

A Guide to Community Based Upgrading Projects in Informal Settlements

Worcester Polytechnic Institute Cape Town Project Centre

Written by the K2 Project Team, December 2015

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A Guide to Community Based Upgrading Projects in Informal Settlements

Abstract: This guide intends to help future WPI students who work in upgrading projects in informal settlements. It is divided into important themes, such as getting started, communication, designing a community hall, budgeting, and making a construction plan. Each section includes a general description, a proposed checklist, important questions, roles and responsibilities, and useful resources. This guidebook was compiled based on the design of a multipurpose community hall in the informal settlement of K2, in Site B of Khayelitsha.

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Project Website: For much more on the project from which this report derives, please see our website <http://wp.wpi.edu/capetown/projects/p2015/k2/>.

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About the WPI CTPC Community Resources Series

Community Resources publications are designed to assist residents, community-based and non-profit organizations, local government, students, educators and others working toward sustainable community development in disadvantaged communities in South Africa and elsewhere.

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The Cape Town Project Centre (CPTC) is part of the Worcester Polytechnic Institute (WPI) Global Projects Program offering WPI students project opportunities in two dozen centers around the world. Each year, about 26 CTPC third-year undergraduate students from our US university work closely in small groups with local Cape Town organizations and communities on issues posed by our local partners. This report is one of a number of project outcomes produced during two months of fieldwork in Cape Town. See the CTPC website for more information: <http://wp.wpi.edu/capetown>.

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Introduction

This guidebook intends to assist future students to implement upgrading projects in informal settlements. The guide was compiled based on the design of a multipurpose community hall in the informal settlement of K2, in Site B of Khayelitsha.

It contains information on the steps needed to implement a building project, including initial discussions and planning, designing and budgeting, and approval and construction. These steps are not comprehensive, will vary from project to project, and are intended to serve as a general outline and as guidance, to be modified and adapted through the duration of the project.

By their nature, construction projects are variable and constantly changing, so the information presented in this guidebook should be adapted to each project specifically. Projects should be predominantly led by the community, and it is essential to use the information provided here to support them.

We have included a series of appendices containing important documents we used throughout the process, as well as ones we created during the project. Downloadable copies of these documents can be found under the K2 2015 Project Resources page on the Cape Town Project Centre (CTPC) website (<http://wp.wpi.edu/capetown/projects/p2015/k2/project-resources/>). Past CTPC projects have included crèches, wash and sanitation facilities, community halls, and playgrounds.

Getting Started and Creating a Team

General Description

Creating a working team dynamic is a crucial aspect in a community based project. It is essential to building relationships from the beginning of the project. By establishing trust, members of the team will feel more inclined to voice their opinions and a broader perspective on ideas will

Materials Needed

- Sports balls
- Big paper
- Camera
- Markers
- Speakers for music

People and Roles

All new team members (WPI and community): Engage with everyone and participate in all activities.

Community Leaders and CORC representatives: Ensure the day moves along smoothly, facilitate discussion and help translate if necessary.

Notes



Checklist

- ☐ Make nametags
- ☐ Ensure every member of the new team meets each person individually
- ☐ Break up into smaller groups and have group members write who they are, where they are from and what makes them who they are.
- ☐ Play various games to get to know each other (which is better, cross the line or catch with names)
- ☐ Share aspects of your life or culture with new team members and encourage them to do the same (art, music, dance, language).
- ☐ Take pictures
- ☐ Create a team name
- ☐ Determine a primary work location

Key Questions

1. Is everyone engaged in the activities?
2. Do people feel comfortable with their team-mates?
3. What is their reason for joining the team?
4. Who is leading the discussions?

Additional Resources: To read more about Shared Action Learning, a method that aims to help stakeholders engage with each other through exchanging ideas and resources, visit the [Shared Action Learning Website](#)

Communication

General Description

Open communication between major stakeholders is vital to projects. Keeping people up to date with clear and accurate information, having honest communication, and clarifying plans to the general community are tasks that must be accomplished continuously.

Materials Needed

- Notebook and Pen
- Big Paper
- Markers



People and Roles

CORC: Serve as liaison between community members and outside partners to ensure everyone is on the same page. Provide a translator if needed. Serve as liaison between community members and the City of Cape Town.

