term support of common construction elements. Alternatively, the village committee can form a Rotary Community Corps of non-Rotarians to help sustain the new housing.
6. The community that will receive low cost shelters is to be chosen through a community assessment that is completed by the project sponsors. Then, a selection committee of at least three local Rotarians must be formed to interview applicants and select residents for the shelters. If the membership of the selection committee is different from that of the host project committee, the selection committee must communicate often with the project sponsors to ensure that the work reflects the timeline, activities, and selection criteria in the approved global grant project.
7. As part of the application, the project sponsors are to include a draft letter that will be signed by the shelter residents, preferably by the female heads of households. Members of the selection committee must be available during the agreement signing to read the agreement aloud for residents who cannot read. Receipt of the signed letters is required at the time of reporting. The letter must be written in the local language with a translation to an official Rotary language, and must include:
 - a. Family name
 - b. Number of family members

- c. Size of home being provided
- d. Location of the home, and the date available for occupancy
- e. Confirmation that residents agree to live in the shelter for at least five years after the first day of occupancy. If a resident must move within this time, the village committee is authorized to provide the shelter to another family of similar size. Any new residents in this initial five-year period do not pay to own the shelter or the land
- f. Confirmation that the residents have received the training as agreed in the application
- g. Verification that the residents own the shelter and the land the shelter is on
- h. Verification that the residents will be responsible for maintaining the shelter and property after occupying it
- i. Verification that the residents will be responsible for paying for all utilities, including electricity
- j. Verification that the residents are not Rotarians or lineal descendants of Rotarians
- k. Confirmation that Rotary's responsibility is limited to the amount of the grant award

Section 2: Construction Requirements

1. The global grant funds must be used to build only single-story shelters. If residents wish to add a second story after the project's completion, they are responsible for confirming that the shelter is structurally safe to support a second story.
2. Shelters connected to one other shelter (duplexes) may be built, as long as each unit is designed to house an individual family. The dividing wall must be built with materials that abate fire.
3. Under a global grant project, the minimum number of shelters to be built on a single site is five, and the maximum number is 50.
4. Shelters must be built in phases of no more than 25 shelters per phase. After The Rotary Foundation receives acceptable interim reports, and a Cadre of Technical Advisers' interim site visit shows that the shelters are complete and ready for occupancy, the next building phase may begin, again limited to no more than 25 shelters. A plan should cover occupancy of the shelters and security for each construction phase, both to allow residents to move in soon after each phase's completion and to prevent nonresidents from settling in the shelters as squatters.
5. The project sponsors are responsible for confirming that the form and type of material for the shelters conform to local conditions and comply with local building regulations. Global grant projects allot 10 percent of its budget for project management. Beyond this allotment, the project sponsors can add the cost of licensed construction management to the project budget to help them ensure that contractors are coordinated, that the construction timeline is met, and that quality of construction is maintained.
6. Materials and labor used in construction must not harm the local economy or environment. Construction materials deemed hazardous to human health (for example, asbestos) cannot be used in building low cost shelters and corresponding toilet blocks.
7. The International Building Code recommends that a residence provide each occupant with 200 square feet (18.5 square meters) of gross interior floor space, to ensure resident safety and health. Consult the code's [occupancy load requirements](#) for residential spaces. Project sponsors should consider these recommendations when designing a low cost shelter project, as well the provision of low cost shelters of multiple sizes to accommodate families of varying sizes.
8. Construction of low cost shelters must conform to reasonable local construction costs and building standards to ensure building sustainability and safety. Construction also must adhere to all applicable local building codes.

9. Demolition of existing structures on the donated land can be included in project costs as long as the costs are only a small part of a comprehensive project that provides shelters and meets area of focus requirements.
10. Expansion of an existing building or additions immediately adjacent to an existing building are not allowed under a global grant. Additions can be made to the shelter only after completion of the project, and at the owner's expense.
11. Contractors or construction managers must meet local regulations in acquiring necessary building permits. When local regulations do not require contractors and construction managers to acquire such permits, the Rotarian host project committee must acquire them.
12. The entire financial responsibility of Rotary International and The Rotary Foundation is expressly limited to payment of the total grant award. Any additional obligation, including but not limited to, expanding, altering, or maintaining the shelter beyond the initial approved design must be undertaken at no cost to Rotary International or the Foundation.

