PLANNED CHANGE AND FACILITIES

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|  | ***General*****build donor base⮚build donor base⮚build donor base⮚build donor base⮚**  |  ***Specific*****>****build donor base⮚** |
|  | ASSESSING | CHOOSING | PAYING | IMPLEMENTING |
| **TOPIC** | Evaluate the potential of all facets of the organization | Explore facilities options that balance program needs and organizational readiness | Match the money sources and timing with the project  | Carry out your facility plan |
| **KEY TO SUCCESS** | Be realistic and honest about your assumptions | Ability to adapt dreams to meet means | Constant updating of project budget and cash flow | A well-conceived plan and good control over the project |
| **TASKS** | Examine:1. The clarity of program goals2. The market for program3. Organizational structure4. Functioning of the board5. Financial health6. Financial and managerial growth potential | 1. Determine project budget range2. Locate the sources of money3. Plan for organizational change4. Evaluate your options and narrow your choices5. Identify all the costs involved a. up-front costsb. implication of on- going costs6. Make final choice7. Determine organizational budget in the new space8. Look at timing of the cash flow | 1. Set capital campaign goal2. Coordinate leadership3. Identify prospects4. Analyze timing of incoming money with outgoing expenses5. Examine borrowing | 1. Select a project team2. Finalize design3. Develop phasing approach4. Maintain control of costs and timing |
| **SOURCES****OF****HELP** | BoardPeersProgram consultantsAudience historyFinancial consultantsFundraising counsel | BoardArchitectsReal estate brokersFinancial consultantsCost estimatorsFundraising counselLawyers | BoardFundraising consultantsFinancial consultantsLendersLawyers | BoardArchitectsEngineersConstruction personnelCost estimatorsProject manager |
| **ONE LAST****QUESTION** | Are you clear about your future program goals? | Can you balance your budget in the new space? | Do you have contingency plans for unforeseen costs? | Have you allocated sufficient staff resources to manage the project? |