WPI Students: Keep notes on important meetings and discussions as well as share ideas. Make project resources available to everyone involved.

Community Members: Share ideas and voice concerns throughout the project. Communicate project progress to the rest of the community.

(All stakeholders must be open to discussion and decisions made by all members. In addition all known information and ideas are to be presented to all those involved)

Key Questions

1. What forms of communication do people generally use?
2. What are individuals' contact information?
3. How can information about progress be sent out on a daily and weekly basis?
4. What communication methods have been effective in the past?
5. What might be some of the barriers to effective communication?

Checklist

- ☐ Identify project stakeholders and have appropriate contact information recorded
- ☐ Establish the role of each stakeholder in the project
- ☐ Explore options for communication between members and choose best option
- ☐ Have planned meetings identified and recorded
- ☐ Make sure that individual participants agree with method(s) of communication
- ☐ Speak with and listen to all stakeholders
- ☐ Hold community meetings to explain plans

Notes

Additional Resources: [Shared Action Learning Website](#)

Participation

General Description

Participation of all individuals and groups allows for more ideas, answers and viewpoints to be communicated. Active participation of all stakeholders allows for better discussion and more fun as a group. Furthermore, developing a strong sense of participation and involvement will be essential in the later stages of the project.

Materials Needed

- Camera
- Big paper
- Markers
- Sports equipment (tennis balls, etc.)



People and Roles

CORC: They will provide support and guidance to the community members and other partners. Their knowledge of processes in place will be essential for the project to move forward from the design phase. They are also needed to act as a communication bridge between community members and other partners if there is a language barrier.

WPI: Their role is to learn from community members about what they want for the project. They can also contribute ideas about the project and discuss if the community members find them useful.

Community members and leaders: Their participation is essential for the project. It is their community that they want to

Checklist

- ☐ Have a sign in sheet available for all participants
- ☐ Split into groups to allow for discussion and work
- ☐ Ask individuals about opinions and concerns
- ☐ Find out what skills, interests, and capabilities people have
- ☐ Delegate work between members
- ☐ Change meeting locations from time to time to keep interest and reduce common distractions
- ☐ Provide activities that allow different groups to lead (for example, WPI students teach a game, community members teach some Xhosa).

Key Questions

1. What task and responsibilities are people willing to do?
2. Why is participation in the plan important to individuals?
3. What can be done to improve the current level of participation?
4. Is everyone participating?

Notes

Additional Resources: [Shared Action Learning Website](#)

Location of Structure

General Description

This section will discuss how to decide on a final location of the structure. Many considerations must be accounted for and the process must be community driven, to ensure the location sufficiently meets community needs.

Materials Needed

- Chalk Line
- Stakes
- String
- Tape Measure
- Paper and Markers
- Maps of Area



People and Roles

CORC: Help facilitate the process, both on site and on paper. Provide maps of the area and other resources.

WPI Team: Purchase items with WPI budget and help community decide on an optimum location. Help document the process and report to CORC on the community decisions.

Community Members: Discuss structure location, measure and stake out finalized location. Raise any concerns related to current use of the space, seasonal considerations, any preexisting social conflict with the space, and any other factors.

Notes

Additional Resources: [City Map Viewer](#), [Google Earth](#)

Checklist

- ☐ Discuss possible locations
- ☐ Draw them on a map of the area
- ☐ Write out location advantages and disadvantages
- ☐ Considering these factors and the Key Questions, select a final location
- ☐ Visit the location to ensure it will be adequate
- ☐ Measure location to see how much space is available
- ☐ Stake out location using string, paint, or chalk to help visualize the space the structure will occupy

Key Questions

1. Which sites are the potential options to build a community facility? (Brainstorm at least two)
2. How are the surrounding buildings affected by the new structure?
3. Which conversations should you have with people who live next to the potential locations?
4. What is the most convenient location for the community?
5. How is the movement of people, cars, and trucks affected by the new building?
6. What are the pros and cons of each option?
7. Does the site have any social implications that need to be considered?

Designing the Structure

General Description

This section will discuss how to map out what the structure will have inside of it and what it will look like on the outside. The community should play an active role in this process to ensure the building meets community needs.

Materials Needed

- Paper
- Pencil
- Scissors
- Cardboard
- Tracing paper
- Maps
- Hot glue
- Box cutter



People and Roles

Designers: Find a way to implement all, or as much, of what the community wants into the space available.

