

## STEP 1

# INTENT TO DEVELOP A PROPOSAL

### PREFERRED BY NOON ON 31 MARCH 2008

It is most helpful if we have an idea of teams planning to submit a proposal. This enables us to provide the best support possible during this period. We would prefer to have an indication of your intention to submit a proposal and register a team by 31 March. You are, of course, welcome to contact us at any time. Remember, your completed proposal and team registration is due by 12 noon, 8 May 2008.

SUSTAINABLE  
HABITAT  
CHALLENGE 09



BUILDING A BETTER WAY

WWW.SHAC.ORG.NZ  
0800 SHAC 09

Sustainability is about using what we need, living well and leaving enough for future generations. Sustainable homes support a sustainable lifestyle. SHaC 09 asks collaborative, tertiary-led teams to **design and build or retrofit a sustainable home**, develop a campaign to **inform the public** about how their design supports sustainable living and **pass on information and techniques** about their design to the building community.

---

### Step 1 – Express your intent to form a team and develop a proposal – now

---

Step 2 – Investigate feasibility. If feasible, submit proposal and register your team by noon 8 May 2008

---

Step 3 – Detailed Concept, due 9 October 2008

---

Step 4 – Project Development and Documentation, due 11 December 2008

---

Step 5 – Construction, Fitout, and Communications, due by end of September 2009

---

### STEP 1 – EXPRESS YOUR INTENT TO DEVELOP A PROPOSAL – NOW

This is the first stage in developing a project and creating a potential team to participate in SHaC 09. Your first challenge is to investigate project feasibility at your tertiary institution in partnerships with other local tertiary institutions and industry, council and the community.

If your investigations determine that the project is feasible, make your application to continue with SHaC 09 by noon on the 8 May, 2008. Detail your team, your proposal and anticipated project funding. Your proposal will need to be accompanied by the SHaC 09 REGISTRATION FORM (this can be downloaded from [www.shac.org.nz](http://www.shac.org.nz)). See also SHaC 09 JUDGING CRITERIA.

We will put you in touch with others in your institution and region who have registered. We will encourage you to pool resources and work together. If there is interest, we encourage teams to develop multiple proposals, choosing and submitting their preferred option by the 8 May 2008 deadline.

### SHaC 09 REQUIREMENTS

SHaC 09 agrees to help you to develop you team and proposal in the following ways:

1. Providing an initial overview of process and introduce SHaC to potential team members. The SHaC 09 National Coordinator will visit your tertiary organisation in March or April 2008
2. Up to \$500 in expenses will be refunded per tertiary organisation (expense reimbursement need to be submitted on the EXPENSE REIMBURSEMENT FORM available to download from [www.shac.org.nz](http://www.shac.org.nz)). Please note that all reimbursement forms due by 8 May 2008
3. Provide a sample process to assist teams to assemble and create proposal (IDP process)
4. Facilitate communication between tertiary organisations and local professionals (at request)
5. Provide access to national partners who can provide professional services and other assistance to help your team.

## LEAD CONTACTS DURING PROPOSAL DEVELOPMENT

Please fill in the details. Please indicate who is the primary contact.

---

Tertiary Organisation:

---

Postgrad/Staff/Faculty Contact (Primary Contact):

---

Position:

---

Physical Address:

---

---

Phone Number:

Email:

---

HOD / Manager:

---

Phone:

Email:

---

Who else is contributing to this project ? This helps us get a bigger picture of what is going on in your region. They may be inside or outside a tertiary organisation.

---

Name:

Position:

---

Phone:

Email:

---

Name:

Position:

---

Phone:

Email:

---

Name:

Position:

---

Phone:

Email:

---

Your first task is to get some ideas together and present them to a larger group of people who may want to assist you.

---

Initial meeting date and time:

---

The SHaC National Coordinator will attempt to attend this meeting to explain to interested people the project vision and aims.

---

## TERTIARY ORGANISATION REQUIREMENTS

By completing and signing the INTENT TO DEVELOP A PROPOSAL form we agree to investigate project feasibility with the aim of registering a team. If we believe the project is feasible, we will submit an application to SHaC 09 by noon on 8 May, 2008. Submit proposals via email to [tim@shac.org.nz](mailto:tim@shac.org.nz)

Signed by participating tertiary representative and HOD/Manager:

---

1. Signature of Primary Contact:

Date:

---

Printed Name:

---

2. Signature of Head of Department/Manager:

Date:

---

Printed Name:

---

**PLEASE FAX A COPY OF THE COMPLETED FORM TO:**

Tim Bishop  
SHaC National Coordinator  
SHaC 09  
tim@shac.org.nz  
FAX: 03 479 3621

**INTENT TO DEVELOP A PROPOSAL - preferred by noon 31 March 2008**

**SUSTAINABLE  
HABITAT  
CHALLENGE 09**



**BUILDING A BETTER WAY**

**WWW.SHAC.ORG.NZ  
0800 SHAC 09**