NPO Onboarding Kit
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Welcome

Thank you for your interest in partnering with Team4Tech! This document is intended to provide our prospective nonprofit partners with an overview of our approach, collaboration processes, and project monitoring requirements so that we can jointly benefit as many learners as possible. We hope to have the opportunity to work with you!

COVID-19 Response

In light of COVID-19, we understand many nonprofits are rapidly reinventing their work model, and we want to be there to support you. Team4Tech is now offering pro bono support in the following formats:

<table>
<thead>
<tr>
<th>On-Site</th>
<th>Virtual</th>
<th>Short Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>● 8 weeks of virtual</td>
<td>● 10 weeks of virtual support</td>
<td>● 4 - 6 weeks of virtual</td>
</tr>
<tr>
<td>preparation</td>
<td>● 2 - 4 hours per week</td>
<td>support</td>
</tr>
<tr>
<td>● 10 days on-site (travel</td>
<td>● 10 - 15 volunteers</td>
<td>● 1 - 2 hours per week</td>
</tr>
<tr>
<td>permitted)</td>
<td>● Eligible for $15K grant</td>
<td>● 5 - 20 volunteers</td>
</tr>
<tr>
<td>● 8 - 10 volunteers</td>
<td>● 2021 projects</td>
<td>● Not eligible for $15K grant</td>
</tr>
<tr>
<td>● Eligible for $15K grant</td>
<td></td>
<td>● Rolling basis</td>
</tr>
<tr>
<td>● 2021 projects</td>
<td></td>
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</tr>
</tbody>
</table>

The virtual format is carefully designed to be impactful in the interim of travel restrictions. The short term format provides a clear deliverable for immediate impact.
Introduction

Team4Tech works to advance the quality of education for underserved students around the world by engaging technology pro bono consultants and solutions to support accredited non-profit organizations (NPOs) who have a vision for how technology integration can help them amplify their impact on teaching and learning. The goal is to build capacity for NPO staff, teachers, and students to use technology to accelerate knowledge acquisition and build lifelong learning skills, with a view towards expanding economic opportunities for learners in the global knowledge economy.

Founded in September 2012, Team4Tech aims to build long-term (3-5 year) partnerships with NPOs that have a demonstrated track record of improving educational outcomes and expanding economic opportunities for underserved learners. For projects focused on K-12 education, Team4Tech volunteers deliver teacher training on digital literacy, content-specific software, and lifelong-learning education. Volunteers on vocational- and entrepreneurship-focused projects deliver training on financial literacy, financial inclusion, business development, marketing strategy, and product innovation. Team4Tech strives to deploy at least one team of volunteers per project per year for 3-5 years to help ensure full program integration, sustainability, and high quality impact evaluation.
Team4Tech’s Model

Journey to Lifelong Learning (3 – 5 Year Collaboration)

While every Team4Tech partnerships are unique, most engagements follow a three-phase model which begins by establishing a relevant technology foundation and building users’ digital literacy and technical capacity. Subsequent projects build from this foundation to integrate relevant educational software and digital content to accelerate knowledge acquisition and meet defined learning objectives. The final phase emphasizes student-centered teaching and learning, with capacity building workshops to support lifelong skills such as creativity, critical thinking, and community problem solving.

Team4Tech is committed to sustained change: programs typically require 3-5 years before technology can become fully integrated, moving from a sideline focus to a complementary tool. With each successive year, Team4Tech seeks to advance user skill and confidence. Therefore, a typical partnership is 3-5 years, with at least one volunteer team per year supporting the program. When planning, partner NPOs should consider their own program goals and how, together with Team4Tech, these might be achieved through a series of annual, 1-2 week volunteer engagements across a 3-5 year partnership.

Figure 2. Example of a typical 5-year partnership

<table>
<thead>
<tr>
<th>Digital Literacy</th>
<th>Core Subject</th>
<th>Lifelong Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td><strong>Year 2 &amp; Year 3</strong></td>
<td><strong>Year 4 &amp; Year 5</strong></td>
</tr>
<tr>
<td>Introduce learners to computers or tablets, build confidence with basic productivity software</td>
<td>Incorporate technology solutions into subject-specific learning goals such as math and literacy</td>
<td>Use project-based learning to promote creative problem solving, critical thinking, collaboration, and entrepreneurship</td>
</tr>
</tbody>
</table>
Human-Centered Design Process

Team4Tech uses a human-centered design model to shape and support each NPO partnership. Modeled from IDEO’s Design Thinking for Educators, the process begins with Discovery at least six months prior to the engagement of a team of pro bono volunteers. Team4Tech works with the NPO partner to explore the needs of the different stakeholders involved, including school leaders, teachers, students, and the communities they serve, to define the program goals and the project scope of work. The focus then cycles from the Interpretation of the underlying needs through Ideation, identifying new and creative ways to address real and perceived barriers, to Experimentation and Evolution, ensuring that proposed solutions actually work to address the defined goals.

Classrooms and schools across the world are facing design challenges every single day, from integrating new technology to equitably managing resources. The human-centered design model provides a collaborative, creative framework for Team4Tech and our NPO partners to explore and address issues with a new perspective to design innovative solutions that work in the local context.