Sketcher: Draw up designer's ideas so that CORC may look it over.

Modeler: Build a model, likely out of cardboard and glue, to present at the next community meeting

Notes

Additional Resources: [WPI Flamingo How to Build a Crèche](#), [WPI Flamingo Crèche Design](#), [WPI Langrug MPC](#), [WPI Langrug WaSH Facility](#)

Checklist

- ☐ Discuss what the community wants in the structure and the space you have to work in
- ☐ Draw out a floorplan for the structure
- ☐ Build a model with community members for presentation to the entire community
- ☐ Present ideas to other stakeholders using hand or computer drawings or a scale model
- ☐ Ask CORC to approve the design

Key Questions

1. What are the most important elements this structure should have?
2. Can everything fit into this structure?
3. Is the design structurally safe?
4. Does the design comply with local fire code?
5. Will drainage be an issue?
6. Will the community be able to fund this?
7. Why is this design the best choice?

Tools and Materials

General Description

After finalising the design of the facility, you must come up with a bill of materials and get three quotes from local hardware stores. It is important to get community members' input on whether there are materials and tools already available in the community. This list will be put into a budget which will be discussed in the budgeting section.

Materials Needed

- Tools and construction supplies as detailed in the final budgets and designs.



People and Roles

CORC: Aid in sourcing materials, provide information regarding the materials most commonly used in structures.

WPI Team: Research sources for materials and tools as well as commonly used materials in construction.

Community Members: Find local sources for tools and materials, at low cost if possible. Provide input on what tools and materials will be needed

Notes

Additional Resources: For Bill of Materials Template, see [Appendix I](#). For hardware store contact information, dimensional lumber information, see [Appendix II](#)

Checklist

- ☐ Make an initial trip to the hardware store to get an idea of materials available
- ☐ After the final design is done make a list of materials needed for each section and phase of the building
- ☐ For all materials include dimensions, estimated quantities, and notes.
- ☐ Make a list of tools that are available in the community and a list of tools that you still need to get
- ☐ If there are tools available in the community, determine a rental price for each
- ☐ Fill out the Bill of Materials Template

Key Questions

1. What tools are available in the community and what is the cost of renting them?
2. Should a generator be used for electricity during the construction phase?
3. What materials will be used for the structure (studs, IFR, cement)?
4. Which store will purchases be made from?
5. Do we need to rent tools from a company?
6. What will be the process for ordering the materials?
7. What are the delivery costs?
8. Where will materials and tools be stored after each working day?

Facility Management

General Description

In order to ensure proper and organized use of any facility, a management structure should be developed with community members. They will be the ones to use and maintain it in the future. In this section you will read about management themes to consider when building a facility in an

Materials Needed

- Big paper
- Calendar with time slots
- Markers
- Templates



People and Roles

CORC: Suggest management ideas gathered from previous projects in other settlements. Give input on how the structure should be managed.

WPI Team: Compile information into a management plan that can be used later on by community members including useful templates such as the ones in the Useful Links Template.

Community Members: Organize a team to form part of the steering committee. Come up with rules and ways of enforcing them. Suggest ideas on how they think the structure should be managed.

Notes

Checklist

- ☐ Create a steering committee
- ☐ Establish rules for the facility
- ☐ Establish what is the proper use for the facility and who is able to use it
- ☐ Determine if people have to contribute to use the facility
- ☐ Determine if the facility can be rented from outside groups
- ☐ Create a schedule of times the hall is being used
- ☐ Make a list of activities and programmes that can take place in the facility
- ☐ Print out a calendar, a register, and an announce-

Key Questions

1. If money is collected, how will the money be administered and what will it go towards?
2. Who organizes the events in the facility?
3. What happens if the facility gets vandalized?
4. Which activities planned in the facility are paying activities and which are non-paying activities?
5. Who will clean the facility and with what frequency and supplies?
6. Will the steering committee get paid? If not, how do you incentivize them to look over the facility?
7. Will members of the committee change?

Additional Resources: For information on making a management committee, see [Appendix III](#). For information on making a building schedule, see [Appendix IV](#).

Shipping Containers

General Description

Shipping containers are often used as temporary, movable structures in townships due to their durability and abundance. They can be customized with windows and doors to better meet the needs of the user. The process for finding and purchasing a container is detailed here.

