



## Rasmuson Foundation Technology Grant Request Checklist

The Rasmuson Foundation recognizes technology's important role within the not-for-profit community. Your assistance with the following information will help the Foundation in its process regarding the appropriateness and sustainability of technology-related grant requests. Hardware is defined as servers; computers; peripherals (printers, networked copiers etc); network devices; audio-visual; or telecommunications equipment (phone systems). 'Software' is defined as any business application (aside from standard Office suites and productivity tools) such as donor, finance, or inventory.

Organization Name: \_\_\_\_\_

### I. Anticipated Outcomes and Benefits

In the application project description, describe the project's benefits for both the organization and its clients.

### II. Governance

	Yes	No
Our organization has either a standing or an ad hoc Technology Committee. If yes, please state its mission and describe its composition below.		
Our organization has a formal technology strategy and plan. If so, please attach.		
Our organization has a formal technology policy and / or procedure document.		

Comments:

### III. Current Environment

Attach either a written description or diagram of your current environment.

### IV. Ongoing Operations & Sustainability

	Yes	No
Our operating budget contains a specific line item for technology maintenance.		
Our network, computers and applications are serviced or fixed only when they break (reactive).		
Our network, computers and applications are serviced on a regular schedule (proactive).		
In-house staff provides the service for our current technology environment.		
A 3 <sup>rd</sup> party provides the service for our current technology environment.		
Describe your in-house staff or 3 <sup>rd</sup> party provider qualifications below.	-----	-----
We have a documented list of tasks and a set schedule against which the tasks are performed to ensure that our environment is systematically cared for.		

Comments (for Ongoing Operations and Sustainability on page 1):

**V. Business Software: Planning, Selection, Implementation and Support**

(Complete this section only if your request is to purchase business software.)

	Yes	No
We have formally defined our business requirements for business software (e.g. finance, donor, event, volunteer management). If yes, please attach.		
We plan to 'buy' rather than 'build' this software.		
We have software selection and implementation processes. If yes, please describe.		
Ongoing support is budgeted for and will be provided. If yes, how and by whom?		

Comments:

**VI. Training**

	Yes	No
Our organization has a historical commitment to training the staff in the use of technology.		
Should a grant for new technology be awarded, any necessary training will be provided as part of the implementation plan.		

Comments:

**VII. Other**

Provide any additional comments that might help the Foundation properly evaluate your request.