

Funding Technology for Nonprofits

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Technology Planning Benchmark Survey

Please circle the number that best matches where your organization is it in relation to the benchmark.

| 1 | 2 | 3 | 4 |
|--------------|--------------------------------|-------------------------|---------------------------|
| Not in place | Just started to think about it | Working on improving it | In place and working well |

A: Strategic Technology Planning

1. The technology plan is integrated into the organization's strategic plan and/or annual program plan.

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2. The technology plan includes a vision statement, program information, goals, description of technology hardware/software, strategies for meeting plan's goals, timeline, budget, and evaluation criteria.

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3. The organization has an adequate budget to implement its technology plan or a funding strategy to secure needed funding.

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4. The technology plan addresses hardware and software upgrades.

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5. The organization has formally appointed a group of individuals who possess programmatic as well as technology expertise to lead the technology planning process and oversee implementation.

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6. The organization has identified a person who is responsible for implementing the technology plan.

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7. The organization has a formal mechanism for keeping current on new technology developments in the nonprofit and for-profit sector and applying this knowledge to its technology planning efforts.

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8. A committee is in place to regularly and formally update and evaluate the technology plan.

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9. The organization understands and plans for the organizational changes that will surround implementation of the technology plan.

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B: Technology Use - Staff Level

1. All staff members have easy access to the computer software and hardware they need to do their jobs efficiently.

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| 1 | 2 | 3 | 4 |
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2. All staff members have desktop access to the Internet resources they need to do their jobs efficiently.

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3. All staff members have met minimum levels of technology skills as part of their regular job review and as identified in their job descriptions.

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4. All staff members have access to the technology training needed to meet minimum levels of technology competency.

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5. The organization has a technology use policy and this policy should be included in the organization's employee manual.

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C: Technology Use Organizational Business Systems

1. The organization uses a small-business accounting software package which meets current and long-term organizational needs.

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2. Staff members use a well-designed database to efficiently keep track of and communicate with individuals and groups of individuals associated with the organization.

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3. Staff members have easy access to needed technical support for its information systems.

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4. Staff members receive proper training in the organization's information systems.

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5. The organization has adequate documentation for using its information systems.

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D: Networks

1. An organization with 3-10 computers in one office should have a peer-to-peer network.

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2. The organization should have someone who is trained to regularly administrator and troubleshoot the network.

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3. The organization should have adequate backup systems and should have a disaster recovery plan in place.

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4. The organization should have a virus protection software installed on all its computers and update definitions regularly.

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5. The organization should have a firewall for its network if there is a continuously open Internet connection (DSL or Cable)

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6. The organization should have a network security policy and this policy should be included in the organization's employee manual.

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7. The organization should have adequate documentation for its network.

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E: E-Mail and Web Sites

1. The organization should have e-mail accounts for each staff person.

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2. The organization's staff are able to use advanced e-mail tools such as filtering and rules.

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3. The organization should have a formal policy in place for staff use of e-mail.

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4. The organization should have a web site that provides current information about its programs and services.

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5. The organization's web site should have technically responsible person who is responsible for updating the site's content regularly.

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6. The organization should have an e-mail strategy in place that is designed to encourage people to visit its web site.

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7. The organization's web site and e-mail newsletters should be integrated into its overall communications strategy.

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8. The organization should have a method for collecting email addresses of its members, donors, or other key stakeholders.

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9. The organization should have a formal privacy statement on its web site if asking people to provide personal information such as their email address.

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10. The organization should have a strategy in place for soliciting and accepting online contributions.

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11. The organization's web site and email newsletter supports and enhances its program delivery, marketing, advocacy, and outreach efforts.

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Anything else you would like the consultants to know about your organization's current use of technology before you begin the KIT program?

YOUR ORGANIZATION'S TECHNOLOGY WISH LIST

| WHAT | WHY |
|------|-----|
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| | |
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| | |

Technology Budget Worksheet

| ITEM | Y1 | Y2 | Y3 |
|--|--------|--------|--------|
| Hardware | | | |
| Computer Hardware (New systems) | | | |
| Computer Hardware (Upgrades, Drives, Memory, etc.) | | | |
| Peripherals -- Printers, Scanners, CD-ROM, and other add-ons | | | |
| Network equipment - Cable, hubs, routers | | | |
| Other Technolgy -- Palm Pilots, Digital Cameras | | | |
| | | | |
| Software | | | |
| New -- Off-the-shelf | | | |
| Software Development | | | |
| Upgrades | | | |
| | | | |
| Setup Charges/Other | | | |
| Wiring | | | |
| Furniture | | | |
| Ergonomic Accessories | | | |
| Facility Modifications | | | |
| | | | |
| Service Fees (ISP, Dedicated Line) | | | |
| Internet Access Charges | | | |
| Website Hosting | | | |
| | | | |
| Service Contracts and Maintenance Charges | | | |
| Technology Support | | | |
| Technology Maintenance | | | |
| | | | |
| Insurance | | | |
| | | | |
| Operating Expenses | | | |
| Phone Lines | | | |
| Utilities | | | |
| Security | | | |
| Toner/Ink/Diskettes/Labels | | | |
| | | | |
| Personnel Costs | | | |
| In-House Support Staff | | | |
| Consultants (database design and reports, web design, technology planning) | | | |
| | | | |
| Staff Development/Training | | | |
| Workshops/courses | | | |
| Consultant | | | |
| Substitute Pay | | | |
| Books/Materials | | | |
| | | | |
| TOTAL | \$0.00 | \$0.00 | \$0.00 |

Note: This worksheet is a modified from a budget developed by ArtsWire (<http://www.artswire.org/>)