Materials Needed

- Foundation/Base (Bricks, Cements, Sand, Etc.)
- Quotations from at least three companies
- Fire Documentation



People and Roles

Container Company: Help ensure the best selection in container for the job. Check terrain and transportation to site to ensure proper delivery and use.

CORC: Help facilitate the transfer of money to the City Fund, inform community members about the required 10 percent

WPI Team: Communicate with container company to coordinate delivery, site inspection, and payment details.

Community Members: Help container company fill their role by best equipping them with pictures of soil, obstructions and measurements of the community.

Notes

Additional Resources: For a list of container companies, contact information, and a copy of the SANS 10400-T fire code, see [Appendix V](#).

Checklist

- ☐ Decide on size, quantity and possible conversion aspects of containers
- ☐ Research shipping container companies for purchasing
- ☐ Contact companies to get 3 quotes with prices, delivery, and any desired conversions
- ☐ Get an invoice from the company
- ☐ Visit supplier to see container or receive high quality pictures of purchase
- ☐ Research container company processes and plans for delivery
- ☐ Get site inspected by container company
- ☐ Prepare the delivery site for delivery
- ☐ Provide detailed delivery information to company

Key Questions

1. How much does the container cost? (Specify sizes and conversions)
2. How much does delivery cost?
3. How much do conversions cost?
4. Is the site fit for delivery?
5. What will the container be used for?
6. Is the container used or new?
7. Is there a plan in place for what the container will be used for?

Collecting a Financial Community Contribution

General Description

When working with CORC, communities are required to contribute 10 percent towards the total cost of a project. This contribution must be deposited in the bank before the City Fund Application can be approved and funds for a project released.

Materials Needed

- Detailed plans, designs, and budgets
- Printable flyer detailing phases and the required contribution for each phase



People and Roles

CORC: Help facilitate the transfer of money to the City Fund, inform community members about the required 10 percent contribution.

WPI Team: Provide input and suggestions for methods to gather the contribution

Community Members: Contribute to the proposed project, as well as organize and deposit the money into the City Fund account.

Notes

Additional Resources: For a copy of the City Fund Application, see [Appendix VII](#).

Checklist

- ☐ Create a savings plan at the inception of the project
- ☐ Community members go door to door to collect
- ☐ Hand out posters detailing project plans to help stimulate interest
- ☐ Hold community meetings to explain plans
- ☐ Designate a person or group to record and deposit the contribution
- ☐ Post a list of people that have already contributed in a public place
- ☐ Identify the households on a map that have already contributed
- ☐ Break the project into phases to reduce the amount that must be contributed at one time
- ☐ Offer some deliverable (picture, name on wall of building) in exchange for contribution

Key Questions

1. What is the most common method for collecting contribution?
2. What is the greatest challenge collecting contribution?
3. Do you have any ideas for making collection easier?
4. Over what time frame must the contribution be collected?

CORC Approval Processes

General Description

There are steps that need to be taken for a project to be approved by CORC. There needs to be specific plans for location, design, budgeting and forms that need to be completed before a project can be approved. Specific forms may be required for certain projects.

Materials Needed

- Final designs and application
- Three quotes for materials and labour
- Budgets detailing the required community



People and Roles

CORC: Approve final application and work with community and WPI team to ensure the design and application meets their standards

WPI Team: Complete application with community members and ensure the ideas and goals of the community are well reflected in the application.

Community Members: Provide input on design and final application, as well as source materials and use local

Notes

Additional Resources: For relevant forms from CORC, see [Appendix VIII](#).

Checklist

- ☐ Define a specific location for the project
- ☐ Create a finalised design
- ☐ Draft a bill of materials
- ☐ Obtain three quotes from local hardware stores for materials
- ☐ Obtain three labour quotes from contractors and/or community members.
- ☐ Establish a construction team and determine their roles and responsibilities
- ☐ Divide construction into phases and time per phase, then determine a labour cost per construction phase
- ☐ Create a detailed budget including materials for construction, tools, and labour costs.
- ☐ Fill out City Fund application
- ☐ Develop a management plan for the facility

Key Questions

1. When do we decide the design is final, and who makes that decision?
2. Where are the best places to get quotes for labour and materials?
3. Are there skilled labourers in the community to help build?
4. Is there a need to hire outside work?
5. Is there a dedicated team willing to continue the advancement of the project after it is approved?

