

**CONSTRUCTING SIMPLE SCHOOLS USING GLOBAL GRANTS**

Guidelines and Application Appendix

**SIMPLE SCHOOLS GUIDELINES**

**Section 1: Program Requirements**

1. Simple schools are an extremely limited project type that permits the construction of modest school buildings (e.g. 2-3 classrooms).
2. Simple schools must be built as a part of a comprehensive project that fits within the basic education and literacy area of focus. Providing a school building alone cannot educate children; in order to enhance educational outcomes, pedagogical teacher training is required as part of all simple school projects.
3. Only primary schools, secondary schools, and early-childhood education centers that follow a mandated government curriculum are eligible for construction. Construction of buildings for colleges, universities, vocational training centers, and community centers is not eligible for global grant funding. Additions to existing schools, such as computer labs or dormitories, are not eligible.
4. All simple school projects must include gender-separated toilets identified with signs, hand-washing stations, electricity, and drinkable water on each property. School administrators and teachers must receive training in hygiene and sanitation and menstrual hygiene management (required only for primary and secondary schools) in order to have teachers continue to provide additional training to students after the project is complete. Simple schools must also provide bins in the girls’ toilet areas for the disposal of sanitary napkins.
5. School maintenance personnel must receive training in the upkeep of construction elements like water wells, latrine blocks, roofs, etc. If the school does not have maintenance staff, sponsors must identify who will handle these matters and provide suitable training.
6. All global grant applications for simple schools must include a completed application appendix included at the end of this document.
7. A school management committee made up of teachers, students, school administrators, and parents must be formed to work with Rotarians to set sustainable practices for school maintenance, governance, water access, sanitation, waste management, and training. Members of the school management committee who will work with the school budgeting must receive financial management training. When possible, the committee is encouraged to work with local officials in the government’s education office to create sustainable practices.
8. Under the Rotary Foundation Code of Policies, grants may not be used to promote political or religious viewpoints. Therefore, religious schools are ineligible for construction.
9. The project’s sponsors should conduct a community assessment to identify the community that will receive a school.
10. As part of the application, project sponsors must complete a memorandum of understanding between Rotarian project sponsors and either the government’s education office or the responsible entity for private schools. The statement must include:

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1. Name of school
2. Number of students anticipated
3. Number of teachers anticipated
4. Education levels, or grades, of school
5. Size of school
6. Agreement to form a school management committee
7. Verification that all stakeholders agree to be involved in planning and implementation throughout the project’s lifecycle
8. Verification that the government’s education office or the owning entity, in the case of a private school, agrees that it will not sell or lease the school or conduct other business in the school within the first five years of occupancy
9. Confirmation that the teachers, students, and maintenance staff will complete the training agreed upon in the application
10. Verification that the teachers are trained and certified by the government’s education office
11. Verification that the government or owning entity of the private school will be responsible for maintaining the school and property
12. Verification that either the government’s education office or the owning entity, in the case of a private school, will be responsible for paying all utilities
13. Acknowledgment that teachers must be hired and certified before the project can be closed
14. Verification that tuition will not be charged for public schools and that tuition costs for private schools will be reasonable and affordable
15. Verification that those benefiting from the school are neither Rotarians nor their lineal descendants
16. Confirmation that Rotary’s responsibility is limited to the amount of the grant award.

**Section 2: Construction Requirements**

1. The global grant funds must be used to build only single-story schools. If the school management committee, the government’s education office, or the owning entity of a private school is interested in adding a second story after the project is completed, it is responsible for confirming that the school can safely support a second story.
2. Simple schools built as part of a global grant must meet local government access requirements for children and adults with physical disabilities. Requirements may include ramps, wide doorways and hallways, and toilet accessibility. If the local government lacks accessibility requirements, the school must at least make these accommodations.
3. The project sponsors are responsible for confirming that the form and materials for the school conform to local conditions and comply with local building regulations. Global grant projects allot 10 percent of the project’s budget for project management. Beyond this allotment, the project sponsors can add the cost of licensed construction management to the project budget to help them ensure that contractors are coordinated, that the construction timeline is met, and that quality construction is maintained.
4. Materials and labor used in construction must not harm the local economy or environment. Construction materials deemed hazardous to human health (for example, asbestos) cannot be used in building schools and corresponding toilet blocks.

