

# Exercise: Setting Infrastructure Priorities

## Instructions

If a funder gave you an unexpected \$100,000 for capacity building, what would you spend it on? Use this worksheet to help answer that question.

The worksheet has a pre-populated list of some basic capacity building areas. Feel free to add your own to this list.

Give each infrastructure area a score of 1 to 3 on how critical it is to your specific organization. 1 is critical – a first priority, 2 is important. 3 is nice-to-have.

Now very quickly do a gut-check – what score would you give your organization in each one of these categories? 1 is lowest performance, 2 is limping along, and 3 is strong.

Now circle the areas with the lowest grades in both columns. Those are top candidates for your “what-would-I spend \$100,000 on?” list.

They are great areas to cover in your strategic planning and budgeting, and for discussions with funders.

## Example:

Infrastructure Area	Critical?	Score
Finance and accounting	1	2
Cash management	1	2
Marketing, communications and PR	2	3
Fundraising	1	1
Repeatable Processes	3	1
Compliance	2	1
Sufficient staffing levels	2	2

Infrastructure Area	Critical?	Score
Recruiting	1	1
Compensation and benefits	1	3
Employee training and development	3	2
Technology and cybersecurity	3	1
Data collection	1	1
Data analysis and reporting	2	2
Grants management	1	3

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Infrastructure Area	Critical? 1= top priority 3=lowest priority	Score 1= weak 3= strong
Finance and accounting		
Cash management		
Marketing, communications and PR		
Fundraising		
Repeatable Processes		
Compliance		
Sufficient staffing levels		

Infrastructure Area	Critical? 1= top priority 3=lowest priority	Score 1= weak 3= strong
Recruiting		
Compensation and benefits		
Employee training and development		
Technology and cybersecurity		
Data collection		
Data analysis and reporting		
Grants management		