**Capital Campaign Checklist**

**Organization Contact Information**

* Organization Name:
* Website:
* Street Address:

City:

State:

Zip Code:

* Application Contact Name:

Title:

Contact Phone:

Contact Email:

* Executive Director Name:

Executive Director Phone:

Executive Director Email:

**Organization Details**

* Tax Status and Tax ID number
* Year Incorporated
* Resume of the Executive Director/CEO (Upload)
* Total Number of Full Time Staff
* Total Number of Part Time Staff
* List of the organization’s Board of Directors that includes name, employer, job title, and position on the board.

* Organization Mission Statement (limit to three sentences)
* Brief history of the organization.
* Summary of your strategic plan.
* List three organizations with which you collaborate (if any), and how you collaborate.
* How do you differ from other organizations doing similar work?
* What changes have occurred in your organization over the last five years, and what changes are you currently managing?
* How do you measure your impact?
* List two examples of results that demonstrate your impact.
* List five major goals you would like to accomplish over the next two years.

**Financial Information**

* Fiscal Year (Month/Day – Month/Day)
* Current Operating Budget (Upload)
* Next Fiscal Year Operating Budget if available (Upload)
* YTD Income Statement (Upload)
* YTD Balance Sheet (Upload)
* YTD Actual vs. Budget Revenue and Expense statement (Upload)
* Most Recent Audited Financial Statements (Upload)
* Current Annual Report (Upload)

**Capital Project Information**

* Project Title
* Description of Project (1 or 2 sentences)
* What steps have you taken to test the viability of the project?
* Have you projected additional operating expenses because of the new facility?
* If yes, are you going to be able to cover these additional operating costs?
* Is this new construction, a renovation, or a building addition?
* Was an environmental study done?
* Name of General Contractor
* Name of Fundraising Consultant (if engaged)
* Name of Architect
* Name of Professional Owner’s Representative (if engaged)
* Timeline/dates (projected) for your project:

Fundraising starting date:

Construction starting date:

Project end date:

* Detailed Capital Project Budget (Upload)
* Grant Request Amount
* Amount already raised
* Balance that remains to be raised
* List five Committed Donors and Amounts Committed
* List five Potential Donors and Amounts to be requested
* Do you plan to create a maintenance reserve or endowment as part of your capital campaign?
* Architectural renderings including floor plans and building footprint (Upload)
* Three year pro forma operating budget (Upload)