Figure 3. Team4Tech’s Human-Centered Design Process with NPO Partner

The objectives of a Team4Tech partnership with NPO staff and site leadership are to help them:

- Explicitly define the needs of the learning environment;
- Craft a plan for developing site leadership capability, technical infrastructure and support, digital literacy for teachers, and digital literacy for participating students;
- Secure resources to maintain the technology infrastructure and provide technical support;
- Develop, revise, and monitor measurement and evaluation metrics to evaluate the effectiveness of implementation and report on progress toward established goals;
- Cultivate external relationships necessary toward scale and sustainability.

Please read more about the research undergirding Team4Tech’s model in our Solutions Roadmap Whitepaper.
Benefits of Team4Tech

Team4Tech’s NPO partners receive full-time volunteer support from 5-12 professionals from leading technology companies for 1-2 weeks on the ground. They help identify relevant technology solutions and provide training to NPO teachers and staff. In addition, NPO partners may receive up to a 15,000 USD matching grant to help purchase hardware, software, and other necessary infrastructure for the project.

Team4Tech Brings

<table>
<thead>
<tr>
<th>Technology Volunteers</th>
<th>Technology Solutions</th>
<th>Capacity Building</th>
<th>15,000 USD Matching Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee volunteers from leading technology companies; we cover the full in-country costs for the volunteers.</td>
<td>A collaborative spirit between Team4Tech, technology volunteers, and our nonprofit partners to identify relevant technology solutions (hardware, software, and content).</td>
<td>Sustainability and maximal impact by focusing on teacher and staff training to reach more learners.</td>
<td>A possible matching grant of up to 15,000 USD for our nonprofit partners to purchase the hardware, software, and other necessary infrastructure to meet program goals.</td>
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</table>

Sample Projects

<table>
<thead>
<tr>
<th>Phase 1 – Digital Literacy</th>
<th>Phase 2 – Core Subject</th>
<th>Phase 3 – Lifelong Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tech Infrastructure</strong></td>
<td><strong>Infrastructure Assessment, Implementation, &amp; Strategic Plan</strong></td>
<td><strong>Continuous Infrastructure Improvements &amp; Training</strong></td>
</tr>
<tr>
<td>Volunteers assess NPO’s IT infrastructure, develop recommendations for infrastructure improvements, help install equipment on-site, provide training to ongoing maintenance and upgrades, and craft an IT investment and implementation plan. This could include networking and security implementation, and assisting with offline, low bandwidth IT infrastructure. Read examples from Cambodia and India.</td>
<td>Volunteers assist with identifying IT vulnerabilities and provide more in-depth training to the IT point person for the nonprofit/school. Read examples from South Africa and Malawi.</td>
<td><strong>Maker Space Set-Up and Certification Programs</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Continuous Infrastructure Improvements &amp; Training</strong></td>
<td>Volunteers help set up a maker space and craft a strategic investment and implementation plan. Volunteers assist with creating certification programs to increase employment opportunities for their learners. Read examples from Uganda and Vietnam.</td>
</tr>
</tbody>
</table>
Teacher Training

Basic Digital Literacy and Productivity Tools
Volunteers provide workshops to teachers and staff on basic digital literacy, device protocols, and introduction to digital citizenship. Volunteers provide workshops to teachers and staff on productivity software and supplemental software such as Microsoft Suite and/or Google Suite. Read examples from India and South Africa.

Ed Tech Software and Formative Student Assessment
Volunteers research and recommend relevant education technology software that can help improve classroom engagement and learning outcomes. Volunteers provide workshops to teachers and staff on how to analyze their students’ data to increase personalized learning. Read examples from Malawi and U.S.

Project-Based Learning and Maker Mindset
Volunteers research and recommend relevant maker equipment and tools to help improve classroom engagement and learning outcomes. Volunteers provide workshops to teachers and staff on the value of project-based learning and how to integrate the framework into their classrooms. Read examples from Rwanda and Cambodia.

Staff Capacity Building

Marketing and Operations
Volunteers develop a communications and marketing plan for target audiences. Volunteers observe existing operations before providing suggestions and solutions. Read examples from Ecuador and Senegal.

Nonprofit Costs and Requirements

Team4Tech partners with a range of NPOs focused on improving the quality of education for underserved learners around the world.

NPO Partners Bring

<table>
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<tr>
<th>Accreditation</th>
<th>Dedicated Local Staff</th>
<th>Ongoing Impact Assessment</th>
<th>Matching Funds</th>
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<tbody>
<tr>
<td>A committed record of improving the quality of education for underserved learners.</td>
<td>Local staff that can actively engage before, during, and after the project to support scoping, logistical planning, hosting, implementation, and evaluation.</td>
<td>The ability to define, measure, and evaluate program objectives.</td>
<td>The ability to match Team4Tech’s grant through in-kind or other monetary donations.</td>
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</tbody>
</table>
While Team4Tech covers all volunteers’ expenses and can provide up to a 15,000 USD matching grant to NPOs for technology needs, it is important for NPOs to account for operational and administrative costs when engaging in a Team4Tech project. Costs could include:

- Staff Support – logistics planning, host support;
- Monitoring & Evaluation – data collection, data analysis;
- Matching Grant Funds – in-kind or monetary funds to match the grant Team4Tech may offer;
- Training Costs – staff/teacher accommodations, transportation, food, and any required overtime associated with the project training;
- Recurring Infrastructure Costs – Internet connectivity, equipment maintenance.

When applying to become a Team4Tech partner, please take these monetary costs and staff support time into account.

