

## QUESTIONNAIRE FOR BUILDING CONSTRUCTIONS

### 1. General information

- Name and full postal address of the person who is responsible for the project on the spot.
- Legal entity which is responsible for the project (Diocese, parish, religious order, lay movement etc.).

### 2. Information on the entity for which the grant is requested

- Projects of a parish (churches, chapels, presbyteries, flats or houses for sisters who work in a parish etc.):  
Brief description of the community for which the building is needed: name, number of inhabitants, geographical, socio-economical and pastoral situation (how many people attend Mass regularly, how many persons participate in catechetical activities, number of catechists and other pastoral workers, apostolic movements who are active in the parish).
- Projects of religious orders (convents, formation houses etc.):  
Brief background information (date and place of foundation, arrival in the country), charisma and pastoral activities, number of members and communities in the country, vocations during the past five years.
- Projects of the Diocese (seminaries, retreat houses, institutes, chanceries etc.):  
Basic data on the Diocese, brief description of the pastoral reality, pastoral plan (if possible); specific data which depends on the project, such as: vocations, calendar of activities during the current year, number of participants and/or groups in the activities, information on the staff (number and names).
- Owner of the property (copy of the inscription in the land register or an equivalent document).

### 3. Purpose of the building

- Description of the weekly and/or monthly activities which take place for the time being and calendar of activities, number of participants (please quote approximate figures).
- Description of the buildings which are at the entity's disposal for the time being and distance of the building to be constructed from other ones which can be used for the

### 4. Construction plans

- We will need a floor plan (a simple sketch or drawing will do), stating the most essential measurements and the size in m<sup>2</sup> and describing the rooms.
- Do there exist definite construction plans which have been approved by the competent authorities? Have you already been given the permission to begin building?
- Who is technically responsible for the work?
- When is the project scheduled to be finished?



## 5. Cost of the building

- Total cost of the construction. Have you examined whether there exists a less costly alternative?
- We will need a detailed cost estimate.
- Would it be possible to build in utilizable/functional stages? In the affirmative, please let us have a description and separate cost estimate for each of these stages and state to which stage should be given priority.
- Who will take charge of the maintenance of the building in the long term? How will the corresponding expenses be covered? (Adveniat cannot bear them.)

## 6. Financing plan

As a possible grant from Adveniat must, in accordance with our rules and due to the scarcity of available funds, be understood as a help which is complementary to the local efforts, we would ask you to let us know:

- whether there is a building committee who is responsible for gathering local funds and realising the project. Is one or the other member of this committee experienced in building projects? Since when has this project been maturing?
- the possible local contribution
- in cash
- donations of material, free local labour, local donors etc.
- other contributions (institutions and benefactors – please specify)
- amount which is requested from Adveniat in order to realise the project or at least a first utilizable stage

In any case we are grateful if you keep us informed about how your project develops, i.e. any steps taken, new considerations, possible changes in the construction plans, cost estimate, financing plan or timeframe or in the responsible for the project.