



SELAVIP
SERVICIO LATINOAMERICANO, AFRICANO
Y ASIÁTICO DE VIVIENDA POPULAR

Application form for SELAVIP Projects



INTRODUCTION

This form is a document of reference that will help you to prepare your application, **it is NOT valid to apply.**

In order to apply, you must enter the SELAVIP Project Management System (<https://application.selavip.org>) and you have registered your NGO before February 28 of this year (only for new NGOs), you may then submit your application in the online form as long as and when the call for new projects is open. The application dates will be communicated through the SELAVIP website (<https://selavip.org>).

If you are going to apply for a project, you must first update your NGO's data in the system. To do this you must review your rNGO's profile and update the necessary fields (such as the name of the Legal Representative, your emails, phone numbers, etc.), there are some mandatory fields such as budgets for the last two years.


The following four fields are not modifiable (if you need to do so, you will need to send an email to SELAVIP selavip.foundation@gmail.com):

- Name
- Short name of the NGO
- Country
- Bank checking account

The online form will only be available for completion on the project application dates. This form will allow you to save the information so that you can continue filling it later on.

**1****GENERAL RECORDS AND PROJECT DESCRIPTION****NAME OF THE PROJECT ****Maximum 50 characters***GENERAL TYPE OF PROJECT ***

- ☐ New dwelling
- ☐ Repair
- ☐ Extension
- ☐ Toilets or latrines
- ☐ Drinking water system
- ☐ Sewage system
- ☐ Regularization of land titles
- ☐ Other

FAMILIES **Quantity of families***BENEFICIARIES ****Quantity of beneficiaries***COUNTRY OF EXECUTION *****CITY *****STATE, REGION, SUBURB *****LOCATION, DISTRICT, COMMUNITY *****PROJECT'S LOCATION ***  **GENERAL PURPOSE OF PROJECT *****SPECIFIC PURPOSES, ALSO INCLUDE THE SUSTAINABLE DEVELOPMENT GOALS DEFINED BY THE UN THAT THE PROJECT AIMS TO ADDRESS ****KNOW UN SDGS HERE: <https://sdgs.un.org/goals>***BRIEF DESCRIPTION OF THE PROJECT ***

BRIEF DESCRIPTION OF THE SITUATION OF THE COUNTRY ***PROBLEMS YOU SEEK TO SOLVE *****HOW DOES THIS PROJECT HELP TO SOLVE THEM? *****HAVE YOU IMPLEMENTED SIMILAR PROJECTS LIKE THE ONE YOU ARE PRESENTING? ***

Does your NGO have experience in housing projects?

PROJECT GUARANTEE *

Does the implementation of this project guarantee that the solution is sustainable in the long term or can it be repeated in the short term?

PLACE TYPE *

Select a value

**BRIEF DESCRIPTION OF THE ENVIRONMENT*****CURRENT LEGAL SITUATION OF THE PROJECT'S PLACE OF EXECUTION ***

Select a value

**INDIQUER SI LE TERRAIN SUR LEQUEL LE PROJET SERA MIS EN OEUVRE PRÉSENTE UNE SITUATION DE RISQUE ***

- ☐ No
☐ Yes

If the answer above is "Yes", you should select some options

- ☐ Steeply sloping land
☐ Landslides
☐ Frequent seismic movements
☐ Zone of possible volcanic eruptions
☐ Floods
☐ Armed conflict zone



IF THE PROJECT IS APPROVED, COULD THE LAND BE AN IMPEDIMENT TO ITS EXECUTION? *

Refer to the risks described above

DOES THE PROJECT CONSIDER THE USE OF MATERIALS CONTAINING ASBESTOS IN THE BUILDING OF THE SOLUTION? *

- ☐ No
☐ Yes

2 CHARACTERISTICS OF THE SOLUTIONS TO BE BUILT

Depending on the general type (s) of project that you have entered in the previous step of General records and project description, you must enter the details of each selected solution in this section of the form.
Here is a reference of what is being asked in each type of solution:

2.1 New dwelling

QUANTITY OF DWELLINGS *

COMMENTS *

AVERAGE AREA OF THE DWELLING *

FOUNDATIONS *

Materials to be used

FLOOR *

Materials to be used

WALLS *

Materials to be used

ROOF *

Materials to be used



2.2 Repair

QUANTITY OF REPAIRS *

FOUNDATIONS *

Materials to be used

FLOOR *

Materials to be used

WALLS *

Materials to be used

ROOF AND ELECTRICAL INSTALLATION *

Materials to be used

2.3 Extension

QUANTITY OF EXTENSIONS *

AREA OF EACH DWELLING *

FOUNDATIONS *

Materials to be used

FLOOR *

Materials to be used

WALLS *

Materials to be used

ROOF *

Materials to be used

COMMENTS *



2.4 Toilets or latrines

QUANTITY ***DESCRIPTION OF THE MATERIALS AND TYPE OF SOLUTION TO BE BUILT ***

2.5 Drinking water system

COLLECTIVE SYSTEM **Indicate if collective system, individual or both***QUANTITY OF INDIVIDUAL SYSTEMS *****QUANTITY OF COLLECTIVE SYSTEMS *****DESCRIPTION ***

2.6 Sewage system

SEWAGE SYSTEM **Indicate if collective system, individual or both***QUANTITY OF INDIVIDUAL SYSTEMS *****QUANTITY OF COLLECTIVE SYSTEMS *****DESCRIPTION ***



2.7 Regularization of land titles

DESCRIPTION *

Indicate the process for such regularization

AREA OF LAND TO BE REGULARIZED *

Average

AREA OF LAND TO BE REGULARIZED *

Total

QUANTITY OF SITES *

2.8 Other

DESCRIPTION *

2.9 Contribution by typology *

Please complete the following table with the contribution requested by each type of solution:

Typology	Number of solutions by type	Total number of families that will benefit	Families' contribution (USD)	NGO's contribution (USD)	Other public or private contribution (USD)	SELAVIP Contribution (USD)	Total cost (sum of all contributions) (USD)	Unit cost (only SELAVIP contribution is considered (USD)

**3 ABOUT FAMILIES AND COMMUNITY****BRIEF DESCRIPTION OF THE FAMILIES AND THEIR CHARACTERISTICS *****HAVE YOU HAD PREVIOUS CONTACT AND/OR DISCUSSIONS WITH FAMILIES POTENTIALLY SERVED BY THE PROJECT? *****WHY DO YOU CONSIDER THAT THESE FAMILIES ARE THE POOREST ONES? *****AVERAGE NUMBER OF PEOPLE PER FAMILY*****HOW WILL THE FAMILIES BE INVOLVED IN THE DEVELOPMENT OF THE PROJECT? *****WHO WILL SELECT THE FAMILIES? ***

- ☐ The NGO
- ☐ The community
- ☐ The local government
- ☐ The central government
- ☐ Other (specify)

BRIEFLY EXPLAIN HOW THIS PROCESS WILL BE CARRIED OUT AND MENTION IF ANY SUPPORTING TOOLS SUCH AS A SURVEY SHEET ARE USED? ***DOES THIS PROJECT ADDRESS OTHER POVERTY ALLEVIATION ISSUES? *****WHAT TYPE OF EMPLOYMENT DO THE BENEFICIARIES HAVE? ***

Select a value

**PERCENTAGE OF PEOPLE WITH INFORMAL EMPLOYMENT ***

%

**DO THE MAJORITY OF BENEFICIARIES HAVE DRINKING WATER AT HOME? ***

- ☐ No
☐ Yes

HOW DO THE FAMILIES ACCESS DRINKING WATER? *

- ☐ Public network with individual connection (every family has access to water in its land or house)
☐ Truck
☐ Collective public or private network (Families must fetch water from a common place outside of their land), well with pump systems
☐ Borehole with manual water extraction (without water pump)
☐ River, lake
☐ Other

DO THE MAJORITY OF BENEFICIARIES HAVE A TOILET NEARBY? *

- ☐ No
☐ Yes

If the answer above is "Yes", you should answer the following questions:

PROPORTION (IN %) OF BENEFICIARIES WHO HAVE A TOILET NEARBY***SOURCE OF ENERGY USED TO COOK FOOD (PLEASE COMMENT) *****WHAT IS THE SYSTEM FOR SEWAGE DISPOSAL (WATER)? ***