Governmental Approval Processes

General Description

There are a number of steps that need to be taken for a community to be approved by the government in order to move forward with a project. There are forms and approvals from local governments that need to be filled out in order to get approval for projects. Forms must be filled out by community members and by CORC representatives.

Materials Needed

- Government applications
- Final designs and budgets



People and Roles

CORC: Provide the necessary forms from the city and facilitate the application process.

WPI Team: Help obtain forms and certifications alongside CORC and the community members.

Community members: Obtain and complete affidavit, fill out forms for city application with assistance from CORC and WPI team.

Notes

Additional Resources: For a copy of the City Fund Application, see [Appendix VII](#).

Checklist

- ☐ Community members obtain affidavit from police station
- ☐ Create computer drawings of the structure for the city application
- ☐ Obtain documentation certifying all components comply with fire safety standards
- ☐ Submit application to the city for final review

Key Questions

1. Which community member(s) will be responsible for filling out the affidavit?
2. How long will the approval process take?
3. Are there any structures that must be moved to implement the project?
4. Who will obtain the fire safety certifications?
5. What work can be accomplished while waiting for approval by the government?
6. How can the community members help advance the application process to ensure the project advances?

Construction

General Description

After a final design is approved, it is time to begin the construction phase. You should think about drafting a construction plan before this phase begins. In this section, you will see all of the aspects that should go into the construction plan. These include the division of construction work into different phases, the creation of a construction team, safety, and other important con-

Materials Needed

- Materials from selected hardware store
- Tools as detailed in construction plan
- Safety equipment



People and Roles

CORC: Communicate things needed for construction to begin. Draft contracts for construction team.

WPI Team: Document processes into a detailed plan for implementation.

Community Members: Network within their community to see who has skills in construction. Suggest a construction team. Identify what part of the construction they can do by themselves such as clearing the site and painting the structure if needed. Ensure they are following the rules and decisions of the safety officer.

Safety Officer: Observe all parts of construction and ensure a safe work environment.

Notes

Additional Resources: For a sample labour quotation sheet, see [Appendix IX](#). For more information about detailed roles in the construction team, see [Appendix X](#). Construction Phases, Schedule Template, Construction Team suggested roles and responsibilities

Checklist

- ☐ Get the final designed approved and submitted to CORC.
- ☐ Establish different phases for your construction project and determine how long each phase should last (i.e. laying foundation takes two days). To see our suggested phases, see Appendix X.
- ☐ Establish a construction team with community members.
- ☐ Ask community members to suggest skilled construction workers from within the community
- ☐ Define the roles and responsibilities for everyone involved in the construction team.
- ☐ Determine labour costs per phase for the construction team.
- ☐ Draft contracts for construction team.
- ☐ Order materials from selected hardware store.
- ☐ Make a schedule for working days.
- ☐ Identify a Safety Officer from among community members.

Key Questions

1. Who from the community has worked in construction?
2. How long will each phase of construction take?
3. If there are not community members skilled for the construction, is there anyone from surrounding settlements interested in the project?
4. What if materials do not arrive as scheduled?
5. Who will supervise the project?
6. Will a core group of community members stay committed to the project?

Appendix I: Bill of Materials Template

Bill of Materials					
Section	Material	Type	Size	Estimated Quantity	Notes
Trench					
Ground Floor					
Walls (External)					
Walls (Internal)					
Roof					
Doors & Windows					
Tools					

Links to all files in appendices can be found at: <http://wp.wpi.edu/capetown/projects/p2015/k2/project-resources/>

Appendix II: Hardware Store Contact Information and Dimensional Lumber Sizing

Standard Dimensional Lumber Sizing

Cross Section	Length (m)	Length (ft)
38x38 mm 1.49x1.49 in	3	9.84
	3.3	10.83
	3.6	11.81
	4.2	13.78
	4.8	15.75
	5.4	17.72
	6	19.69
	6.6	21.65
38x114 mm 1.49x4.49 in	3	9.84
	3.3	10.83
	3.6	11.81
	4.2	13.78
	4.5	14.76
	4.8	15.75
	5.4	17.72
	6	19.69
	6.6	21.65

