



REQUEST FOR PROPOSALS Web Site Creation Grant

Engenius Development is seeking proposals from eligible not-for-profit organizations for a Web Site Creation Grant, which will include the creation of a web site for a not-for-profit organization.

BACKGROUND INFORMATION

Engenius Development, based in Upstate South Carolina, is a custom web development firm specializing in working with small businesses, entrepreneurs, and not-for-profit organizations.

GOALS OF THE GRANT

Not-for-profit organizations need exceptional web sites to convey their mission to the general public, attract volunteers and participants, and raise the funds needed to fulfill their vision. Our co-founders, both being actively involved with local not-for-profits, realize the financial stress many organizations face. As a web development firm, we see this as an opportunity to share our expertise and talents to invest in a worthy not-for-profit in need of web development services.

SCOPE OF THE GRANT

The selected organization(s) will be awarded one web site that will be built on a Content Management System (CMS). This will allow the organization to edit, modify, and update the site as often as required and increase the overall functionality of the site. The site will include a blog, forms & surveys, the ability to accept donations online, calendars, and more. This grant will also include licensing of the CMS, hosting, and all related fees for one year.

ELIGIBILITY

All 501(c)(3) not-for-profit organizations located within the following counties in South Carolina may apply: Oconee, Pickens, Anderson, Abbeville, Greenwood, Laurens, Spartanburg, and Greenville.

CRITERIA FOR SELECTION

The selection criteria will be based on the need of the organization for web development and how the organization will utilize the award to advance the mission of their organization.

IMPORTANT DATES

All proposals must be postmarked no later than Friday, January 22, 2010. Questions regarding the grant may be submitted via e-mail through Wednesday, January 13, 2010. No questions or proposals submitted after the deadline will be considered.

POST-GRANT REQUIREMENTS

A selected organization will be required to submit to follow-up interviews and questionnaires for up to one year following the completion of the web development. These evaluations will be based around how effectively the organization has used the web site and the benefits associated with the web site.

PROPOSAL SUBMISSION

All proposals must be submitted with all of the following information and attachments:

- A completed cover page (see last page of this document)
- Information requested in Appendix A
- The organization's 501(c)(3) determination letter
- Organization's current budget
- Financial statement from the most recently completed fiscal year

Proposals should be submitted to:

Engenius Development
Re: Web Site Creation Grant
114 Blueberry Ln
Pendleton, SC 29670

Questions related to the grant should be submitted to:

chris@EngeniusDev.com

One original copy of the proposal should be submitted. All materials within the proposal should be using letter-size paper and fonts of at least size 12.

FREQUENTLY ASKED QUESTIONS

When will the grant(s) be awarded?

The decision will be made by the end of February. All applicants will be notified by early March.

How many awards will be given?

It is anticipated that one grant will be awarded.

What is the value of this grant?

This grant has no cash value, but consists of in-kind services from our company. The estimated value of one grant is \$2,400.

If my organization receives an award, when will our web site be ready?

Provided that the organization complies with all deadlines to approve design and submit content, the site will be ready in about four weeks from the start date.

My organization does not have a logo. Will Engenius design one for us?

Yes. Organizations without a logo or in need of a new logo will be provided custom logo creation.

What will my organization need to provide should we receive an award?

The organization will provide content, digital photographs, and all required information to be contained within the site. The organization will also be required to identify one person within the organization to be the point of contact with Engenius.

When the one year of hosting and fees runs out, what do we do?

Engenius provides one year, at no cost, of licensing for the CMS, hosting, and all related fees. Following the initial year, the organization will be responsible for these costs, estimated at less than \$20 per month.

I have more questions – what now?

Questions regarding the grant may be submitted through Wednesday, January 13, 2010, to chris@EngeniusDev.com. Responses will be provided by the end of the day on the following Friday. Questions received after the deadline will not be considered.

APPENDIX A

The following information should be provided with the proposal. This information should appear on white letter-size paper, using a font size of 12 or above, on no more than three (3) pages.

- Mission Statement
- Listing of Board Members
- Percentage of Board Members giving financially to the organization and percent of total donations given by Board Members
- Description of Programs & Services of the Organization
- Geographic Area(s) served by the Organization
- Listing of Staff & Positions Held

Answers to the following questions should be provided with the proposal. This information should appear on white letter-size paper, using a font size of 12 or above, on no more than three (3) pages.

- How will your organization utilize a new web site to advance the mission of your organization?
- What feature(s) in a web site (whether included in this grant or not) would be most useful to your organization and how would they be used?
- In what ways, if any, will your organization provide recognition to Engenius Development upon being awarded a grant?
- If your organization currently has a web site, please answer: Why does your organization need a new web site and how will a new site benefit your organization?
- If your organization does not currently have a web site, please answer: What has prevented your organization from developing a web presence and how will having a web site change the way your organization operates?

COVER PAGE
Web Site Creation Grant

Organization name:	
Address:	
City:	ZIP:
Contact person:	
Phone:	Fax:
E-mail:	
Web Site (if any): http://	

Please write the requested information in the box provided:

Total Annual Budget:	Percentage of Board Members giving financially:
In prior fiscal year, percent of funds spent on programs:	Percentage of total donations made up by Board Member giving:
Number of Full-Time Paid Staff:	Number of Volunteers (5+ hrs/wk):
Number of Part-Time Paid Staff:	Number of Volunteers (1-4 hrs/wk):
County organization is located in:	Year Organization was founded:

Please use this page as your cover page for your proposal. Do not write below this line.

Rec'd _____ C _____ A _____ Db _____ N _____