

# THE KRESGE FOUNDATION

## **Green Building Initiative**

An initiative to encourage  
environmentally sustainable  
nonprofit facilities

Planning Grant Program Guidelines

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Planning Grants in the Green Building Initiative will be awarded until program funds are expended. Trustees reserve the right to amend the policies in this pamphlet at any time. Exceptions are rarely made and occur at the initiative of our trustees.

## Introduction

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# planning

## a green building project

The Kresge Foundation is known primarily for its challenge grants for capital projects. In that program, we focus our attention on the opportunities that a capital campaign offers to help organizations broaden and deepen their base of support from private donors. During 2002, the Foundation awarded \$93.5 million in challenge grants to nonprofit organizations that were in the midst of constructing or renovating facilities totaling over \$2.76 billion. While Kresge grants support specific projects, the Foundation has not, until now, made grants to fund the planning or design of these facilities. With the launch of its Green Building Initiative, The Kresge Foundation is encouraging nonprofit leaders to examine their planning and design processes so that they can assess the environmental impact of their facilities.

Why is The Kresge Foundation taking this step? The Foundation supports the construction and renovation of hundreds of facilities each year, and we believe it is important to consider actively how these facilities use natural resources. Because the green building movement is still relatively experimental, we believe the activities of this Initiative will provide significant opportunities to learn valuable lessons about what works and does not work in the field.

What is a green or environmentally sustainable building? It is a building, which in its design, construction, and operation, makes a minimal draw on non-renewable resources and gives high priority to respecting the physical environment. There are many words used to describe sustainable development, among them "green," "high performance," "resource efficient," and "ecologically or environmentally sensitive." For purposes of the Foundation's Initiative, and for these guidelines, we use the terms "green building" and "environmentally sustainable building" interchangeably.

## Introduction

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Building green often balances the following goals in response to local conditions and the organization's resources:

**Environmental responsiveness:** Designing human infrastructure to respond to and/or enhance the surrounding ecosystem (respecting wetlands, endangered species, etc.)

**Resource efficiency:** Relying on fewer resources to accomplish the same goals (using nearby resources that require fewer fossil fuels to transport, building a facility that conserves water and uses electricity and heat efficiently, etc.)

**Community and cultural sensitivity:** Increasing the quality of human interaction and strengthening the link with unique cultural and historical surroundings through the built environment (restoring an existing building rather than constructing a new facility, selecting a location to reduce commuting time for staff, etc.)

We believe that the leadership of a nonprofit organization should know best what its facility needs are and how to develop its facility plans. We also know that some nonprofits desire to consider constructing an environmentally sustainable building, but have difficulty funding the up-front costs associated with investigating and evaluating these options. To help mitigate this obstacle, the Foundation is offering planning grants to cover a portion of the costs involved in investigating sustainable building design.

The Initiative also includes the dissemination of educational materials about green design and a bonus grant program for grant recipients in the Foundation's core capital program whose green building projects are certified by the U.S. Green Building Council's LEED program.

## General Information and Eligibility

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### **Q** Who is eligible to apply?

Not for profit organizations that have 501(c)3 designation and are not classified as a private foundation by the IRS are eligible to apply. Government and religious organizations are also eligible to apply as specified below.

A university or college applicant must be a fully accredited, baccalaureate and/or graduate degree granting institution. A seminary must be accredited by the Association of Theological Schools. Community colleges are not eligible to apply.

An elementary or secondary school is eligible to apply if its mission and programs predominately serve individuals with physical and/or developmental disabilities.

A hospital applicant must be accredited by the Joint Commission on Accreditation of Healthcare Organizations.

An applicant operated by a religious organization is eligible to apply if it serves secular needs and has financial and governing autonomy separate from the parent organization with space formally dedicated to its programs.

### **Q** What are eligible costs?

Kresge planning grant funds will cover some of the costs associated with planning a green building project. Grant funds are not meant to cover feasibility studies or routine architectural or development costs.

Kresge planning funds can pay for:

- Professional consultation to develop and evaluate a green building facility plan, including budget, timeline, and benchmarks.
- Pre-design planning services, including a professionally-facilitated green building integrated design workshop or charrette.
- Energy analysis and modeling to evaluate the feasibility of solar, wind, and/or geothermal power and other technologies that support sustainable building development.
- Material analysis, including products and technology that support green building development.
- Ecological site planning for water management and landscaping/horticultural approaches that contribute to the environmental sustainability of the project.
- Other costs related to planning a green building, as approved in advance by the Foundation.