Nonprofit Requirement Checklist

Please refer to the following requirements for a Team4Tech nonprofit partner:

- US 501(c)3 or equivalent certification in country of operation
- Focus on underserved learners: pre-primary to secondary students, adult vocational learners, or entrepreneurs (we don’t work with university students)
- Demonstrated track record of positive education impact
- Alignment with Team4Tech’s mission and approach
- Reach at least 700 direct or indirect beneficiaries per year
- Stable finances and sustainability
- Commitment from senior leadership and staff to project success and sustainability
- Dedicated project manager to work with Team4Tech
- Assigned IT support on staff (or a plan to staff this role)
- Ability to raise funding for the matching technology grant
- Ability to measure impact and meet with Team4Tech to report metrics on a regular basis
- Plan for scale directly and through the local ecosystem
- Ability to securely host volunteers (for on-site projects)

Matching Funds Qualifications

Team4Tech can provide up to USD 15,000 to help support the purchase of necessary technology infrastructure for project implementation. NPO clients are expected to match the funding with cash or in-kind investments to demonstrate support for the project and ensure sustainability. To demonstrate the project sustainability, we ask our NPO partners to list out in-kind, monetary donations as a form of match to the grant we provide. Things that can be included as part of the Team4Tech grant and/or NPO match include:
- Software: purchases, licenses (provided the nonprofit can demonstrate they have the willingness and ability to continue paying for the software subscription if proven effective at delivering outcomes).
- Peripherals: headsets, speakers, microphones, projectors, whiteboards.
- Supporting infrastructure: classroom furniture (tables, desks, chairs), security cabinets.
- Training expenses: venue rental, catering, transportation for participants.
- Teacher stipend: to compensate for training, including accommodation, transportation and food.
- Staff travel expenses for the project: including accommodation, transportation and food.
- Salary for an IT technician or teachers: to provide ongoing technical support for the project.
- Consultant services: to implement the project.
- In-kind value of donated equipment: including hardware, software, peripherals, and/or supporting infrastructure.
- Recurring technology costs: Internet subscriptions and electricity expenses.
- Other incremental costs associated with project implementation.

Things that cannot be included in the Team4Tech grant and/or NPO match are:
- Purchasing hardware/software for staff that does not provide direct benefit to teachers and students.
- NPO staff salary: for managing and planning the Team4Tech project.
Monitoring & Evaluation

A key part of Team4Tech projects is monitoring and evaluating the impact on educational outcomes. Across all nonprofit partners, Team4Tech’s desired outcomes are the same: learner growth, improved learner engagement, enhanced teacher productivity, and demonstrated sustainability and scale. Each nonprofit partner is asked to select one or more relevant metrics from each of these four categories to track over the duration of our collaboration.

**Intended Long-Term Outcomes**

![Intended Long-Term Outcomes Diagram]

Additionally, since each nonprofit partner and their projects are unique, Team4Tech encourages our NPO partners to select additional indicators that are most relevant to their own project implementation. These short-term outputs are specific to the scope and goals of each project.

Team4Tech provides a Monitoring & Evaluation Toolkit for our NPO partners who furnish additional ideas and resources to support their existing M&E structures. We work closely with our NPO partners to measure the impact of projects for learners (pre-primary to secondary, vocational, and entrepreneurs), teachers, school administrators, NPO staff, and community members.

You can review our six-month and one-year impact reporting guidelines in Appendix A.
### Project Timeline

Please refer to the project timeline below to estimate the time needed and steps required for each stage.

<table>
<thead>
<tr>
<th>Stage 1: Expression of Interest</th>
<th>Stage 2: Application &amp; Selection</th>
<th>Stage 3: Design Phase &amp; Volunteer Preparation</th>
<th>Stage 4: Project Implementation</th>
<th>Stage 5: Project Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ months Pre-project</td>
<td>5+ months Pre-project</td>
<td>4-5 months Pre-project</td>
<td>1-2 weeks In-country</td>
<td>6-12 months Post project</td>
</tr>
<tr>
<td>NPO fills out Expression of Interest form that assesses whether the proposed project fits Team4Tech’s three main criteria:</td>
<td>Team4Tech evaluates Expression of Interest form and contacts qualified NPOs via email to submit the following information via the Program Proposal and Program Development Plan documents:</td>
<td>If application is approved and nonprofit partner is matched with a corporate partner, Team4Tech works with NPO to refine project through weekly calls:</td>
<td>A team of 5-12 volunteers will spend 1-2 weeks with teachers, students, entrepreneurs, and/or staff to execute the project plan. NPO partners should expect to assist with:</td>
<td>After the team departs, the NPO is responsible for project sustainability in accordance with the Program Development Plan:</td>
</tr>
<tr>
<td>✅ Alignment with volunteer skills and safety</td>
<td>✅ Long- and short-term goals</td>
<td>✅ Finalize monitoring &amp; evaluation plan and collect baseline data at least 4 weeks before project implementation</td>
<td>✅ General project logistics</td>
<td>✅ Monthly calls with Team4Tech to share progress</td>
</tr>
<tr>
<td>✅ Measurable impact</td>
<td>✅ Detailed plan for evaluation and sustainability</td>
<td>✅ Plan logistics including local transportation, accommodation, translation, meals, and daily schedule</td>
<td>✅ Sustainable implementation plan with different stakeholders</td>
<td>✅ Collect and report 6-month and 12-month outcome data</td>
</tr>
<tr>
<td>✅ Project sustainability</td>
<td>✅ Impact number estimates</td>
<td>✅ Finalize and secure equipment needs and budget. Secure matching funds (if applicable)</td>
<td>✅ Collection of project output data</td>
<td>✅ Any necessary tasks to ensure project sustainability</td>
</tr>
</tbody>
</table>

| Est time: 1 hour | Est time: 1 hour/week | Est time: 1 – 2 hours/week plus 6 hours to collect and submit baseline data | Est time: 8 hours/day | Est time: 1 hour/month plus 8 hours to collect and report outcome data |

### Stage 1: Expression of Interest

The Expression of Interest form is a quick online form to assess whether the NPO meets Team4Tech’s minimum criteria. These criteria are:

- **Volunteer Skills & Safety:** What skills are needed for the project? Is the location safe for volunteers?