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1. Simple schools must adhere to local regulations for teacher-to-student ratios established by the government’s education office, and the design must ensure that room sizes will accommodate this ratio.
2. Construction of simple schools must conform to reasonable local construction costs and building standards to ensure building sustainability and safety. Construction also must adhere to all applicable local building codes.
3. Demolition of existing structures on the donated land can be included in project costs as long as the costs are a small part of a comprehensive project that provides a simple school and meets the requirements of Rotary’s basic education and literacy area of focus.
4. Expansion of an existing building or additions immediately adjacent to an existing building are not allowed under a global grant. Additions can be made to the school only after the completion of the project, and at the owner’s expense.
5. Additional school buildings can be built on the property of an existing school if the new school buildings are not next to other structures and the construction does not interfere with the health, safety, and productivity of students currently on the property. A new school building constructed on the property of an existing one must meet all water, sanitation, and training requirements for new school construction. Additional buildings must be used as classrooms.
6. Contractors or construction managers must meet local regulations in acquiring necessary building permits. When local regulations do not require contractors and construction managers to acquire such permits, the Rotarian host project committee must acquire them.
7. The entire financial responsibility of Rotary International and The Rotary Foundation is expressly limited to payment of the total grant award. Any additional obligation, including but not limited to, expanding, altering, or maintaining the school beyond the initial approved design must be undertaken at no cost to Rotary International or The Rotary Foundation.

**Section 3: Land Procurement**

1. Schools are to be built or installed on donated land whose dimensions permit easy and safe access. Parents and community members must not be required to pay for the school or the land on which the school is built.
2. Donated land intended for simple school construction must be within short walking distance from the beneficiary community or be accessible via public transit from nearby economic centers.
3. Simple schools must provide a place for children to learn in a safe environment. Whenever possible, the area should be free of floods, rock slides, volcanic eruption, chemical contamination, etc.. Teachers must receive training in how to move children to safety quickly in case of an emergency.
4. The municipal government, government education office, and land donor must provide written commitments expressing full support of the grant and permitting the project to start as soon as grant funds become available. The written confirmation must indicate that the land is without any legal encumbrances, not the subject of any disputes, is zoned for school construction, and is suitable for the purposes of the global grant.
5. A hydrological survey and water quality tests are to be completed as part of the land procurement process, to ensure that school administrators, teachers, and students will have access to potable water on the property. If the goal is to connect the school to municipal water or an electrical grid, project sponsors should complete a memorandum of understanding with the municipal service providers, stating that the utilities plan to serve the area at a reasonable price.
6. Depending on local legal norms, whoever owns the land in the period from grant approval through completion of construction may wish to seek appropriate liability insurance.

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**Section 4: Payment and Reporting**

1. Payments for simple school global grants will be made in installments, based on an agreed-upon spending plan, with the first payment released upon receipt of all payment requirements and subsequent payments made upon the completion of acceptable visits by a member of The Rotary Foundation’s Cadre of Technical Advisers, along with the receipt of acceptable interim reports that include photographic evidence of the project’s progress.
2. A cadre member will review all global grant applications for simple schools during the application phase and during construction, before a second installment is paid.
3. As a standard construction practice, Rotarian project sponsors are advised to withhold 10 percent of the final payment to the contractors until the sponsors do a final walk- through of the completed school.
4. Final reports to The Rotary Foundation must include photos of the school with the beneficiaries as well as photos of permanent Rotary signs, which simple schools built with global grants are required to display.