Cross Section	Length (m)	Length (ft)
50x76 mm 1.97x2.99 in	3	9.84
	3.3	10.83
	3.6	11.81
	4.2	13.78
	4.8	15.75
	5.4	17.72
	6	19.69
	6.6	21.65
50x152 mm 1.97x5.98 in	3	9.84
	3.3	10.83
	3.6	11.81
	4.2	13.78
	4.5	14.76
	4.8	15.75
	5.4	17.72
	6	19.69
	6.6	21.65

Hardware Stores in Khayelitsha

Hardware Store	Phone Number
Khayelitsha Hardware	0213618000
R&Z Hardware	0213610187
Cashbuild	0710836081

Making a Management Committee Template

Position Title: _____	Position Title: _____
Responsibilities: _____	Responsibilities: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Position Title: _____	Position Title: _____
Responsibilities: _____	Responsibilities: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Suggested Roles and Responsibilities:

- 1. **Caretaker:** In charge of the general maintenance and upkeep of the structure, as well as its use. Jobs include keeping the schedule up to date and accurate, locking and unlocking the building, and ensuring repairs are made in a timely manner.
- 2. **Financial Officer:** In charge of money collected for events hosted at the K2 Community Hall. People hosting events other than community meetings should contribute to use it, with the exception of workshops that aim to develop and empower the community. The hall is also available for people from other communities that would like to rent out the space. The amount to be contributed should be agreed by the Community Hall steering committee. The financial officer has to charge for the event and deposit the money in the bank account. This money is to be used for maintenance of the community hall. This includes clean-up and repairs.
- 3. **Maintenance Officer:** Is in charge of cleaning up the community hall after events and making sure everything is in order. People who plan events are in charge of cleaning up after themselves. However, this person should make sure the hall is clean after every event and clean the hall once a week. If something gets broken or vandalized, the Maintenance Officer is in charge of letting the steering committee know. The steering committee should then decide on how to address it. They can use money collected from events or ask for community contribution in order to fix it.

Appendix IV: Hall Schedule Template

	MON	TUES	WED	THURS	FRI	SAT	SUN	Weekly Events	
9:00 AM-10:00 AM								MON	
10:00 AM- 11:00 AM									
11:00 AM- 12:00 PM									
12:00 PM- 1:00 PM								TUES	Community Meetings 6:00-11:00 PM
1:00 PM-2:00 PM									
2:00 PM-3:00 PM									
3:00 PM-4:00 PM								WED	Community Leader Meetings 6:00-9:00 PM
4:00 PM-5:00 PM									
5:00 PM-6:00 PM									
6:00 PM-7:00 PM								THURS	Council 6:00-8:00 PM
7:00 PM-8:00 PM									
7:00 PM-8:00 PM									
8:00 PM-9:00 PM								FRI	
9:00 PM-10:00 PM									
10:00 PM-11:00 PM									
								SAT	
								SUN	

Appendix V: Shipping Container and Fire Code Information

Supplier Information		
Company	Location	Number
Container R/s	Promat office, 97 vootrekker rd, salt river	(021) 511-4080
Big Box	424 Voortrekker Road, Maitland	(021) 511-3490
Stella Containers	29 Willow Road, Stikland, Belville,	(021) 917 5770
Ufudu	Plot 91, Beyers Naude Drive, Honeydew, Randburg, Gauteng, 2040	27861838381
TCC Containers	Transwerk Industrial Park	27215585087

Supplier Information	Container (6 m)				Container (12 m)			Delivery Charge
Company	Storage	Cargo	Office (Door and windows)	Office (with lighting)	Storage	Cargo	Office	
Container R/s	R 16,800.00	N/A	R 25,000.00	N/A	R 19,000.00	-		Included
Big Box	R 18,800.00	N/A	N/A	N/A	R 28,600.00	-		R 3,600.00
Stella Containers	R 17,000.00	R 17,000.00	R 35,000.00	R 37,000.00	R 19,500.00	R 25,000.00	R 59,000.00	R 2,200.00
TCC Containers	R 22,000.00				R 32,661.00	-	R 61,416.88	Included

Appendix VI: Material Quotation Template and Budgeting Template

[illegible]