- **Measurable Impact:** How many teachers will we train? How many learners will be reached in the first year? What are the existing teaching and learning approaches,
challenges, and successes? What does the NPO want to achieve with this project? How will the NPO measure the project’s impact?

- Project Sustainability: How will the NPO ensure the project’s sustainability for teaching and IT maintenance?

Stage 2: Application & Selection

Team4Tech will read the Expression of Interest, and if it meets the minimum requirements, the NPO will be contacted via email to fill out a full Program Proposal (Appendix B). This proposal focuses on both long-term program objectives and short-term project goals. Some questions to consider are:

- How can Team4Tech’s offering of technology solutions, capacity building, and technology industry volunteers help overcome the current challenges?

- How do the short-term project goals relate to the long-term program goals? How do these goals contribute to the NPO’s mission?

- If the NPO currently collects indicators and metrics to measure impact, please include a summary of the data in the Program Proposal, as it will help Team4Tech guide future M&E discussions. Examples might include test scores, attendance rates, teacher performance metrics, etc.

Stage 3: Design Phase & Volunteer Preparation

If the partnership is approved, Team4Tech will work with the NPO partner to finalize the project scope and logistics through:

- Weekly Calls – A Team4Tech Program Director will hold weekly calls with the NPO staff to refine the project using the Program Development Plan. This document defines project details and builds on the programmatic goals already set forth in the Program Proposal.

- Monitoring & Evaluation – Monitoring and evaluating outcomes is an extremely important aspect of a successful Team4Tech partnership. The Team4Tech Program Director will also assist NPOs in framing their M&E strategy using the Program Development Plan. Some questions to consider are:

  - What does the NPO want to achieve with this project? How would impact be measured?

  - What are some challenges?

  - Who will be responsible for collecting the data?
• Grant Budget and Agreement – Team4Tech offers up to a 15,000 USD grant for purchasing start-up equipment for the project. All NPOs that receive a grant must match the equivalent amount with their own contributions. The NPO must sign the NPO grant agreement (Appendix C) and the Team4Tech Agreement for Donated Services (Appendix D). See more information about the grant budget and match here.

• Volunteer Weekly Preparation Calls – 6-8 weeks before the project, the Team4Tech Program Director will run weekly preparation calls with the volunteers. We ask our nonprofit partners to participate in the following preparation calls:

  • First call: NPO staff will provide an introduction about the organization and the project needs.
  
  • Third call: NPO staff will be asked to join the full team call to engage in a Q&A session with the volunteers.
  
  • Fifth call: NPO staff will be asked to share more about the cultural context.
  
  • Sub-team point calls: We ask the NPO to assign a staff point person for each of the volunteer sub-team working groups. This point person is required to meet with their volunteer sub-team group once per week on a one hour call to answer questions and assist them with their sub-team preparation work.

Stage 4: Project Implementation

During the 1-2 weeks of project implementation, the NPO dedicates staff to help with logistics. A typical 2-week in-country schedule looks like the following:

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive</td>
<td>Orientation with NPO and community</td>
<td>Class observation, equipment set up &amp; lesson plan finalization</td>
<td>Teacher training workshop</td>
<td>Teacher training workshop</td>
<td>Teacher training workshop</td>
<td>Open day (possibly to interact with learners)</td>
</tr>
<tr>
<td>Day 8</td>
<td>Day 9</td>
<td>Day 10</td>
<td>Day 11</td>
<td>Day 12</td>
<td>Day 13</td>
<td>Day 14</td>
</tr>
<tr>
<td>Cultural excursion day for volunteers</td>
<td>Facilitated teacher practice &amp; coaching</td>
<td>Facilitated teacher practice &amp; coaching</td>
<td>Facilitated teacher practice &amp; coaching</td>
<td>Facilitated teacher practice &amp; coaching</td>
<td>Project Debrief</td>
<td>Depart</td>
</tr>
<tr>
<td>Day 14</td>
<td>Day 15</td>
<td>Day 16</td>
<td>Day 17</td>
<td>Day 18</td>
<td>Day 19</td>
<td>Day 20</td>
</tr>
</tbody>
</table>
Stage 5: Project Follow-Up

Team4Tech works with the NPO over a 3-5 year engagement to ensure full technology integration and sustainability. Project follow-up tasks include:

- **File and Photo Sharing** – Team4Tech and the NPO partner will share photos, workshop slides, and lesson templates.

- **Quarterly Calls** – Team4Tech and NPO staff will hold regular calls (at least quarterly) to stay abreast of project impact, help troubleshoot issues, and discuss the need for follow-up teams of volunteers. The Program Development Plan will be used to guide these conversations. Any ongoing support requests from the NPO to volunteers should be directed through Team4Tech staff.

