



CONSIDERING A NONPROFIT FACILITIES PROJECT?

Facilities projects are won or lost in the planning phase. A facility project accelerates organizational change, and it is inevitable that effort and resources will be shifted away from a nonprofit's mission and programming during the project.

Nonprofit leaders need to consider what the completion of a facilities project—and the incurrence of debt, particularly mortgage debt—will ultimately mean to their nonprofit's bottom line.

Presented by the Chester County Community Foundation, *in partnership with*
Brandywine Health Foundation
Phoenixville Community Health Foundation
United Way of Chester County
United Way of Southern Chester County

Date: Saturday, April 24, 2010, 9 am-4 pm

**Site: West Chester University Graduate Business Center, Room 325/326
Just off Rt. 202 Boot Road exit**

Free parking

Cost: \$40/person ~ \$75/team of 2 ~ \$100/team of 3 or 4 (*staff/board attendance encouraged*)

8:30 Registration/coffee/networking

9:00 Session #1: FACILITIES PROJECTS: PLANNING & FINANCING

**PRESENTER: Joanne Bursich, Director, Greater Philadelphia Program
The Nonprofit Finance Fund, Philadelphia@nffusa.org**



Join us to focus on the impact that building ownership and renovations can have on your nonprofit's mission, programs, operations, fundraising, and financial health. Topics include:

- A. Examples of how facilities projects have impacted other nonprofits
- B. Planning for the project and understanding its impact on your nonprofit
- C. Organizational readiness
- D. Phases of capital projects
- E. The lending process and financing options

10:30 Session #2: GOVERNMENT FUNDING/FINANCING RESOURCES

**State Senator Andrew Dinniman
State Representative L. Chris Ross
State Representative Duane Milne**

11:30 Session #3: CHECKLIST FOR FACILITIES PLANNING

Dale Frens, Frens & Frens, West Chester
Dennis Melton, Melton Architects, Kennett Square
Bryan Brockson, EDiS Group, West Chester & Wilmington

- A. Needs assessment
- B. Condition assessment
- C. Draft facilities master plan
- D. Financial feasibility study
- E. Final facilities master plan
- F. Fundraising
- G. Architectural and engineering design and approvals
- H. Bidding and construction

12:00 Break for lunch (boxed lunches will be provided) / *Meet regional architects, construction managers & fundraising consultants: Frens & Frens ~ Melton Architects ~ EDiS Group ~ Bloom Metz Consulting ~ Capacity for Change ~ Just In Time! Communications ~ Kane Stanek Associates ~ Krisp Communications ~ The Leland Leadership Group ~ Revak Consulting ~ Sylvia/Carter Associates*

1:00 Session #4: BLUEPRINT FOR A FUNDRAISING CAPITAL CAMPAIGN

PRESENTER: Noel Stanek, Kane Stanek Associates, Devon

What can a small nonprofit do if it lacks staff and/or capital experience? Review the key elements for a successful capital campaign, from initial strategy to opening day and everything in between.

- A. Preparing for a Campaign
 - 1. Campaign Feasibility Study
 - 2. Constructing a Major Gifts Chart
 - 3. Identifying and Prioritizing Appropriate Funding Strategies
 - 4. Evaluating Your Likelihood of Success
 - 5. Who Does What: Board, Staff, Consultants
 - 6. Avoiding Typical Capital Campaign Pitfalls
 - 7. What Will It Cost? Campaign Financial Needs Estimate
 - 8. The Importance of Raising Building Reserve Funds & Building Endowment Funds
 - 9. It Takes Money to Raise Money: Expense Budgeting
- B. Implementing the Capital Campaign
 - 1. Developing Winning Campaign Materials
 - 2. Cultivating and Soliciting Major Donors: Keys & Common Mistakes
 - 3. Primer on Proposals: Government, Individual, Foundation, Corporate
 - 4. Be Careful What You Wish For: Fundraising Events

3:00 Session #5: FROM THE GROUND UP: BUILDING & FUNDRAISING CAMPAIGN TIPS **ROUNDTABLE PANELISTS:**

Alice Moorhead, La Comunidad Hispana
Amy Balian and Steve Quigley, West Chester Area Senior Center
John Taylor, Church of the Loving Shepherd

4:00 DEPART

- - - **REGISTRATION** - - -

Cost: \$40/person ~ \$75/team of 2 ~ \$100/team of 3 or 4. Staff/board team attendance is encouraged.

Register online securely with your Visa/Mastercard at www.chescocf.org or fax/mail this form:

Name #1: _____

Name #2: _____

Name #3: _____

Name #4: _____

Org: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Enclosed is my check for \$ _____ made payable to: **CCCF Facilities WS**

Charge my ___ Visa ___ MasterCard #: _____

Exp. Date: ____/____/____ Sec. Code: _____ Signature on card: _____

CCCF AR: Gift Subtype=Fee/Fund=3NPWS/Appeal=WorkshopDate/Benefit=FullAmt

**Return to:
Facilities WS**

**c/o Chester County Community Foundation
28 West Market Street, The Lincoln Building
West Chester, PA 19382
(610) 696-8211 (610) 696-8213 fax info@chescocf.org**



*United Way of Chester County
United Way of Southern Chester County*

Chester County
COMMUNITY FOUNDATION