Facility Budget							
Section	Material	Type	Size	Estimated Quantity	Cost/Unit	Total Cost (Rand)	Notes
Trench						R 0.00	
						R 0.00	
						R 0.00	
Ground Floor						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
Walls (External)						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
Walls (Internal)						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
Roof						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
Doors & Windows						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
						R 0.00	
					Sub-Total	R 0.00	
Tool & Generator Hire							
					Total:	R 0.00	
					Contingency:	R 0.00	20% of running total

CITY FUND APPLICATION FORM



SECTION 1: APPLICANT DETAILS											
Settlement						Network					
Sub-region						Wish to join a network?		Yes		No	
Municipality/ City/ Town											
Province											
Community Leader: Name & Surname	Leader 1:		Leader 2:								
Contact details	Phone:		Phone:								
	Email:		Email:								
Social Movement/ Organisation Responsible				Application date	D	D	M	M	Y	Y	Y
Signed: Community leaders											
Leader 1	Leader 2			Signed: NGO representative This is conditional on the approval by the Advisory Committee							
				City Fund Manager Other							
SECTION 2: PROJECT DESCRIPTION											
Project Description											
	Goal 1:										
Project Goals	Goal 2:										
	Goal 3:										
Does the project respond to the urgent community needs?	Yes		No		Explain						
If no, what support is needed?											
Is there enough capacity to complete the project?	Yes		No		Explain						
If no, what support is needed?											

Appendix VIII: Important CORC Forms

TRANSPORT & PROVISION ACCOUNTABILITY



CORC
COMMUNITY ORGANISATION
RESOURCE CENTRE

Purpose of Activity															
Province															
Municipality/City/Town						Date of Activity		D	D	M	M	Y	Y	Y	Y
Sub-region															
Network															
Settlement						Venue									
Name & Surname of person responsible															
Social Movement/Organisation Responsible															

	Date	Name & Surname	Transport Amount	Provision Amount	TOTAL	Signature
1			R	R	R	
2			R	R	R	
3			R	R	R	
4			R	R	R	
5			R	R	R	
6			R	R	R	
7			R	R	R	
8			R	R	R	
9			R	R	R	
10			R	R	R	
11			R	R	R	
12			R	R	R	
13			R	R	R	
14			R	R	R	
15			R	R	R	
16			R	R	R	
17			R	R	R	
18			R	R	R	
19			R	R	R	
20			R	R	R	

CORC_TransProv_V1_LR_20140930_CLZ

CLAIM FORM



CORC
COMMUNITY ORGANISATION
RESOURCE CENTRE

SECTION 1. CLAIMANT DETAILS											
NAME & SURNAME (OF CLAIMANT)											
CLAIMANT TELEPHONE NUMBER		D D M M Y Y Y Y									
ORGANIZATION/SOCIAL MOVEMENT		DATE OF CLAIM									
MAIN ACTIVITY/PROJECT TYPE		DATE OF ACTIVITY									
PURPOSE OF CLAIM											
PROVINCE		CITY									
SETTLEMENT/S WHERE ACTIVITIES WILL OCCUR											
PAY TO WHO? NAME & SURNAME											
ACCOUNT DETAILS/NAME											
PAYMENT TYPE		PETTY CASH		EFT TRANSFER							
SECTION 2. ACTIVITY FINANCE DETAILS											
	NO. OF PEOPLE	AMOUNT PER PERSON	COMMENTS/DETAILS/ NOTES						TOTAL AMOUNT		
TRANSPORT		R							R		
PROVISION		R							R		
CATERING		R							R		
OTHER	DETAILS								R		
OTHER	DETAILS								R		
TELEPHONE	DETAILS								R		
PER DIEM	NO. OF DAYS		COST PER DAY						R		
TRAVEL / MILEAGE	DETAILS								R		
BANK CHARGES	DETAILS										
SIGNATURE OF CLAIMANT						GRAND TOTAL		R			
SECTION 3. FOR OFFICE USE ONLY - AUTHORISATIONS											
LINE MANAGER NAME & SURNAME						HEAD OFFICE OVERSIGHT APPROVAL SIGNATURE					
DATE OF AUTHORISATION		D D M M Y Y Y Y									
LINE MANAGER SIGNATURE						DATE OF APPROVAL		D D M M Y Y Y Y			