- **Monitoring and Evaluation Reports** – After the first project engagement, Team4Tech will support the NPO in presenting a six-month draft report to the volunteer team. Team4Tech will also work with the NPO in presenting a one-year Final Monitoring and Evaluation Report to the volunteer team. This report will help define and inform plans for future projects.

We look forward to receiving your application and partnering with you!

For more information, please visit Team4Tech’s website at [http://team4tech.org](http://team4tech.org) or email Julie Clugage, Executive Director & Co-Founder, at julie@team4tech.org.
Appendix A – Outline for Project Reports (6- and 12- month)

**Reporting on Program Monitoring & Evaluation**

**6-Month Draft Monitoring & Evaluation Report**

This report should present the Program’s data collection, preservation and analysis process. This report will serve as an initial draft for the final report, to be submitted 12 months after team’s departure.

Include the following sections:

1) **Introduction and Summary of the Five-Year Vision**
   - Provide a brief introduction of the context and relevant issues.
   - Copying directly from the Program Development Plan is fine for this section.
   - Make note of any changes that have emerged since the Plan was written.

2) **Project Goals, Activities, and Indicators**
   - Describe the project goals, copying directly from the Program Development Plan.
   - Describe the implementation of project activities, explaining any variances from what was originally planned.
   - Demonstrate how evidence that the activities occurred was gathered and preserved.

3) **Project Outputs and Indicators**
   - Describe the project outputs and note any differences with what was expected.
   - Demonstrate how output evidence was gathered and preserved.
   - Note how project deliverables are being used by the organization.
   - Confirm purchases as listed in the grant budgeting spreadsheet. Note any changes from the original agreement.

4) **Analysis and Evaluation**
   - Discuss progress towards the overall programmatic goals, noting any surprises, challenges, or necessary modifications in the implementation.
   - Identify areas in which Team4Tech could provide additional support in achieving programmatic goals.

5) **Notes and Recommendations**
   - Provide any additional comments and suggestions in this section. These may be ideas for later consideration, such as during the next project, or descriptions of relevant contextual factors not otherwise explained.
   - Summarize any post-project survey data or other monitoring results as appendices to the report.
• Summarize the qualitative ways beneficiaries have been impacted by the Project not represented in the collected data. Share one (or more) success stories about an individual beneficiary. Be sure to include some context about the individual, their growth as a result of the Project, and the ultimate benefits.

1-Year Final Monitoring & Evaluation Report

The Final Monitoring & Evaluation Report is submitted one year after the volunteer team’s departure. This report will typically build upon the draft report that was submitted six months after the team’s departure.

Include the following sections:

1) Introduction and Summary of the Five-Year Vision
   • Provide a brief introduction of the context and relevant issues.
   • Copying directly from the Program Development Plan is fine for this section.
   • Make note of any changes that have emerged since the Plan was written.

2) Project Goals, Activities, and Indicators
   • Describe the project goals, copying directly from the Program Development Plan.
   • Describe the implementation of project activities, explaining any variances from what was originally planned.
   • Demonstrate how evidence that the activities occurred was gathered and preserved.

3) Project Outputs and Indicators
   • Describe the project outputs and note any differences with what was expected.
   • Demonstrate how output evidence was gathered and preserved.
   • Note how project deliverables are being used by the organization.
   • (If needed) Note any changes to purchases from the original grant agreement or 6-month report.

4) Beneficiary Stories
   • Summarize the ways beneficiaries have been impacted by the Project not represented in the collected data.
   • Share one (or more) success stories about an individual beneficiary. Be sure to include some context about the individual, their growth as a result of the Project, and the ultimate benefits.

5) Analysis and Evaluation
   • Discuss progress towards the programmatic goals, noting any surprises, challenges, or necessary modifications in the project implementation.
• Identify areas in which Team4Tech could provide additional support in achieving the programmatic goals.

6) Next Project(s)
• Refer to the Program Development Plan and describe any adjustments that could improve overall impact. How might the Five-Year Vision be revised?
• How will the next planned project help achieve that Vision?

7) Notes and Recommendations
• Provide any additional comments and suggestions in this section. These may be ideas for later consideration, such as during the next Project, or descriptions of relevant contextual factors not otherwise explained.
• Summarize any post-project survey data or other monitoring results as appendices to the report.
Appendix B – Program Proposal

Program Proposal

Team4Tech amplifies the impact of nonprofit organizations (NPOs) that have shown an ability to improve the quality of education and expand economic opportunities in their communities. Eligible NPOs have a vision for how technology can help them advance their teaching and learning goals. Team4Tech provides ongoing pro bono consulting and technology grants over a three to five-year partnership, with the goal of integrating technology into educational settings and advancing lifelong learning skills. Team4Tech believes that this approach can further expand educational and economic opportunities for the entire community.

Team4Tech typically provides one annual team of pro bono technology consultants during the three to five-year collaboration with a NPO partner. This ongoing effort ensures the sustainability of the NPO’s program.

This Program Proposal allows us to evaluate whether the NPO is aligned with Team4Tech’s mission. It will also help us to define the goals of the collaboration.

Program Goals

1. Describe how Team4Tech’s pro bono consulting teams and technology grants could help you achieve this increased technological capacity for the first project, then briefly describe what types of projects you would like to see for the second and third projects with Team4Tech.