**Section 5: Helpful Resources**

1. Government education offices often provide guidelines for construction. Alternatively, the Inter Agency Network for Education in Emergencies has standards for school construction**.** Following guidelines from respected agencies such as these will help ensure your project’s acceptance and success.
2. The International Building Code recommends that a K-12 school provide each occupant 20 square feet (1.85 square meters) per occupant of net interior floor space, to ensure student and teacher safety and health. The code’s occupancy load requirements for educational spaces has these tips and others to help in designing a successful simple school.

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**SIMPLE SCHOOLS APPLICATION APPENDIX**

This completed appendix must accompany every global grant application submitted to build simple schools.

**Program goal**

The global grant model has improved overall project sustainability, making a measurable impact on the lives of beneficiaries through the provision of quality services and capacity building. In the spirit of sustainability, the goals of simple school projects are to create permanent structures that will provide quality, modest, sustainable, and culturally appropriate schools which will, through the provision of training, provide students with improved educational opportunities in well maintained schools.

**Section 1: Documentation to include with the application:**

1. Global grant training plan
2. Contractor estimates for simple school design
3. Topographical map of donated land and surrounding area
4. Area site plan including locations of:
   1. Intended simple school
   2. Roads
   3. Public transit access points
   4. Homes and communities that could benefit from a simple school
   5. Future development sites
   6. Intended demolition sites
5. Architectural drawings (for each school building design):
   1. A building site plan that shows relation to nearby school buildings, toilet and hand-washing station (if detached), water storage, sanitation, and waste removal system, etc.
   2. Floor plans including dimensions, structural system, windows, doors, toilet, utility and water access sites
   3. Plans, including roof structure
   4. Relevant section drawings including the roof structural system and footings
6. Land donor letter(s) stipulating the absence of legal encumbrances, the donor’s intent to relinquish ownership of the land, and the understanding that the government’s education office or responsible entity of a private school will own the school and land after the school is ready for occupancy
7. If available, letter from the local municipal government providing the name(s) of the current landowner(s) as listed in municipal records; the letter should also include a statement declaring that the project has the local government’s full support, and that it will permit school construction to start without delay upon receipt of grant funds
8. Memorandum of understanding from municipal water, sanitation, and electrical utilities (if applicable) stating that they will provide utilities to the school at a fair rate
9. Hydrological survey showing that there is sufficient water to support the needs of students and teachers
10. Water quality test results

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1. Soil contamination test results
2. Waste management plan
3. Signed memorandum of understanding with the government’s education office

**Section 2: Simple school information**

Number of intended students: 120

Number of intended teachers: 6 professionally trained teachers with 2 attendents

Grades or levels to be taught: Pre-Kindergarten and Kindergarten in four classrooms

Intended construction completion date: 09/01/2021

Where the school will be built: Sunyani, Sunyani Municipal District, Bono Region, Ghana, West Africa

Distance to neighboring homes: ¼ mile

Distance to local economic center: 3 miles

In what setting will the school be built? (check one)

☐ Urban X Suburban Rural

Is the school public or private? (check one)

☐ Public Private

**Section 3: Selection of community**

A community assessment is to be completed by the project sponsors to determine the need for a simple school and to identify the appropriate project activities. A beneficiary community of a simple school shall be an area where existing school facilities are overcrowded, that lacks a permanent school within walking distance of their homes, or where existing schools are deemed unsuitable for occupancy.

Explain how the beneficiary community of the school has been identified.

Sunyani Central Rotarians and US Rotarians visited the Sunyani Municipal District communities in February and September 2019 to dedicate new boreholes. We saw a huge need for elementary schools in many of the communities. Rotary drilled a borehole for Yawhima Elementary School in March 2013. The community and teachers built a modest preschool with a leaky tin roof and half height wooden walls. The existing school showed us that the community had a passion for education and would be a strong partner with Rotary. The existing preschool buildings will be demolished after the new preschool is built.

Rotary has a long-term relationship with Yawhima Elementary School. The international Rotarians who visited Yawhima Elementary School were impressed with the passion of the school who were using their own funds to mold concrete blocks with the hope of building a new preschool. The teachers and parents are very dedicated to the education of their students.