Section 3: Land Procurement

1. The shelters are to be built or installed on donated land whose dimensions permit easy and safe access. Shelter recipients must not be required to pay for the shelter or the land on which it is located.
2. Donated land intended for low cost shelter construction must be within short walking distance of an economic center or accessible via public transit to an economic center to ensure that residents can receive livelihood training and employment.
3. Shelters must provide a place to live for a family in a safe environment. Whenever possible, the area should be free of floods, earthquakes, rock slides, volcanic eruption, cyclones, hurricanes, chemical contamination, etc..
4. The local government and land donor must provide written commitments expressing full support of the grant and permitting the project to start as soon as grant funds become available. The written confirmation must indicate that the land has no legal encumbrances, is not the subject of any disputes, is zoned for residential construction, and is suitable for the purposes of the global grant.
5. A hydrological survey and water quality tests are to be completed during the land procurement process, to ensure that residents will have access to potable water on the property. If the goal is to connect the neighborhood of low cost shelters to municipal water or an electrical grid, the project sponsors need to complete a memorandum of understanding with the municipal service providers, stating that the utilities plan to serve the area at a reasonable price.
6. Depending on local legal norms, whoever owns the land, from grant approval until construction completion, may wish to seek appropriate liability insurance.

Section 4: Payment And Reporting

1. Payments for all low cost shelter global grants will be made in installments, based on an agreed-upon spending plan, with the first payment released upon receipt of all payment requirements, and with subsequent payments made upon the completion of acceptable visits by a member of The Rotary Foundation's Cadre of Technical Advisers along with the receipt of acceptable interim reports that include photographic evidence of the project's progress.
2. A cadre member will review all global grant applications for low cost shelters during the application review phase and during construction, before a second installment is paid.
3. As a standard construction practice, Rotarian project sponsors are advised to withhold 10 percent of the final payment to the contractors until the sponsors do a final walk-through of the shelters.

4. Final reports to The Rotary Foundation shall include photos of the shelters with the beneficiaries as well as photos of permanent Rotary signs, which low cost shelters built with global grant funds are required to display

LOW COST SHELTERS APPLICATION APPENDIX

This completed appendix must accompany every global grant application submitted to build low cost shelters.

Program goal

The global grant model has improved overall project sustainability, making a measurable impact on the lives of beneficiaries through the provision of quality services and capacity building. In the spirit of sustainability, the goal of low cost shelter projects is to create permanent structures that will provide quality, modest, sustainable, and culturally appropriate housing which will, through the provision of training, provide beneficiaries with the financial resources and maintenance skills to have well maintained homes.

Section 1: Documentation to include with the application

1. [Global grant training plan](#)
2. Contractor estimates for all shelter designs
3. Topographical map of donated land and surrounding area
4. Area site plan, including locations of:
 - a. Intended low cost shelters
 - b. Roads
 - c. Public transit access points
 - d. Economic centers (preferably shown in the drawing, but direction and distance to economic centers may also be indicated)
 - e. Food stores
 - f. Utility and water access points
 - g. Schools
 - h. Future development sites
 - i. Intended demolition sites
5. Architectural drawings (for each shelter design):
 - a. A building site plan that shows relation to other shelters, toilet and hand-washing station (if detached), water storage, sanitation, and waste removal system, etc.
 - b. Floor plans including dimensions, structural system, windows, doors, toilet, utility, and water access sites
 - c. Plans, including roof structure
 - d. Relevant section drawings including the roof structural system and footings
6. Land donor letter(s) stipulating the absence of legal encumbrances, the donor's intent to relinquish ownership of the land, and the understanding that residents will own the land and the shelter after the shelter is ready for occupancy
7. Letter from the local municipal government providing the name(s) of the current landowner(s) as listed in municipal records; the letter should also include a statement declaring that the project has the local government's full support, and that it will permit shelter construction to start without delay upon receipt of grant funds

8. Memorandum of understanding from municipal water, sanitation, and electrical utilities (if applicable) stating that they will provide utilities to residents at a fair rate
9. Hydrological survey documents showing that there is sufficient water to support the needs of a local increase in population
10. Water quality test results
11. Soil contamination test results
12. Waste management plan
13. Draft of the resident agreement letter in the local language and in an official Rotary language

Section 2: Basic low cost shelter information

Number of shelters to be built: [Click here to enter text.](#)

Location where shelters will be built: [Click here to enter text.](#)

Distance to nearest economic center: [Click here to enter text.](#)

Distance to nearest primary and secondary school: [Click here to enter text.](#)

In what setting will the shelters be built? (check one)

- Urban Suburban Rural

Section 3: Selection of recipients

A community assessment is to be completed by the project sponsors to determine the need for low cost shelters and to identify appropriate project activities. Beneficiaries should currently be without a permanent home and living in a community within a reasonable distance from the site on which the shelters will be built. A committee of at least three Rotarians should determine who is eligible to receive shelters.

Explain how the recipients of the shelters will be chosen.

[Click here to enter text.](#)

Section 4: Environment and location

Describe the site's soil conditions (sand, clay, or waterlogged areas, etc., are best avoided).

[Click here to enter text.](#)

Describe the potential for natural or other disasters, as well as what precautions will be taken to ensure that the structure is safe in locations that experience floods, earthquakes, rock slides, volcanic eruptions, cyclones, hurricanes, chemical contamination, etc.