First Project:
Second Project:
Third Project:

2. For the first-year project, how would you divide up the work for 10 pro bono consultants? For example, if you were to place the consultants into sub-teams of 2 – 4 people per group. How would you group them? For each sub-team, who would be your nonprofit point person, title, email and phone number?

<table>
<thead>
<tr>
<th>Description of sub-team Goals</th>
<th>Consultants Needed</th>
<th>Point Person Name</th>
<th>Point Person Contact Info</th>
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3. What would success look like to you for the first-year project? (e.g., x teachers trained in google applications, training materials created for future training, x topics with good digital content identified)

Project Logistics

4. Please list the name, title, role, and email, and mobile phone for all staff who will work on this program. Please include one contact person who will be the main project manager between Team4Tech and your NPO, one person for monitoring and evaluation and one person for IT technical support (they can be the same person).

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<tr>
<th>4Tech Contact Person</th>
<th>Name</th>
<th>Title/Role in Organization</th>
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<td>ct Manager</td>
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<td>Monitoring &amp; Evaluation Contact</td>
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<td>Technical Contact</td>
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Project Beneficiaries

5. Describe your beneficiaries’ current abilities when using technology. Please provide a link to any baseline or ICT survey conducted previously, if available.

6. Describe any prior technology projects/training implemented with these beneficiaries.

7. What is the language of instruction? If the language of instruction isn’t English, would you recommend hiring translators? If so, where would you recommend we hire the translators from (e.g. your staff, university students, Peace Corps students etc.)?

Train-the-Trainer Model

8. Please describe how your organization partners with other nonprofits, schools, organizations, and/or the local government.

9. What are your plans to train other teachers or share the Team4Tech resources/trainings with others?
10. What challenges do you foresee in training other teachers (e.g. lack of computers, internet, buy-in from teachers etc.)?

Technology Infrastructure

11. What technology infrastructure currently exists at the project location? For example, please list the number, type of equipment and operating system for desktops, laptops, tablets, printers/scanners, maker equipment, projectors, servers etc.

12. Describe the resources the project site has for clean and secure storage of technology equipment. Will the new technology equipment be a cause of security problem for your organization or beneficiaries?

13. For the project, are you interested in applying for a Team4Tech matching grant (up to USD 15,000) to help meet the organization’s technology needs? We want to make sure our nonprofit partners are as equally invested in this project and that our NPO partners are able to sustain the work even after Team4Tech’s partnership. Could you describe any existing funders or partners that are related to this project, and how you plan to keep this project sustainable? If you have any monetary or in-kind donations for this project (e.g. ongoing maintenance costs, software, additional hardware donation), approximately how much does it amount to?

14. What would you like to purchase (specific technology hardware and software) to meet these first project goals with the Team4Tech matching grant?

15. How will the technology be maintained so that there is consistent access and functionality for all intended program participants? For example, do you have an IT administrator? Do you have a budget to cover maintenance IT costs? If not, how do you plan to maintain your technology?

16. What plans are in place, or will be put into effect, to make sure the beneficiaries continue to practice and build the skills gained during this program? For example, do you have an ongoing professional development trainer or point person or ongoing professional development opportunities for your beneficiaries to continue practicing and honing their skills?

17. What are your top concerns or challenges for implementing technology in your local community and/or hosting a Team4Tech project? (How will you make sure that key stakeholders continue to support the program in the next 3 – 5 years?)

References

18. Please provide three references:
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<tr>
<th>Type</th>
<th>Name</th>
<th>Title/Role in Organization</th>
<th>Email</th>
<th>Phone #</th>
<th>It is the relationship of your organization to this person?</th>
<th>What capacity has this person worked with your organization?</th>
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Appendix C: NPO Grant Agreement

GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of _______, 201_, between Team4Tech Foundation, a Delaware non-stock corporation (“Grantor”), and ________, a ________ corporation (“Grantee”), with respect to the following:

A. Grantor has obtained recognition of its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code (the “Code”) from the Internal Revenue Service, and is not classified as a private foundation under Section 509(a) of the Code. Grantor’s charitable purposes, as stated in its Articles of Incorporation, are to improve the quality of education through the use of technology and technology volunteers.

B. Grantee is an organization that is tax-exempt under Section 501(c)(3) of the Code that proposes to conduct ________. [insert a summary statement of the intended purpose and intended result of project, including city or place name]

C. In furtherance of its charitable purposes, Grantor now wishes to make a grant to Grantee, in the amount and on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the mutual rights and obligations set forth herein, the parties to this Agreement hereby agree as follows:

1. The purpose of this grant is to ____ (insert a summary statement of the intended purpose and intended result of project.) The grant will be spent on hardware and software technology for the classroom and other necessary components as specified in the budget in Appendix 1.

2. Concurrently with the execution and delivery of this Agreement by Grantee to Grantor, Grantor shall pay to Grantee the sum of ________________(Insert amount in USD) (the “Grant”) for the purposes stated in paragraph 1.

3. Grantee shall use the Grant solely for the purposes stated in paragraph 1, and Grantee shall repay to Grantor any portion of the Grant which is not used for those purposes. Any changes in the purposes of the Grant must be approved by Grantor in advance, in writing.

