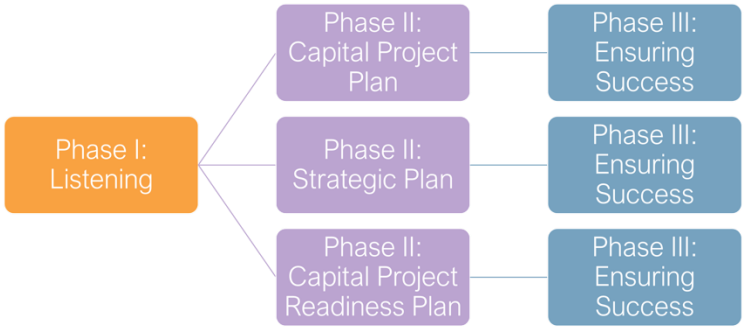
CAPITAL FEASIBILITY PLANNING (CFP)

Fact Sheet for Organizations*
Sample from the FY26 Program

***Please note, this fact sheet is an example of the CFP process and is subject to change year to year. This is shared to provide an idea of the work undertaken as part of the program.**

What levels of support will be provided to participating organizations?

The approach for this project has three phases: 1) Listening, 2) Planning, and 3) Ensuring Success. The process and final product will be informed by a combination of internal and external engagement, qualitative and quantitative research methods, thought partnership with staff from the participating organizations, and guidance from a diverse group of the organization's stakeholders.



Phase I: Listening

Each project begins with the Listening Phase, which allows the consultants to launch a background review, collaboratively complete an internal assessment, conduct key stakeholder interviews and an environmental scan, and test a draft vision for success for the organization.

Phase II: Planning (*three different tracks)*

After the Listening Phase, the organization's capital readiness will have been assessed, and the consulting team, in partnership with the organization, will determine the next track of work:
1) planning for the capital project, 2) a strategic plan, or 3) a capital project readiness plan. Depending on which track is selected, this phase could include case study research, a space needs assessment, design/technical review, cost estimate development, or financial modeling.

Phase III: Ensuring Success

This last phase of the work explores the appropriate checkpoints to evaluate if the desired outcomes and milestones are attainable within the timeline explored and delivers a final roadmap to reach the vision of success over the next five years.

What support will I receive from the consultants?

The consultants will be the project lead throughout the duration and will provide comprehensive support, such as:

- Project management and coordination (ex. keeping the project on track, creating timelines and deadlines, etc.)
- Facilitating bi-weekly check-in calls via Zoom (virtual meetings) and planning committee workshops
- Leading all quantitative and qualitative research to support the project (ex. interviews, environmental scan, case studies)
- Managing and coordinating any sub-consultants (ex. facility design experts)
- Drafting all deliverables (ex. presentations and slide decks, research reports, final plan)

What am I responsible for?

All participating organizations will be responsible for:

- Designating a staff person(s) to be the lead liaison with the consultants and to act as the institutional "point person" for all project matters
- Providing the consultants with a range of background materials within the first month from the project launch*
- With guidance from the consultants, assembling a Steering Committee (3-4 individuals) comprised of the organization's internal project leads
- Participating in bi-weekly check-in meetings (Steering Committee) with the consultants
- With guidance from the consultants, assembling a Planning Committee (6-10 individuals) comprised of the organization's internal and external stakeholders
- Reviewing all deliverables and coming prepared to discuss and ask questions
- Scheduling and participating in 4-6 Planning Committee meetings
- Scheduling and participating in a final presentation at the end of the project, the details of which will be decided in partnership with the consultants and DCLA staff.

*The background materials are organizational documents that will help the consultants learn more about your organization and will be requested by the consultants during the first month following the project launch. An overview of potential background documents may include:

- **General information**: staff contact list; mission, vision, values; recent annual reports; or any recent strategic planning documents or relevant research
- **Board governance:** by-laws, board committees, or any other governance documents that would help us to understand this area of your organization
- **Financial:** most recent finance reports, last two to three years of budgets with projected and actuals
- **Programming:** list of programs over the past two years, artistic programming/curatorial plans, attendance and participation numbers, demographic data on program participants, rental activity, or ancillary activity in the space

- **Marketing/PR:** examples of marketing and sales materials, press kit example with same press release, digital engagement data, any surveys or participation studies that have been conducted in the last two to three years
- **Fundraising:** development Plan for the current fiscal year, contributed income budget by donor/source type, most recent annual appeals, membership participation and levels, sample final report for an institutional funder

How much time should I expect to dedicate if I am selected to participate?

The project's approach is designed to meet the unique needs of each participating organization. Basic time requirements will depend on the specific track of work. However, there are various touch points and project activities that will be standard, including:

- Approximately 20 bi-weekly check-in calls/virtual meetings (30-minutes each)
- Approximately five (5) Planning Committee meetings (90-minutes each)

Additionally, project leads will be required to review all deliverables and provide feedback, submit all of the background materials (listed above), assemble and coordinate with the Planning Committee, and schedule and conduct necessary preparation before all meetings.

While it is difficult to quantify the exact time commitment, we anticipate the average commitment will be a minimum of 30 hours over DCLA's FY26 (July 1, 2025 through June 30, 2026) with the internal project leads (Steering Committee).