[Click here to enter text.](#)

Indicate the type of access that is available (or planned) for the site, including public transit, roads, and access to economic centers and other civic services. Is this consistent year-round?

Click here to enter text.

Section 5: Construction criteria

The shelter form and materials must conform to local regulations and norms. Materials and designs must be planned to allow for:

- Appropriate cross-ventilation; placement of doors and windows should be planned to maximize natural light inside the shelter
- Use of locally available materials
- Use of materials that will minimize humidity in the structure
- A floor; concrete is a preferred material
- Roof materials that match environmental conditions (for example, lightweight materials in an earthquake-prone area); concrete slab roofs are discouraged

Other construction criteria:

- Materials deemed hazardous to human health (for example, asbestos) cannot be used to build low cost shelters and corresponding toilet blocks
- Project sponsors must choose qualified and licensed contractors and construction managers if available in the region
- Shelters should meet the [International Building Code](#) for occupancy load. Shelters also must provide multiple exits and meet local construction criteria
- During construction, the shelter site must have proper security measures in place (a fence, locked gate, no-trespassing signs)
- Shelter design shall include basic home security measures (for example, lockable doors and windows)

Section 6: Water supply

Safe water and sanitation must be available on the property of each shelter. Indicate how water will be provided.

- Running water will be piped into shelters from a main municipal water supply.
- Tube well or bore well for each shelter will be a safe distance from sewage facilities.
- Rainwater harvesting system will be installed as source of non-potable water only.
- Other. Please explain:

Indicate the costs that residents may incur for access to and maintenance of potable water, as well as how the residents will be able to cover these costs.

Click here to enter text.

Based on the results of the hydrological survey, verify that the donated land will be able to provide enough water for the needs of a local increase in population.

Click here to enter text.

Based on water quality test results, indicate what contaminants require remediation, and what remediation method will be used.

Click here to enter text.

Section 7: Sanitation

Indicate the type of toilet and hand-washing technology that the shelters will include.

Click here to enter text.

Indicate how sewage will be removed. Open-pit disposal is not permitted.

- Municipal sanitation system that carries waste to a central treatment facility
- One septic tank for each shelter
- Central wastewater biological treatment facility
- Latrine block with wastewater biological treatment (for example, ECOSAN)
- Other. Please explain: [Click here to enter text.](#)

Describe where the toilet facilities will be located on the property, including whether the toilet will be connected to the low cost shelter or detached. Toilets must include proper ventilation.

Click here to enter text.

Describe how near the toilet facilities will be to reservoirs and other water sources. Sealed septic systems must be no closer to a water source than 50 feet (15.25 meters), and leach pits or fields must be no closer to a water source than 100 feet (30.5 meters).

Click here to enter text.

Section 8: Electricity

Electricity installation must comply with local safety standards. Indicate what method will be used to provide the low cost shelters with electricity:

- Municipal electrical system
- Photovoltaic (PV)/solar panels
- Other. Please explain: [Click here to enter text.](#)

Describe the plan to ensure the delivery of consistent electricity to the shelters as part of this project.

[Click here to enter text.](#)

Indicate the costs that residents may incur for regular electricity service and maintenance, as well as how they will be able to cover these costs.

[Click here to enter text.](#)

Section 9: Long-term maintenance

A village committee or Rotary Community Corps must be formed with shelter residents to work with Rotarians to set sustainable practices for housing maintenance, village governance, water access, sanitation, security, waste management, education, and housing occupancy, in order to ensure the long-term safety and upkeep of the low cost shelters. For each of these items, a long-term maintenance plan and training to support common construction elements must be devised.

Indicate how the project sponsors will help establish a village committee and work with its members to set sustainable practices and training that will be incorporated into the project.

[Click here to enter text.](#)

Describe any property taxes that residents will be responsible for after they occupy the shelters.

[Click here to enter text.](#)

Agreement

As the host sponsor in the project country or the international sponsor in the partnering country, I hereby affirm that all information included in this document, and attachments to it, is true and accurate to the best of my knowledge. This complete application meets all established guidelines for the construction of low-cost shelters.

The sponsors shall defend, indemnify, and hold harmless Rotary International (RI), The Rotary Foundation (TRF), and, if applicable, Rotary Foundation (India) RF(I), including their directors, trustees, officers, committees, employees, agents, and representatives (collectively “RI/TRF/RF(I)”), from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney’s fees and other legal expenses), awards, judgments, and fines asserted against or recovered from RI/TRF/RF(I) arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) resulting directly or indirectly from a sponsor’s or participant’s involvement in grant-funded activities, including all travel related to the grant.

Host primary contact name: Click here to enter text.

Signature: _____

Club/district: Click here to enter text. President/DRFC: Click here to enter text.

Date Click here to enter text.

International primary contact name: Click here to enter text.

Signature: _____

Club/district: Click here to enter text. President/DRFC: Click here to enter text.

Date Click here to enter text.