4. To enable Grantor to fulfill its obligation to supervise and control this Grant, Grantee shall submit three reports to Grantor at specified stages. Grantee shall submit these reports as follows: the first report with baseline information will be submitted two-weeks prior to project start; the second report with post-implementation project data shall be submitted six months post-project completion; and the third report with outcome metrics will be submitted within twelve
months of receiving the grant, unless an alternative arrangement has been mutually agreed upon between Grantee and Grantor. The reports shall describe the charitable programs conducted by Grantee with the proceeds of the Grant, all expenditures made from Grant funds, and shall report on the Grantee’s compliance with the terms of this Agreement.

5. With regard to any sub-grantees convenient or necessary to carry out the purposes of the Grant, Grantee shall retain full discretion and control over their selection, acting completely independently of Grantor. There is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular sub-grantee.

6. The Grant shall not be used in any attempt to influence legislation within the meaning of Section 501(c)(3) of the Internal Revenue Code.

7. Grantee shall not use any portion of the Grant to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with Section 501(c)(3) of the Code.

8. Grantee shall notify Grantor immediately of any change in (a) Grantee’s tax-exempt status, or (b) Grantee’s executive staff or key staff responsible for achieving the Grant purposes.

9. Grantee shall make any publications, studies, or research funded by the Grant available to the public in accordance with such reasonable requirements or procedures as may be established by Grantor from time to time.

10. Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Grantor, its officers, directors, trustees, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees), directly or indirectly, wholly or partially, arising from or in connection with any act or omission of Grantee, its officers, directors, employees, or agents, in applying for or accepting the Grant, in expending or applying the proceeds of the Grant, or in carrying out the program(s) or project(s) to be funded or financed by the Grant, except to the extent that such claims, liabilities, losses, or expenses were caused by any act or omission of Grantor, its officers, directors, trustees, employees, or agents.

11. In the event that Grantee violates or fails to carry out any provision of this Agreement, including, without limitation, failure to submit reports when due, Grantor may, in addition to any other legal remedies it may have, refuse to make any future grants or installment payments of this Grant to Grantee, and Grantor may demand the immediate return of all or any unexpended portion of the Grant, and Grantee shall immediately comply therewith.

12. Anti-Terrorism. Grantee will not use funds provided under this Agreement, directly or indirectly, in support of activities (a) prohibited by U.S. laws relating to combating terrorism; (b) with persons on the List of Specially Designated Nationals (www.treasury.gov/sdn) or
entities owned or controlled by such persons; or (c) in or with countries or territories against which the U.S. maintains comprehensive sanctions (currently, Cuba, Iran, Syria, North Korea, and the Crimea Region of Ukraine), including paying or reimbursing the expenses of persons from such countries or territories, unless such activities are fully authorized by the U.S. government under applicable law and specifically approved by the Foundation in its sole discretion.

13. Anti-Corruption and Anti-Bribery. Grantee will not offer or provide money, gifts, or any other things of value directly or indirectly to anyone in order to improperly influence any act or decision relating to the Grantor, including by assisting any party to secure an improper advantage.

14. Non-Discrimination. Grantee represents that it does not discriminate against any persons or group on the basis of race, religion, color, national origin, age, sex, gender identity, disability, status as a disabled veteran, political preference, sexual orientation, pregnancy, membership or non-membership in any lawful organization, or other basis prohibited by local laws or regulations.

15. This Agreement supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement may not be amended or modified except in a writing signed by both parties hereto.

**Wire Transfer Information**
Account Name:  
Account Number:  
Organization Address:  
Bank Name:  
Bank Address:  
SWIFT Code:  

IN WITNESS WHEREOF, the parties have executed or caused to be executed this Grant Agreement on the dates set forth opposite their signatures below.

Team4Tech
DATED: _____________, 201X  
Signed:  
Name:  
Title:  

[Recipient NGO]
DATED: _____________, 201X  
Signed:  
Name:  
## Appendix 1

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<th>Item Description</th>
<th>Unit Cost (local currency)</th>
<th>Unit Cost (USD)</th>
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<th>Total Cost (USD)</th>
<th>Team4Tech Cost (USD)</th>
<th>NGO Cost (USD)</th>
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AGREEMENT FOR DONATED SERVICES

THIS AGREEMENT FOR DONATED SERVICES (the “Agreement”) is made effective as of ______, 201__ (the “Effective Date”), by and between Team4Tech Foundation, a Delaware non-stock corporation and public charity exempt from income tax under Internal Revenue Code Section 501(c)(3) (“T4T”), and [NAME], a [COUNTRY/STATE] [TYPE OF ENTITY] (“Recipient” and together with T4T, the “Parties” and each a “Party”).

RECITALS

A. T4T’s charitable purposes, as stated in its Articles of Incorporation, are to improve the quality of education through the use of technology and technology volunteers.

B. Recipient is a [school] whose purpose is [to provide education and instruction to children] in [AREA].

C. T4T has agreed to make one or more of its employees, and a group of volunteers, available to the Recipient to provide certain services, such as [DESCRIBE SERVICES] (the “Services”) [as further set forth on Exhibit A]. T4T is providing the Services to Recipient free of charge.