CORC_ClaimForm_V1_LR_20140930_CLZ

SA SDI ALLIANCE ATTENDANCE REGISTER																							
Purpose of Activity																							
Province																							
Municipality/City/Town																							
Social Movement/Organisation Responsible																							
Sub Region																							
Settlement																							
		Venue		Network		Date of Activity		D		D		M		M		Y		Y		Y		Y	
1	NAME & SURNAME			SETTLEMENT		CONTACT NO.		ORGANISATION		SIGNATURE													
2																							
3																							
4																							
5																							
6																							
7																							
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17																							
18																							
19																							
20																							

**SOUTH AFRICAN
SDI
ALLIANCE**

Appendix IX: Labour Quotation Sheet

Labour routes for the construction of Community Hall					
Your Calculation					
No.	Skills required	Hourly rate	Number of hours	Quantity/ number of persons	Total
1	Construction Manager / Foreman/Storemanager				0
2	Construction Labourer/s				0
3	Community Liaison Officer (safety & health)				0
	Sub-total				0
4	Specialist (e.g. electrician, plumber, other, etc.) if required specify below:				
4.1	Carpenter				0
4.2	Brickwork / Masonery				0
4.3	Tiler				0
4.4	Electrician				0
4.5	Plasterer				0
4.6	Painter				0
	Sub-total				0
5	Tools & Equipment Hire (Please specify)				
5.1	Generator				0
5.2	Compactor				0
5.3	Jack Hammer				0
5.4	Tile cutter				0
5.5	Grinder				0
	Sub-total				0
	TOTAL				0

CORC's Rate					
No.	Skills required	Hourly rate	Number of hours	Quantity/ number of persons	Total
1	Constructio n Manager / Foreman/St oremanager	57	136	1	7752
2	Constructio n Labourer/s	20	136	6	16320
3	Community Liaison Officer (safety & health)	25	136	1	3400
	Sub-total				27472
4	Specialist (e.g. electrician, plumber, other, etc.) if required specify below:				
4.1	Carpenter	38	48	1	1824
4.2	Brickwork / Masonery	32	64	1	2048
4.3	Tiler	0	0	0	0
4.4	Electrician	0	0	0	0
4.5	Plasterer	0	0	0	0
4.6	Painter	0	0	0	0
	Sub-total				3872
5	Tools & Equipment Hire (Please specify)				
5.1	Generator	25	136	1	3400
5.2	Compactor	37.5	8	1	300
5.3	Jack Hammer	0	0	0	0
5.4	Tile cutter	0	0	0	0
5.5	Grinder	0	0	0	0
	Sub-total				3700
	TOTAL				35044

Construction Team

This section shows the different teams the K2 working group broke up into. These are the Builder Team, the Organizer Team, and the “Sizayama” (We Are Trying) Team. Each team has a list of responsibilities.

Builder Team (Community Members)

Responsibilities

1. Work in a timely, efficient, and safe manner for the successful construction of the Community Hall.
2. Work on all phases of construction including earthwork, masonry, carpentry, finishing, etc.
3. Employment will be through CORC and will terminate at the end of Community Hall construction or as otherwise determined by CORC.
4. Labourers will be compensated at a rate of R100 for each full day of work completed.
5. Successful employees will also receive a letter of recommendation.

Organizer Team (Community Members)

Responsibilities

1. Work in a timely, efficient, and safe manner for the successful construction of the Community Hall.
2. Organize materials every day and assist construction team in assigned tasks.
3. Go to hardware store if needed
4. Help store materials and tools at the end of the day and have them ready before construction begins each day.
5. Employment will be through CORC and will terminate at the end of Community Hall construction or as otherwise determined by CORC.
6. Labourers will be compensated at a rate of R100 for each full day of work completed.
7. Successful employees will also receive a letter of recommendation.

Safety Officer

The safety officer will be a community member working with a member of the WPI team to oversee general construction safety.

Responsibilities

1. Enforce sensible use of tools.
2. Watch the construction site to assure it is tidy.
3. Make sure children are not around the construction site.
4. Make sure there are safety goggles and work gloves available to workers.
5. Bring first aid kit every construction day.

Labour Hours and Labour Costs

- 9:00 AM-3:30 PM on Monday, Tuesday, Thursday, and Friday
- R100 per day per person

Appendix X: Detailed Construction Team Information for K2