## General Information and Eligibility

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### **Q What size grant should be requested?**

Typically, the minimum Green Building Planning Grant award will be \$50,000 and the maximum will be \$100,000. Kresge grants are intended to support planning costs associated with green building design. It is expected that applicants will commit their own staff and board time, cash support, and other institutional resources to the planning process.

### **Q What is the best time to submit a request for a planning grant?**

A request should be submitted after the nonprofit organization has made a commitment to construct or renovate a facility, but the plans and architectural designs are still in the early phases of development.

A design process which fully integrates green planning from the start is key. If design development plans or construction drawings have been completed, your project will be too advanced to benefit from a planning grant.

### **Q What is a competitive request?**

Competitive applicants to the Planning Grant program will be financially sound organizations with stable or growing services. Applications will be assessed for the following:

- The extent to which the proposed project meets a clearly defined institutional need.
- The extent to which the planning process engages the volunteer leadership of the organization, as well as the professional staff.
- The demonstrated level of commitment to environmental sustainability by the project design team.
- The likelihood that the project will be completed and that the organization will have the resources to sustain the facility operation in the future.
- The degree to which the project costs will be funded through private fund raising from diverse sources.
- The extent to which the proposed project will inform the public about the feasibility of green building design.
- The demonstrated level of institutional commitment to environmental sustainability in all areas of operations.

## General Information and Eligibility

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### **Q When are applications accepted and when are decisions reached?**

Planning Grant applications are accepted year-round, with decisions made within 60 days after submission.

### **Q If approved, when are planning grants paid and what post-grant reporting will be necessary?**

A planning grant will be paid within approximately 30 days of approval. A final report describing the use of the Kresge funds and outcomes of the planning process will be required.

### **Q What if an applicant plans to seek a Kresge grant through its core capital grants program?**

An organization may eventually submit an application to the Foundation's capital grants program, but it is not a requirement or an expectation. The Foundation will not view organizations receiving planning grants in the Green Building Initiative as more or less competitive than others in our core capital grants program.

## Application Requirements

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Please submit two copies of the following application materials:

**Cover letter signed by the senior administrative official and board chairperson**, which briefly describes your plans and grant request.

**Completed Fact Sheet** (form attached). Since sustainable features are integrated into a building design, rather than added on, the planning budget will capture the total estimated expenses for planning and designing your facility. Please describe the specific work included in each cost item you list, e.g., fee to engineering consultants for analysis of traditional heating and cooling systems and feasibility of solar and wind power.

**Narrative information** (suggested length is four to six pages) that makes the case for why and how your organization is pursuing a green building design. Please consider the competitive criteria described on page 4:

- Describe the organization and its current services.
- Describe the physical scope and type of work anticipated, e.g., new construction, renovation, purchase of property, etc. Indicate the square footage and total estimated project budget along with the basis for this projection. Describe how you anticipate funding the total costs and why you are confident in this plan.
- Describe the program benefits for the proposed project. Detail the planning or goal-setting exercise used by your organization for determining what it hopes to achieve through its proposed project.
- Describe the benchmarks developed for your planning process and what tools you will use to evaluate each step. This information should constitute a timetable for completing a space-use analysis to determine the scope of work, schedule for securing site control, and date for retaining an architect.

## Application Requirements

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- Describe the reasons your organization is interested in pursuing a sustainable building. Tell how your organization currently applies green practices to its operations. If developed, please share the metrics to be used to measure your sustainable design features, e.g., reduced annual energy use, water use as compared to a conventional building, etc.
- Identify who on staff will be the institutional “green champion” to be involved in all aspects of project planning and design. Identify all the staff and board members of your project planning team and describe their individual experience with environmentally sustainable design. Characterize your board’s interest and participation in developing a green building.

## Application Requirements

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### Attachments

- Summary report of initial integrated design workshop or charrette, if available.
- Copy of architect's resume, if selected, with specific experience in green building design highlighted.
- List of governing board members with their professional and volunteer affiliations. Additionally, identify members of the building committee.
- Copy of the most recent audited financial statement.
- Copy of the cover letter from your recent accreditation report, if applicable. Do not send your self-study or full site team report.