President Dominic Mary Kornu and AG Frank Kofi Owusu Debrah have a passion for education. They made sure that the international Rotarian team led by Walter Hughes would have lunch at the school and learn about the current needs for the preschool. Walter Hughes was impressed that the Rotary mechanized borehole was still in good working shape after six years of providing clean water.

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Reason the school is needed (check one)

☐ Overcrowding ☒ Lack of existing permanent school ☐ Other. Please explain below.

The current Yawhima preschool is not an adequate, permanent preschool. It is a temporary structure that does not provide adequate protection from wind and rain. The children and teachers therefore expose to the harsh conditions of both the rainy season and the dry harmattan season. Because of these, many instructional hours are lost and parent in the area do not feel encouraged to enroll their children. The current structure is a real danger to both the children and teachers.

**Section 4: Environment and location**

Describe the site’s soil conditions (sand, clay, or waterlogged areas, etc., are best avoided).

The site soil is a course sand, clay with gravel and well drained. The area, being part of the Bono Region (transitional zone) and as part of the middle belt in Ghana receives seasonal rainfall of minimum 340mm and maximum 560mm as recorded by the Ghana Metrological Services. The site has a flat surface and situated within the community. The planned school has no problems with floods even when it rains heavily. The area is well drained. It is a great place to build an preschool. It is a firm building location.

Describe the potential for natural or other disasters, as well as what precautions will be taken to ensure that the structure is safe in locations that experience floods, earthquakes, rock slides, volcanic eruptions, cyclones, hurricanes, chemical contamination, etc.

The potential natural disasters include high winds during the rainy season and a large amount of rain in a short period of time. We will make sure that we use standard construction designs for schools which include a raised walkway and floor to the school which prevents the rainy season water flow to bother the school. We also will secure the roof with rebar tied into the concrete walls to prevent the roof from being blown off during the strong windstorms. Measures have been integrated to ensure that the building will be sited to withstand strong winds as part of the building design. The Sunyani Municipal District area engineer and building office will be part of the monitoring and supervision to ensure safety standards are not compromise.

Indicate the type of access available (or planned) for the site, including public transit, roads, and access to economic centers and other civic services. Is this consistent year-round?

We are working in a suburban part of the Bono Region of Ghana. The roads leading to Yawhima Elementary School are a combination of paved and dirt roads. The road into Yawhima is the major road between Techiman and Sunyani, but the government has failed to widen and pave several kilometers of the road. There are taxis and tro tros (minivans) that are available in Sunyani. Sunyani is the economic center of the Bono Region in Ghana.

**Section 5: Construction criteria**

The school form and materials for the school must conform to local regulations and norms. Materials and designs must be planned to allow for:

Appropriate cross-ventilation; placement of doors and windows should be planned to maximize natural light inside the school

Use of locally available materials

A floor; concrete is a preferred material

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Roof materials that match environmental conditions (for example, lightweight materials in an earthquake-prone area); concrete slab roofs are discouraged

Other construction criteria:

Materials deemed hazardous to human health (for example, asbestos) cannot be used to build simple schools and corresponding toilet blocks.

Project sponsors must choose qualified and licensed contractors and construction managers if available in the region

Schools should meet the International Building Code for occupancy load. The schools must provide multiple exits, and must meet local construction criteria

During construction, the site must have proper security measures in place (a fence, locked gate, no-trespassing signs

School design shall include basic school security measures (for example, lockable doors and windows)

**Section 6: Water supply**

Safe water and sanitation must be available on the school property. Indicate how water will be provided.

* Running water will be piped into the school from a main municipal water supply.
* Municipal water supply is available at a central location on the school property
* Tube well or bore well for each school building is a safe distance from sewage facilities.
* Rainwater harvesting system will be installed as a source of non-potable water only.
* Other. Please explain: Click here to enter text.

Indicate the costs that the school may incur for access to and maintenance of potable water, as well as how the school will be able to cover these costs.

The mechanized borehole was drilled in 2013. It has been providing potable water for seven years!