D. The Parties wish to enter into this agreement to make clear the rights and obligations of the Parties with respect to providing the Services.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Voluntary Services.

   a) T4T hereby agrees to provide the Services on a voluntary basis, free of charge, and Recipient hereby accepts and agrees to such Services being provided. T4T affirms that its intent in providing the Services is to donate the products and expertise of T4T and its volunteers to Recipient for charitable and educational purposes and without contemplation of pay.

   b) Recipient understands and acknowledges that the Services are being provided free of charge, and that T4T (along with its employees and volunteers) may, in its sole discretion and without penalty or recourse, cease providing the Services at any time. T4T understands and acknowledges that Recipient has no obligation to pay for the Services.

   c) Recipient understands that successful implementation of the Services requires active input and participation from Recipient, its staff, and its representatives, and Recipient hereby agrees to make available to T4T free of charge all information, personnel, and materials reasonably requested by T4T to enable it to provide the Services hereunder, both before, during and after the
Service Project (defined below). The Parties will use good faith efforts to reasonably cooperate with each other in all matters relating to the provision and receipt of the Services.

2. Service Period.

a) T4T intends to provide the Services beginning [START DATE] and ending [END DATE] (the “Service Project”), however the dates of the Service Project may change, or the Service Project cancelled, in T4T’s sole discretion. Following the Service Project, T4T may, in its sole discretion, choose to provide ongoing suggestions and guidance to help implement and integrate the programs and systems provided during the Service Project ("Ongoing Services"). Like the Services, the Ongoing Services will be provided on a volunteer basis, free of charge, and may be terminated, in T4T’s sole discretion, without penalty or recourse at any time.

b) This Agreement shall begin upon the date first written above and shall terminate upon the earlier of (i) the completion of the Ongoing Services or (ii) termination pursuant to Section 8 below.

3. No Agency. The Parties hereto are independent contractors and nothing in this Agreement is intended to, nor will it, create any agency, partnership or joint venture relationship between them. With respect to any third party, no Party hereto, or any of its officers, directors, employees or agents, will have the right or authority to bind or otherwise obligate the other Party hereto in any way as a consequence of this Services Agreement.

4. No Warranty. To the maximum extent permitted by applicable law, the Services are provided “as is” without warranties, conditions, representations, or guarantees of any kind, either expressed, implied, statutory, or otherwise, including but not limited to any implied warranties or conditions of merchantability, satisfactory quality, title, noninfringement, or fitness for a particular purpose. Recipient bears the entire risk as to the results, quality, and performance of the Services should the Services prove defective or inadequate. No oral or written information or advice given by T4T or its representatives or volunteers shall create a warranty.

5. Limitation of Liability: To the maximum extent permitted by applicable law, in no event and under no legal theory shall T4T or any other person who has been involved in the creation, production, or delivery of the Services be liable to Recipient or any other person for any general, direct, indirect, special, incidental, consequential, cover, or other damages of any character arising out of the performance of the Services or any inability to utilize the Services, including but not limited to personal injury, illness, death, property damage, loss of data, or any other liability. Recipient acknowledges and agrees that this limitation of liability covers liability, claims, costs, or actions caused entirely or in part by any acts or failures to act by T4T, its employees, volunteers, representatives, or any other party, including but not limited to gross negligence, mistake, or otherwise.

6. Release and Authorization to Video/Photograph/Record: Recipient hereby grants permission to T4T and its employees, volunteers, and agents, to use and to allow others to use the name, recorded voice, image, picture, or likeness of Recipient’s employees, volunteers, agents, and
any other persons befitting from the Services, in any live or recorded audio, video, photographic display, or other transmission, for purposes of reporting, evaluating, promoting, and publicizing T4T, the Services, or any events or programs held, sponsored or supported by T4T, and hereby waives any rights of compensation or ownership thereto.

7. **Publicity.** Recipient agrees to acknowledge T4T in all internal and external marketing communications, including but not limited to, website communications, press releases, blogs, social media, or any public statement concerning the Services. Recipient further agrees to consult with and abide by any direction from T4T on how Recipient publicly represents its association with T4T. Without limiting the generality of the foregoing, Recipient may not use T4T’s trademarks, or any content in which T4T holds a copyright or any other materials in which T4T has a proprietary interest, without the T4T’s prior written consent.

8. **Amendment of this Agreement.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by each of the Parties. No waiver of any of the provisions of this Agreement shall be binding unless in the form of a writing signed by the Party against whom enforcement of the waiver is sought, and no such waiver shall operate as a waiver of any other provisions hereof (whether or not similar), nor shall such waiver constitute a continuing waiver. Except as specifically provided herein, no failure to exercise or any delay in exercising any right or remedy hereunder shall constitute a waiver thereof.

9. **Termination.** Either Party may terminate this Agreement at any time with or without cause by written notice to the other Party, effective thirty days after receipt of such notice by the addressee or such later date as may be specified in such notice.

10. **Survival.** Sections 3, 4, and 5 shall survive the termination of this Agreement.

11. **Entire Agreement.** This Agreement is the entire agreement and supersedes any other agreements between the Parties with respect to the subject matter hereof.

12. **Binding Effect.** This Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective successors, assigns, and personal and legal representatives.

13. **Severability.** If any provision (or portion thereof) of this Agreement shall be held by a court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall remain enforceable to the fullest extent permitted by law. Furthermore, to the fullest extent possible, the provisions of this Agreement (including, without limitation, each portion of this Agreement containing any provision held to be invalid, void, or otherwise unenforceable, that is not itself invalid, void, or unenforceable) shall be construed so as to give effect to the intent manifested by the provision held invalid, void, or unenforceable.

14. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of California, without regard to provisions regarding choice of laws.
15. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Agreement as of the day specified above.

TEAM4TECH FOUNDATION

By: ______________________

Name:  
Title: 

[RECIPIENT]

By: ______________________

Name:  
Title: 

**EXHIBIT A**

Project Description