

Supporting the apostolic works of Catholic sisters in their service to the poor

SUPPLEMENTARY QUESTIONS

Put a check mark next to the type of request:

- Solar
- Renovation
- Water
- Computer
- Ambulance

1. Financing of the Request:

- A. What is the TOTAL COST of the project including taxes, tariffs and transportation? \$ _____
- B. What is the amount of money currently needed to complete this project? \$ _____
- C. If you do not get the full amount of your request, will you have enough money to complete the project in one year? ____ Yes ____ No

If no, how do you plan to finance the completion of the project?

- D. List other sources of funding to pay the balance.

2. Maintenance after Completion of Request:

Describe your plans to maintain the project on an ongoing basis. How will the costs be financed?

3. Choosing a Contractor (for renovation, water, computer or solar):

- A. Whom did you select to oversee this request? _____professional contractor/architect
_____professional engineer
_____non-professional (local/casual workers)
- B. If you are hiring a professional, please provide the name of the company and the person in charge.
- C. Who recommended this company and or individual and why? Has your congregation had prior experience with the group?
- D. Do you know the history of the company and/or individuals you are hiring? _____Yes _____No
If yes, please describe:
- E. Please give the names of at least two companies/individuals you interviewed for this project:
- F. Include copies of their projected costs, terms of service, including proposed timeline and pay schedules.

4. Contract and Proforma Invoice:

Please include a *copy* of the signed contract with the company you chose. The contract should include projected costs, schedule of construction, a pay schedule for each part of the work and delivery costs of any materials or equipment that must be transported to your location. ***Please have a professional you trust, review the contract BEFORE submitting it to us.***

To see instructions on how to scan and save multiple documents onto your computer, visit the **Forms** page on the HFS website at www.hiltonfundforsisters.org.

5. Appendix for Water and Solar:

A. For Water Requests

- 1) Where do you plan to install the water system?
- 2) How have you involved the local community and leaders to decide how many people might be using the water system?
- 3) How will you ensure that the local community will feel responsible for helping to maintain the structure?
- 4) Do you foresee the population growing after the installation of the water system and how has this information been part of the planning for the selection of the mechanisms to be used (i.e. hand or motorized pump or water harvesting methods)?
- 5) Please include a copy of the **water quality report** with this supplementary form. To see instructions on how to scan and save multiple documents onto your computer, visit the **Forms** page on the HFS website at www.hiltonfundforsisters.org.

B. For Solar Requests

- 1) What plans do you have to oversee the security of the solar equipment, including the solar panels, once installation is complete?
- 2) Who will maintain the security of this equipment?
- 3) How will you finance this expense?

HELPFUL ADVICE:

- It is preferred that you purchase solar panels manufactured in Europe. In our experience, we have found that some solar panels made in China are of poor quality. Ask your vendor if they can provide you with solar panels manufactured in Europe. If your vendor cannot sell solar panels made in Europe, contact another vendor who can. Make it a priority to **VERIFY** any claims made by your vendor on the items you purchase.
- Ask your vendor about the lifespan of the solar batteries you are purchasing. In our experience, most solar batteries can last up to 20 years. Make sure you receive **WARRANTY information about the items you purchase.**