

HELP-New Mexico, Inc., Family Services Division, Compassion Capital Fund

ALLOWABLE ACTIVITIES FOR GRANT FUNDING OF CAPACITY-BUILDING

The following chart is meant to illustrate allowable and unallowable activities in the capacity-building sub-award program. The list is not exhaustive, and innovation in a realistic, well-reasoned fashion is welcomed.

Leadership Development

ACTIVITY	EXAMPLE
Board Training	Fees for 3-4 board members to attend United Way board training
Board Training	Specialized course in grants management for treasurer and/or staff accountant
Board Training	Facilitated Strategic Planning Retreat
Board/Staff Training	Diversity Workshop fees and travel
Staff training	Workshops in time management, multi-tasking, meeting government standards regarding a task, some kinds of team-building.
Board Training	Succession Planning

Organizational Development

Community Needs Assessment	Funds for training or comprehensive campaign
Equipment to enhance activities	Equipment is over \$5,000.00. Amounts under this are considered supplies
Supplies	Computer for staff duties, not client services. Software that does not involve fundraising activities or client services
Office Furniture	Limited, well defended (in your proposal) office furniture, but not in waiting rooms.
Storage Space	Storage space for records, equipment.
A/V equipment	Audio / video equipment.
Technology	Begin web-based communication, web page, listserv, etc. May not include fund-raising activities
Data management	Staff person to set up and train on data management system
Audit	External audit for organization
Software	Accounting software

Revenue Enhancement

ACTIVITY	EXAMPLE
Fund-raising training	Pay tuition for staff members to attend training in grant-writing, social entrepreneurship, or accounting for grants management (but not, for example, pay an employee to conduct a fund-raiser)
Training	Fees for seminar on conducting major donor campaign, including, possibly, travel costs.

Community Engagement

ACTIVITY	EXAMPLE
Special summit	Meeting costs, except for food, of community leaders with organization to discuss a relevant community problem, including potential referral sources is allowed. Including a devotional or opening prayer is not allowed. Please refer to discussion of how such activities may be handled.
Collaboration Fair	Don't forget to include travel costs, at the NM state rate for 2-3 members of

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	your organization to attend the HELP-NM Collaboration Fair.
Community needs assessment	Contract for these services, or better, pay for training in how to conduct such surveys
Volunteer training and recruitment	May pay for most costs to develop a more or less permanent volunteer base in the targeted service area

Program Development

ACTIVITY	EXAMPLE
Learning materials	Purchase learning materials for staff, board, volunteers, etc. from external source but not, for example, to purchase materials from a board member or other principal of the organization.
Purchase curriculum	May not be used, for example, to purchase or replace consumer workbooks.
New methodology	Purchase training on new methodology, unless it is health-related (some educational methods in health may apply.)
Program evaluation	Purchase program evaluation or teach staff to do program evaluation, depending on circumstances
Collaboration Summit	Pay facilitator and costs(but not food or discussion of spiritual basis, for example of 2 or more organizations meeting to discuss working together on a specific project.)