Allowable Activities
Examples of Capacity Building Activities

Below is an illustrative but not exhaustive list of examples of capacity building activities.

- Leadership Development
    - Providing staff with professional development and training to enhance skills in service delivery, administration, management, and/or leadership
    - Recruiting, developing, and managing volunteers more effectively
    - Establishing a board of directors
    - Decreasing vacant positions on the board of directors
    - Providing formal orientation for new board members
    - Keeping minutes and attendance of board meetings
    - Expanding the activities of the board of directors
    - Recruiting board members with diverse experience
    - Developing a board of directors that represents a cross-section of the community and/or that has ties to different constituencies
    - Creating plans to understand board responsibilities and improve performance

- Organizational Development
    - Incorporating as a legally recognized organization
    - Obtaining 501(c)(3) status with the IRS
    - Creating and adopting a written mission statement
    - Creating and adopting a written strategic plan
    - Participating in an organizational assessment by an external individual/entity
    - Hiring a financial manager to pay bills, make deposits, keep records, etc.
    - Getting an audit of its finances/financial records by an external auditor
    - Creating formal, written financial management procedures
    - Developing or implementing systems to ensure more effective resource allocation and/or organizational financial management
    - Implementing a budgeting process
    - Increasing the number of volunteer hours in an average week
    - Creating written job descriptions for each staff position or job category
    - Conducting annual performance reviews for paid and/or volunteer staff
    - Increasing computer and/or software proficiency

- Purchasing computers and/or software

- Increasing organizational utilization of the Internet

- Purchasing computer software to keep financial records

- Developing or implementing electronic record-keeping methods

- Program Development

  - Developing or implementing plans to increase the number of clients served and/or the number or scope of services offered to clients

  - Developing or implementing plans to expand into a new programmatic area

  - Developing or implementing plans to incorporate a new approach to services

  - Developing or implementing plans to improve quality/effectiveness

  - Developing or implementing plans to include a new group of service recipients or geographic area

  - Developing or implementing plans to collect more information about clients, including number, characteristics, and/or how they are helped by the program

  - Collecting feedback from service recipients

  - Conducting formal assessments of the services provided

  - Developing or implementing plans to strengthen organizational evaluation

- Revenue Development Strategies

  NOTE: CCF funds cannot legally be used for direct fundraising. Consult your grants management specialist or program specialist for regulatory guidance.

  - Creating a written fundraising/fund development plan

  - Increasing the number of applications for funding submitted and/or approved

  - Seeking and/or obtaining funding from new sources

  - Hiring a grant/contract writer to train staff to prepare applications for funding

  - Identifying and pursuing new sources of government funding, non-government funding, and/or in-kind donations

- Community Engagement

  - Creating or updating a Web site

  - Developing or distributing written materials, such as a brochure or newsletter

  - Making presentations to and/or engaging in partnerships with other local faith-based and community groups

  - Utilizing public service announcements or paid advertising

  - Undertaking activities to better understand the needs in your community or service area (e.g., meeting with constituents, community mapping, needs assessment survey)