

**Guidelines for submitting applications to Adveniat**  
– ANNEX CONSTRUCTION PROJECTS –

**Complementary information to the guidelines for submitting applications to Adveniat**

- Please also use the guidelines for submitting applications to Adveniat.
- Adveniat can only accept complete applications.

**Complementary elements to your application for construction projects**

- a. What facilities are currently available and where are they located?
- b. Explain why you think the planned project is necessary, who is going to use the building and for which purpose. What benefits do you expect from the implementation of the project?
- c. Who initiated the project, how has the project matured, who is directly involved in its management?
- d. Who is the legal owner of the land and the current or planned construction project? Attach copies of the supporting documents. If the owner is a secular institution or organisation, to whom would the property be transferred if the organisation were to dissolve?
- e. Copy of the licence needed to build or remodel the building.
- f. Evidence of soil study and risks to be taken into account (seismic zone, floodable area, region of climatic turbulence, backfill land, etc.)
- g. Plan of reduced size or sketch of the architectural layout indicating the main dimensions, the size in m<sup>2</sup> and the distribution and function of the business premises/rooms on each floor.
- h. Indicate the damages in case of repairs. In case of extensions indicate the existing and the new parts. Attach photos showing the building and/or its condition.
- i. Who is the technical director of the works?
- j. Is there a committee organising the construction in charge of assisting in the execution of the project? What are the functions of the committee and who are its members?
- k. If construction is possible in usable and functional steps we need a description and budget for the different stages and order of priority.
- l. Describe how the building will be maintained after completion of the project and the activities that will be carried in the long term.

If the construction is handed over to a company, we accept the cost estimate of the construction company. In this case it is not necessary to fill in the attached excel sheet.

Otherwise: Please fill in the attached excel sheet considering the following specific data for constructions:

<b>2. Expenditure</b>		
<b>Expenses</b>	<b>Budgeted amount</b>	<b>Comments</b>
Foundations and walls		
Roof		
Doors and windows		
Floors		
Electrical installations		
Sanitary installations		
Coverings and paints		
<b>Total amount</b>		

<b>Expenses</b>	<b>Budgeted amount</b>	<b>Comments</b>
Materials		
Labour		
Planning and management		
Taxes		
<b>Total amount</b>		
<b>Price per m<sup>2</sup></b>		

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