Maximum 50 characters

INDICATE THE MONTHLY AVERAGE FAMILY INCOME *

Indicate the amount in USD

INDICATE THE PERCENTAGE OF HOUSEHOLDS WHOSE HEAD OF HOUSEHOLD IS A WOMAN *

**4****PARTNERSHIPS AND COOPERATION**

ARE THERE OTHER ORGANIZATIONS THAT WILL SUPPORT THE PROJECT? *

☐ No

☐ Yes

If the answer above is "Yes", you should answer the following questions:

ORGANIZATION'S NAMES OF PROJECT SUPPORT

WHAT WILL BE THE SUPPORT OF THE ORGANIZATION(S) WHO SUPPORT(S) THE PROJECT?

- ☐ Transport of materials
- ☐ Transport of people
- ☐ Warehousing
- ☐ Trainings
- ☐ Professionals for the supervision of the projects
- ☐ Permits and/or formal authorizations
- ☐ Urbanization works
- ☐ Construction materials
- ☐ Monetary support
- ☐ Elaboration of plans/blueprints
- ☐ Other (specify)

WILL LOCAL OR NATIONAL GOVERNMENTS SUPPORT THE PROJECT? *

Please comment in order to see if yes or not

DOES THIS PROJECT CONSIDER THE PROVISION OF LAND BY THE STATE, OR LOCAL GOVERNMENT, OR PRIVATE SECTOR AND/OR NGO? *

**5 FINANCING (in cash and/or valued contribution)****REQUESTED AMOUNT FROM SELAVIP
(IN USD) ****Indicate the amount in USD***CONTRIBUTIONS FROM THE NGO (IN USD) ****Indicate the amount in USD***CONTRIBUTION FROM THE FAMILIES
(IN USD) ****Indicate the amount in USD***FINANCIAL CONTRIBUTIONS FROM OTHER
ORGANIZATIONS (IN USD) ****Indicate the amount in USD (sum of local government, national government and other contribution or companies)***NAME OF THE LOCAL CURRENCY *****OFFICIAL EXCHANGE RATE LOCAL
CURRENCY/USD TODAY ***\$ 1 USD equivalent to local currency**PLEASE COMPLETE THE FOLLOWING TABLE ***

Type	Family USD	NGO USD	Local government USD	Central government USD	Other organizations or companies USD	SELAVIP USD	Total according to type USD
Monetary							
Materials							
Workforce							
Other valued contribution							
Totals							

**6****ACTIVITIES / TEAM****ACTIVITIES**

Name	Description	Time of Execution (in months)	Cost to be financed with SELAVIP contribution (USD)	Real total cost (USD)

**WILL YOU BE ABLE TO FINISH THE PROJECT
ON TIME? ***☐ No☐ Yes*September 15 of next year***E-MAIL OF THE PERSON IN CHARGE OF THE
PROJECT *****PHONE OF THE PERSON IN CHARGE ****Country code, area code, phone number***COMMENTS ****Comment your answer***PERSON IN CHARGE OF THE PROJECT ****Maximum 255 characters***TEAM DESCRIPTION ****Describe the professional and technical teams that will work on the project and describe their experience*



7

ATTACHMENTS

PLANS/BLEUPRINTS *

Add a new file

Unlimited number of files can be uploaded to this field.

5 MB limit.

Allowed types: pdf doc docx ppt pptx jpg jpeg png..

IMAGES OF THE SITE WHERE THE PROJECT IS TO BE EXECUTED *

Include at least 3 pictures of the place where the project will be implemented.

Add a new file

Unlimited number of files can be uploaded to this field.

5 MB limit.

Allowed types: png gif jpg jpeg.

FAMILIES PICTURES *

Include at least 5 pictures of some of the beneficiaries.

Add a new file

Unlimited number of files can be uploaded to this field.

5 MB limit.

Allowed types: png gif jpg jpeg.

OTHER SUPPORTING MATERIALS OR DOCUMENTS YOU WISH TO ADD

Add a new file

Unlimited number of files can be uploaded to this field.

5 MB limit.

Allowed types: pdf doc docx ppt pptx jpg jpeg png.