



# Climate Equity Fund

## Allowable Use of Funds Guidelines

### Personnel and Fringe Benefits

Expense Category	Allowable	Unallowable
<b>Personnel</b>	Staff time to plan, coordinate, execute and assess activities and provide deliverables in alignment with the goals set forth in this RFA and the proposed project plan. Personnel may include expert trainers/teachers, fees for facilitators, scholarships for training; and research.	Lobbying and political activity, overtime expenses, salaries for fundraising staff that is not related to time spent on securing additional funding for the proposed project. Political activities include but are not limited to campaign activities and political activities such as meeting with or encouraging a state or local elected official to support a bill, ordinance or other policy proposal.
<b>Fringe Benefits</b>	Fringe benefits are additional benefits given to employees apart from their salary. Fringe benefits may include paid time off, health insurance, retirement contributions and other employee benefits.	none

### Contractual

Expense Category	Allowable	Unallowable
<b>Consultant</b>	Technical expert, member of a particular profession or especially well qualified individual, who is not an employee, and is engaged on a temporary or intermittent basis.	none
<b>Subcontractor</b>	Organization that makes substantial programmatic and technical contributions to the project and is responsible for completing specific services, tasks or activities that contribute significantly to deliverables or objectives listed in the prime scope of work.	none

## Equipment, Materials and Supplies

Expense Category	Allowable	Unallowable
<b>Equipment</b>	<p>Physical equipment that supports community-led climate action and resilience in disproportionately impacted communities.</p> <p>Examples include:            Tools and materials for green infrastructure or adaptation projects (e.g., rain barrels, shade trees, soil, mulch)</p> <p>Energy efficiency and renewable energy installations for shared or community use (e.g., mini-split heat pumps, solar panels, battery storage)</p> <p>Equipment for community events, education, or organizing (e.g., tents, audio systems, bike repair tools)</p> <p>Air quality monitors, temperature sensors, or other tools to measure local environmental impacts</p>	<p>Equipment that is not part of a community-led effort or lacks collective benefit</p> <p>Equipment used solely by or benefiting a single individual or private business</p> <p>Fossil fuel-powered equipment (e.g., gas generators, lawn mowers) unless part of a clean energy transition plan (requires County-approval)</p> <p>High-maintenance or burdensome equipment not aligned with local capacity to use or maintain it</p> <p>Equipment purchases not directly tied to the goals of the funded project</p>

## Travel

Expense Category	Allowable	Unallowable
<b>Travel</b>	<p>In-state travel to directly implement activities associated with the proposed project plan, may include mileage reimbursement and per diem if overnight stay is justified.</p>	<p>Out of state travel and associated costs, alcoholic purchases, entertainment while traveling</p>

## Other Direct Costs (ODCs)

Expense Category	Allowable	Unallowable
<p><b>Other Direct Costs</b></p>	<p>Other direct project expenses that are not attributable to the other cost categories.</p> <p>Expenses related to capacity building for the organization and/or members of a frontline community to more effectively participate in rulemaking; direct service program activities.</p> <p>Climate Equity Funds may be used to rent space that is necessary in order to support the allowable use of funds. Requests to lease land using Climate Equity Funds can be proposed and will be evaluated on a case-by-case basis.</p> <p>For entities that do not have a defined fringe rate or prefer to bill directly for fringe benefits of staff working on the project (insurance, paid time off, etc.).</p>	<p>General operating expenses that are <i>not</i> related to project activities (these should be reflected in the “Indirect” category instead).</p> <p>Land purchases.</p>
<p><b>Outreach/ Education</b></p>	<p>Expenses associated with outreach activities, public and environmental health communication materials (including supplies or handouts directly related to a public health, sustainability, or environmental health message or goal), education services or media campaigns to inform and protect communities.</p>	<p>Outreach/education that does not align or relate to the project goals/objectives to improve health equity and reduce environmental health hazards.</p>
<p><b>Incentives</b></p>	<p>Participant support costs are payments made to individuals participating in a project, not as employees, for their involvement in conferences, community meetings, trainings, or forums. These costs can include food/beverage, stipends, travel allowances, and other expenses. Note that participant support costs need to adhere to specific Boulder County requirements.</p>	<p>Food and beverage expenses for staff meetings or individual project staff; alcoholic beverages.</p>
<p><b>Training</b></p>	<p>Training staff to implement grant program goals/objectives, training volunteers.</p>	<p>Training unrelated to the grant project.</p>

## Indirect Costs

Expense Category	Allowable	Unallowable
<b>Indirect</b>	Administrative expenses related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, accounting, grants management, legal expenses, utilities, and facility maintenance. 15% cap.	Indirect rate above 15%.