Rotary requires that the school open a bank account and establish a Water & Sanitation Committee (WATSAN Committee). The WATSAN Committee charges each household a monthly fee which will be used to maintain the borehole. The PTA also provide funds to maintain the borehole. The community which is primarily the parents of the school children maintain the existing mechanized borehole. The track record on the borehole has encouraged us to consider building the preschool.

Based on the results of the hydrological survey, verify that the donated land will provide enough water for the needs of the school population.

We drilled a mechanized borehole in 2013 on the new preschool property that will supply enough water for the needs of the school population. No additional borehole is planned as part of this Rotary simple school global grant. The mechanized borehole typically provides enough water for approximately 1,000 people. This exceeds the school population and provides for the local community.

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Based on water quality test results, indicate what water contaminants require remediation, and what remediation method will be used.

The water in this area of Bono Region doesn’t typically require remediation. We will make sure that sanitation is far enough away from the borehole to be safe. In addition, we are using Microflush toilets which convert the sewage into compost which is very safe. We will obtain a new water quality report for the existing borehole.

**Section 7: Sanitation facilities**

Indicate the type of toilet and hand-washing technology to be included in the school.

We are using the Microflush toilet. The Microflush toilet uses a cup of water for the little girl to wash her hands in the sink or over the toilet bowl. The water that is used for hand washing is used for the next flush. The Microflush toilet has two sizes of metal mesh. Two layers of mosquito netting is installed over the metal mesh. Three or four inches of straw or banana leaves is layered above the netting. Finally, six inches of topsoil with about 500 earthworms is placed in the digester of the Microflush toilet. The toilet can use a combination of toilet seats and squat fixtures. Most school children are more comfortable with the squat fixture since that is how they learn now. We will use the UNICEF WASH training to teach handwashing and we will conduct WATSAN Committee training how to maintain the borehole. The Microflush toilet is being used throughout Ghana and about fifteen other countries for schools, clinics and households. It was designed by Dr. Stephen Mecca of Providence College and supported by a Bill & Melinda Gates Foundation grant to fund the prototype about six years ago.

Identify how sewage will be removed. Open pit disposal is not permitted.

* Microflush toilet composting toilet that converts sewage into compost
* Municipal sanitation system that carries waste to a central treatment facility
* Latrine block with wastewater biological treatment (for example, ECOSAN)

Describe where the toilet facilities will be located on the property, including whether the toilet will be connected to the school or be detached. Toilets must include proper ventilation.

The toilets will be in a separate toilet block that is next to the preschool. The toilet block will be attached to make it easier for the preschool and kindergarten children to make it to the toilet. The toilets will include proper ventilation using a vent pipe over the access panel. Also, we will have a gap between the walls and roof for ventilation as well as blocks with open spaces for windows. In addition, we are adding two toilet blocks for the existing Yawhima Elementary School students so that hygiene and sanitation will be provided when the preschool children move on to attend the elementary school. Providing sanitation and hygiene campus wide for all of the students at the school will also ensure that the health benefits are shared by all of the students

Describe how close the toilet facilities will be to reservoirs and other water sources. Sealed septic systems must be no closer to a water source than 50 feet (15.25 meters), and leach pits or fields must be no closer to a water source than 100 feet (30.5 meters).

The Microflush toilet block will not be closer to the borehole than 100 feet. We will keep the sanitation and water supply safely apart. The borehole will not be at risk from the toilet block.

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Describe the project’s menstrual hygiene management plan. Please include information about methods for disposing of used sanitary products (for example, bins in stalls, or incinerators) and whether the school will provide replacement menstrual hygiene products.

The Sunyani Municipal District health and WASH teams will conduct training on menstrual hygiene for the teenage girls at the elementary school. Most of the girls who are menstruating will be in junior or senior high school. It is expected that only a few of the fifth and sixth grade girls will be impacted. Also, the teachers and headmaster will mentor and guide the girls who are starting menstruation. There will be trash bins at the school. The school is not wealthy enough to provide menstrual hygiene products. It is not included in the scope of our global grant either.

