

**NSP****Nonprofit Support Program**

HARTFORD FOUNDATION FOR PUBLIC GIVING

STRATEGIC TECHNOLOGY PROGRAM**Program Description****Spring 2018**

The Strategic Technology Program focuses on the development of a customized strategic technology plan for participating organizations. The Program has three components: 1) a 2-day workshop series; 2) the development of a multi-year strategic technology plan with the assistance of an assigned strategic technology consultant; and 3) the opportunity to apply for a strategic technology grant to implement portions of the plan (***please note that there is a separate application process for the grant***).

1. *Technology Strategies for Nonprofit Leaders Workshops*

This two-session workshop series will allow executive directors and technology staff to share information, problem solve, and strategize together about important technology issues facing their organizations. The workshops will help provide you with the knowledge and planning tools to develop and implement a strategic technology plan and will help you:

- Gain a better understanding of your organization's mission-related technology needs and how to prioritize them;
- Identify strategies for budgeting and securing resources for technology;
- Gain increased confidence and ability to lead your organization in the planning and use of technology;
- Participate in a peer group that can help you think about creative solutions and barriers related to technology.

Each agency will be required to assemble a team of up to three participants from its organization to attend the workshop series that at a minimum includes the **executive director** (or a senior level manager with decision-making ability, if the executive director has previously attended this workshop) and a **staff person who has significant responsibility in managing the organization's technology function**. All members of the team will be expected to attend both training sessions, and to serve as the nucleus of the technology planning team working on this process before, during and after the workshops to complete the technology plan.

The dates for the sessions are:

Wednesday, April 11, 2018**8:30 a.m. to 3:00 p.m.****Wednesday, May 16, 2018****8:30 a.m. to 3:00 p.m.**

The sessions will be held at The Hartford Foundation, 10 Columbus Boulevard, Hartford. There is no cost to your agency to participate in the workshop series.

2. Develop a Strategic Technology Plan with the assistance of a Strategic Technology Consultant

Your agency will be provided with the services of one of our strategic technology consultants, who will work one-on-one with your agency to facilitate the process as you develop your multi-year technology plan. The consultant's role is not to write the plan for you, nor to tell you precisely what technology solutions to pursue, but to serve as a resource, facilitator and strategic guide to help you surface important questions and move through the process as a team. The resulting plan will help you think strategically about your technology needs, and identify the overall technology costs expected over the next three years. The plan will not only form the basis of your Strategic Technology grant request to the Nonprofit Support Program, but can also be used with other funders, as well as to provide information for your board of directors.

NOTE: The plan should comprehensively address your strategic priorities/projects for technology over the next 3 years, not JUST the portion that the foundation grant may cover.

DUE DATE: The due date to complete your strategic tech plan is **09/30/18**.

This ensures you can capitalize on momentum from the workshop sessions and take advantage of support from your consultant, who is available for 6 months from the start of the program.

3. Apply for a Strategic Technology Grant

Participating agencies will be eligible to apply for a Strategic Technology grant from the Nonprofit Support Program to cover a portion of the over-arching 3-year technology plan they have created. Funding may be used to make new purchases of automation equipment, hardware, systems and software (cloud-based or on-premise), technology training, consulting, service contracts and web site development. ***Please note that there is a separate application process for the grant.***

Up to 12 agencies will be selected for the **Spring 2018** program. Applications must be received by **March 5th**. Please email your application and required attachments to Amy Studwell at astudwell@hfpg.org. You will be notified of the selection results by March 15th.

Unsure whether now's the time to apply? You can take our ***Strategic Technology Program Self-Assessment*** to help you consider your organization's readiness to make the most of this program. Click [here](#).

We look forward to your participation. If you have any questions, please call Amy Studwell at 860-548-1888 x 1040.



Strategic Technology Program Frequently Asked Questions

Q What are the elements of the Strategic Technology Program?

- A**
- *Technology Strategies for Nonprofit Leaders* 2-day workshop series;
 - Access to a technology consultant to facilitate your team's process as you develop your strategic technology plan;
 - Opportunity to receive a grant to implement a portion of your plan/priority technology needs.

