

Source Use Planning + Worksheet

Use this chart to evaluate where the money is likely to come from for each aspect of your project.

Remember, your project total cost and campaign goal will likely be different amounts, because you would not include loans and other financing/funding in your capital campaign goal.

1. Break out the total project costs and put them in the first column.

- Land/Buildings: Estimate the total amount you will need for land acquisition and building related costs. Include all fees and approval costs in this that related directly to the building.
- Furnishings/Equipment: Estimate the amount of money you will need for any new or replacement equipment.
- Transition and Start Up Funds: Estimate the amount of money you will need to transition from the old to the new facility and the amount it will cost to get up and running in the new facility.
- Operations: Your new facility is likely to cost more money to operate than the old one. Estimate the need for additional funds for up to three years in declining amounts. This will give you the opportunity to ramp up your fundraising over time to cover the increased expenses.
- Endowment: Indicate the amount of money you plan to raise for your endowment through the campaign. Keep in mind, endowment funds can be difficult to raise as part of a campaign. Endowment funds are often raised through planned gifts.
- Campaign Costs: Estimate the amount of money your campaign will cost. Include the costs of consultants and at least three years of campaign costs that are over and above your current development budget.

2. Now, consider which of the sources of funds will be most likely to fund the specific expense areas.

Foundations, for example, are not likely to fund your endowment but they may be inclined to fund furnishings and equipment.

Consider a loan or mortgage to fund a portion of your land and building costs.

Public funds sometimes help cover the costs of your land acquisition. Assess whether you will pursue new market tax credits.

Income from a fundraising event may need to be used to help cover the move in and start up costs for the new facility.

While you may not know all of these, this chart will help you think about all of the sources of income and how you might apportion them.

3. Complete the last column on the right, indicating the costs you will include in your campaign. Total the campaign column for the working goal for your campaign..

Operations \$								
Endowment \$								
Campaign costs \$								
Other \$								
Contingency - 10% \$								
Totals								



The Varga Group | Strengthening Nonprofits

amy@thevargagroup.com · 503.507.2034 · thevargagroup.com
 © 2018 Varga Consulting, LLC. All Rights Reserved.