**Section 8: Electricity**

Electricity installation must comply with local safety standards. Indicate what method will be used to provide the school with electricity:

* Municipal electrical system

Photovoltaic (PV)/solar panels

* Other. Please explain: Click here to enter text.

Describe the plan to ensure delivery of consistent electricity to the school as part of this project.

The other sections of the school; primary and junior high school are well served with electricity. The project will therefore extend electricity from one of the main connecting poles in the school. The building will be fittingly wired to make this possible.

Indicate the costs that the school may incur for regular electricity service and maintenance, as well as how it will be able to cover these costs.

The government gives public schools in Ghana a per capita amount for every children each school term. Part of that per capita is for paying utility bills where such exist. Again, some PTAs with the approval of the local government and education office, levy PTA dues per child every school term. Part of that levy is used to pay utilities where necessary.

**Section 9: Long-term maintenance**

A school management committee must be formed that includes teachers, students, school administrators, and parents, to work with Rotarians on setting sustainable practices for school maintenance, governance, water access, sanitation, security, waste management, and training. For each of these items, a long-term maintenance plan and training to support common construction elements must be devised.

Indicate how project sponsors will help form a school management committee and work with its members to establish sustainable practices and training that will be incorporated into the project.

Yawhima Preschool has a very active parent teacher association right now. We will make sure that it is incorporated so that it has a more formal structure than currently. The parents built the existing school structure that is being used to educate the children. It is because of their hard work and dedication that we believe that they will be able to form a school management

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committee to establish sustainable practices and training. We also believe that the Sunyani Municipal District Assembly will work with Yawhima Preschool leaders to ensure that the school is strong for many years to come.

Describe any property taxes for which the government’s education office will be responsible after the school is occupied.

There are no property taxes for the preschool or elementary school at the current time.

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**Agreement**

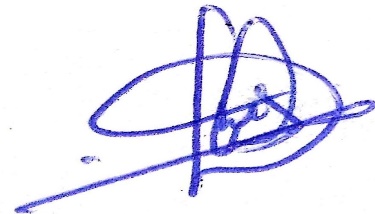
As the host sponsor in the project country or the international sponsor in the partnering country, I hereby affirm that all information included in this document, and attachments to it, is true and accurate to the best of my knowledge. This complete application meets all established guidelines for the construction of simple schools.

The sponsors shall defend, indemnify, and hold harmless Rotary International (RI), The Rotary Foundation (TRF), and, if applicable, Rotary Foundation (India) (RF[I]), including their directors, trustees, officers, committees, employees, agents, and representatives (collectively “RI/TRF/RF(I)”), from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney’s fees and other legal expenses), awards, judgments, and fines asserted against or recovered from RI/TRF/RF(I) arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) resulting directly or indirectly from a sponsor’s or participant's involvement in grant-funded activities, including all travel related to the grant.

SIGNATURES

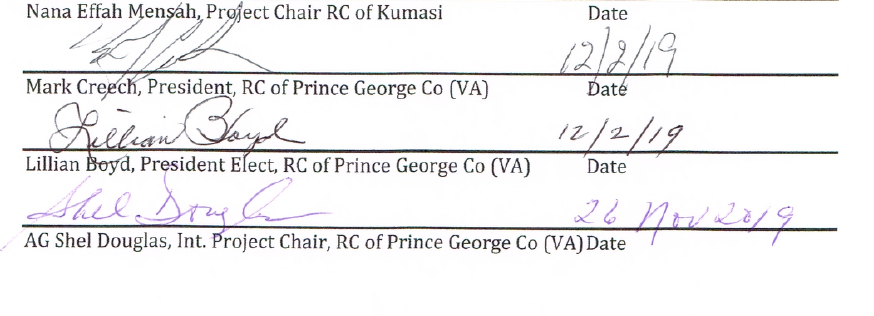
 23 /12/2019

AG. Frank Kofi Owusu Debrah. Host primary contact Date



23/12/2019

Dominic Mary Kornu. Host Club President, 2019-2020 Date



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