This information was provided by The Kresge Foundation, as part of its Green Building Initiative, which includes a program of education, planning grants, and bonus grants. To learn more about building green for nonprofit organizations, visit [www.kresge.org](http://www.kresge.org).

Founded in 1924, The Kresge Foundation is an independent, private foundation. Its core grant making program focuses on opportunities to strengthen leadership and giving through challenge grants for capital projects.

# THE KRESGE FOUNDATION

## Green Building Initiative

# Planning Grant Request Fact Sheet

Name of Organization: \_\_\_\_\_

Year Established: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Accrediting/Licensure Agency With Last Review Date: \_\_\_\_\_

### Financial Information

Show changes in net assets for the Unrestricted and Temporarily Restricted Funds with budget information for your current fiscal year and actual data for three prior years. Prior year figures should reconcile with your audited Statement of Activities.

	Revenue	Expenses	Net
FY _____	\$ _____	\$ _____	\$ _____
FY _____	\$ _____	\$ _____	\$ _____
FY _____	\$ _____	\$ _____	\$ _____
FY _____	\$ _____	\$ _____	\$ _____

Market value of endowment \$ \_\_\_\_\_ Date of valuation \_\_\_\_\_

### Service Information

	% Racial/Ethnic Minority	% Women	
Board (governing, not advisory)	_____	_____	
Professional staff/faculty	_____	_____	
Clients/students/attendance	_____	_____	
	Year _____	Year _____	Year _____
Attendance	_____	_____	_____
Members	_____	_____	_____
Other	_____	_____	_____
Identify other	_____	_____	_____

### Enrollment (colleges/universities only)

	Full-time	Part-time	FTE
Fall _____	_____	_____	_____
Fall _____	_____	_____	_____
Fall _____	_____	_____	_____
Average freshman SAT or ACT scores	_____		
Student-to-faculty ratio	_____		
Percentage of faculty with Ph.D. or terminal degrees	_____		

### Health Care/Residential Care Organizations

	Year _____	Year _____	Year _____
Inpatient admissions	_____	_____	_____
Outpatient visits	_____	_____	_____
Number of licensed beds	_____	Number of beds in use _____	Length of stay _____
Occupancy of beds in use	_____ %	Project will result in an increase/decrease of _____ number of beds	
Patient mix:	Medicaid _____ %	Medicare _____ %	Insurance/private pay _____ %

*Please complete both sides of this **Fact Sheet***

# Planning Grant Request Fact Sheet

Name of Organization: \_\_\_\_\_

## Planning Budget for Integrated Green Design

Since green features are integrated into a building design, rather than added on, the budget should capture the total estimated expenses for planning and designing your facility. For each expense you list, please detail in an attachment to this form, the specific work included in each cost item, e.g., fee to engineering consultants includes plans to analyze traditional heating and cooling systems and examine feasibility of solar and wind power.

### Planning Costs

### Planning Timetable (month/year)

Professional consultation	\$ _____	Start _____	Finish _____
Pre-design planning services	\$ _____	_____	_____
Energy analysis and modeling	\$ _____	_____	_____
Material analysis	\$ _____	_____	_____
Ecological site planning	\$ _____	_____	_____
Architectural services	\$ _____	_____	_____
Other related costs	\$ _____	_____	_____
<b>Total</b>	<b>\$ _____</b>		

### Funding

### Formally Pledged or In hand

### To Be Secured (indicate amount and timetable)

Organizational funds	\$ _____	\$ _____	by _____	(month/year)
Private funds*	\$ _____	\$ _____	by _____	(month/year)
Government grants	\$ _____	\$ _____	by _____	(month/year)
Other	\$ _____	\$ _____	by _____	(month/year)
Other	\$ _____	\$ _____	by _____	(month/year)
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>		

### Kresge Request

**\$ \_\_\_\_\_**

\*Includes gifts and grants formally pledged or anticipated from board members, staff, other individuals, corporations, and foundations (excluding Kresge).

### Project Information

#### Anticipated Scope of Project (check all that apply)

- Property purchase: was/will be under purchase agreement: \_\_\_\_\_ month/year
- Construction
- Renovation
- Construction and renovation

Do you anticipate the project will require zoning and/or environmental impact approvals?  Yes  No