Q At what point would we begin to work with a technology consultant?

- A** Technology consultants will be assigned to organizations upon their acceptance into the program. You will have access to your consultant for six months from this time. Accordingly, the due date for completion of your technology plan is 09/30/18.

Q How do you determine the grant amount?

- A** Strategic Technology grants generally range from:

Agency budget:

Less than \$250,000
\$250,000 to \$750,000
\$750,000 to \$2 million
\$2 million to \$8 million

Eligible grant amount:

up to 10% of annual budget
up to \$25,000
up to \$40,000
up to \$50,000

Q If we are a statewide or regional agency, how do you determine the grant amount?

- A** Statewide agencies or those serving a region beyond Greater Hartford are eligible to apply for an amount that is proportional to the percentage of services provided in the Hartford Foundation's service area.

Q What items or services are acceptable for funding?

- A**
- purchase or rental of new technology hardware (including printers, scanners, digital cameras, etc.);
 - new server, desktop and cloud-based software;
 - migration or consulting costs associated with moving to a cloud computing model or cloud-based services;
 - new telephone systems, including migration to VOIP telephony;
 - purchase or lease of new copiers;
 - new networking hardware;
 - new security software/hardware, if integral to broader technology & security plan;
 - new systems installations;
 - database development & design consulting;
 - web development and design consulting;
 - technology training;
 - initial year of the following costs:
 - new technical support contracts.

Q Do you fund financial systems as part of the Technology Program?

- A** Yes, but we also have a Financial Management Program that might be more suited to your needs, or you might want to dovetail the two programs.

Q What items or services are not acceptable for funding?

- A**
- staff salaries;
 - operating expenses, including monthly PBX (on-site) or mobile phone plans and internet access charges.

Q What is the grant payment process?

- A**
- one-third of grant amount upfront;
 - second one-third upon receipt of an expenditure report for 1st payment;
 - third one-third upon receipt of an expenditure report for 2nd payment;
 - final report due within 60 days after last grant dollars are expended.

Q How long will it take to build a Strategic Technology Plan?

- A** It depends on your resources, but you have access to your consultant for up to 6 months, and the due date for your plan completion is **09/30/18**.

Q Would we have to wait 3 years before applying for another Hartford Foundation grant?

- A** No, Strategic Technology Program grants are considered an exception to the Foundation's "three-year" rule for program-related grants.

Q What is the role of the consultant in this process?

- A** The assigned strategic technology consultant will help facilitate and guide the technology planning process at your organization. It is not their role to tell you what specific solutions to pick for your plan, nor to provide tech support to your organization or implement projects as part of your plan. However, your consultant is a great resource to help with things like:
- helping your organization brainstorm possible solutions and understand what's possible with current technology trends, tools and capabilities;
 - keeping your organization on track in the process, including setting up phone or in-person meetings to help you maintain momentum;
 - answering questions about the process;
 - raising questions or flags about things your team may want to consider during planning;
 - connecting you with other organizations or resources that may be helpful in your planning;
 - giving strategic advice on how technology could help your agency deliver on its mission;
 - joining you on calls/online demos with vendors or service providers (that you schedule) to help you identify questions and/or to help discuss and analyze the call outcomes. (Your consultant can't lead this work/process for you, but they can support you by participating in these calls, schedule depending, or helping you prepare for them).

Q Why do we have to write a full, 3-year plan if the foundation will only fund part of it?

- A** Many past participants have told us that a good deal of the value in participating in this program is having the opportunity to think strategically and comprehensively about the technology needs and opportunities at your organization from a long-range perspective, NOT limited by the narrow view of what a potential foundation grant can fund. Taking this opportunity to consider the big picture (particularly with the support of an experienced, strategic consultant) is not only valuable to your organization's overall planning efforts, but can also be used to justify and/or leverage budget or potential funding from other sources. Your strategic technology plan can serve as a roadmap for future investments at your organization and can also serve as the basis for other grant proposals or funding requests.