

Questions Nonprofit Organizations Can Explore Before Purchasing New Software or Technology Tools

The Selby Foundation invests in technology for nonprofit organizations in Charlotte, DeSoto, Manatee, and Sarasota counties as part of its capital grantmaking program.

As your organization's team considers which technology partner and tool is right for you, this checklist of questions may be helpful:

- What is the organizational need this technology addresses?
 - Operational efficiency
 - Operational effectiveness
 - Program delivery
 - Program innovation
 - Increasing program participants
 - Program innovation
- What are the costs associated with the new technology?
 - Implementation, including training
 - Conversion
 - Annual fees
- How far into the future do you anticipate this will help your organization?
 - What horizon?
 - Can this product/solution be upgraded as your needs evolve?
- How is this product supported and are there associated fees?
 - Security
 - Training
 - Regular updates
- Does your staff have the expertise to use this product effectively? How do you know? What training is provided?
- What other technology have you looked into? How did you decide on this one?
- What other local organizations (or national organizations if part of a national network) are using this technology? Have you spoken with them about their experiences?
- If you are proposing designing this technology in house, what features will you receive that you cannot get from "off the shelf" products? What is the cost vs. benefit?

- If you receive a grant for the technology's initial implementation or costs, does the organization have a strategy or revenue source for future years?

**To learn more about the Selby Foundation's grant process, visit SelbyFdn.org.
To discuss a potential grant request, contact Selby Foundation's Grants Manager
Elizabeth Power, EPower@SelbyFdn.org.**