

Capital Campaign Checklist

Grantseekers who are approaching the Foundation with a capital campaign request should answer these questions in a separate document and upload it with the other attachments. Please be as succinct as possible in your responses. Most questions will require no more than a sentence fragment to answer clearly.

Project Information

- Is the project new construction or renovation?
- What kind of work will be completed?
- Where is the building located?
- What operational changes will the new building allow?

Timeframe

- When will renovation or building start and end? When will occupancy take place?
- Has property been identified and secured with a firm contract?
- Have the final specifications been completed and put out for multiple bids?
- Has the project received approval from the local city council?
- Have all necessary permits/zoning variances been obtained?

Budget Information

- Was there a fundraising feasibility study and/or marketing study before the campaign was launched?
- What percent of the total funds to be raised will come from foundations, individuals, corporations, public sources, and agency funds?
- Have 100% of the board members contributed to the project?
- Is there a 3-5 year business plan showing income to cover increased operating expenses?
- How will this increased income be generated?
- Does the total campaign budget differentiate capital needs from operating and endowment needs?
- Has a separate fund been established for all campaign funds?