

CULTURAL SPACES / INFRASTRUCTURE

Organization Readiness

Executive Summary

Organization:
Discipline / Sector:

Project Lead / Contact Person:
Executive Director / CEO:
Other Project Team Members:

Address:
Website:
Phone/fax:
Email:

Type of organization:

- | | |
|---|---|
| <input type="checkbox"/> Not-for-profit society | <input type="checkbox"/> For-profit social enterprise |
| BC Registration # _____ | <input type="checkbox"/> Non-profit co-operative |
| Charitable # _____ | <input type="checkbox"/> Other (describe) |

Year Founded:

Mission / Mandate:

Staff (FTEs):

Annual Global Budget:

Year's Deficit Free:

Current Facility-Related Budgets (per annum): *specify total amount*

- Rent or mortgage payments:
- Utilities:
- Facilities maintenance:
- Other facility-related expenses (property taxes, etc ...):

Organization Balance Sheet Assets: *specify total amount*

- Endowment (amount):
 - Restricted assets for building purchase:
 - Restricted assets for building recapitalization:
 - Other (describe):
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Current situation

- Own current space; terms _____
 - Lease current space; terms _____
 - Rent month to month; terms _____
 - Building Programme (forecasted space needs 10 years out); year _____ sqft _____
 - Facilities Master Plan (for existing building); year _____
 - Other pre-planning or feasibility work completed (list):
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Desired situation

- Own a space
 - Rent / lease a space
 - Co-locate with others
- | | |
|---|-------|
| a) Organizations from same or similar practice / discipline | Y / N |
| b) Organizations from different practices / disciplines | Y / N |
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Proposed Space Needs

- Tenant improvements at existing site
- Building renovations / retrofit at existing site
- New space

Square foot projections for new space being sought (per current use):

- Program & services delivery space _____sf
- Admin, volunteer, support space _____sf
- Production, storage space _____sf
- Meeting space _____sf
- Library/resource space _____sf
- Kitchen/amenity space _____sf
- Other _____sf

Total space required, being sought: _____sf x 20% gross up for circulation/walls/etc= _____sf

