

# team4tech

Expanding opportunity  
through global connections



## 2022 NPO Onboarding Kit

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Welcome!

*A note from our Executive Director and Co-Founder, Julie Clugage:*



To our new partners,

Thank you for your interest in partnering with Team4Tech! We were impressed with your organization's ability to improve the quality of education and expand economic opportunities in your community and are excited to work together to expand these opportunities further.

Team4Tech launched its first project in Kenya in May 2013 with five volunteers from Intel and four from VMware. The goal was to help the nonprofit organization, Orphans Overseas, implement an adaptive learning software solution to improve early literacy and numeracy for local primary school students. Within six months of project completion, participating first graders had more than doubled their literacy test scores.

Since this inaugural project, Team4Tech has continued to expand educational opportunities for thousands of underserved students by leading technology volunteers on projects around the world. Our projects are continuously evolving and improving based upon the dynamic inputs of our talented volunteers and partners, such as yourselves, and we are so excited to start this journey with you.

This document is intended to provide our new 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 are looking forward to the impact we will create together.

Best Regards,

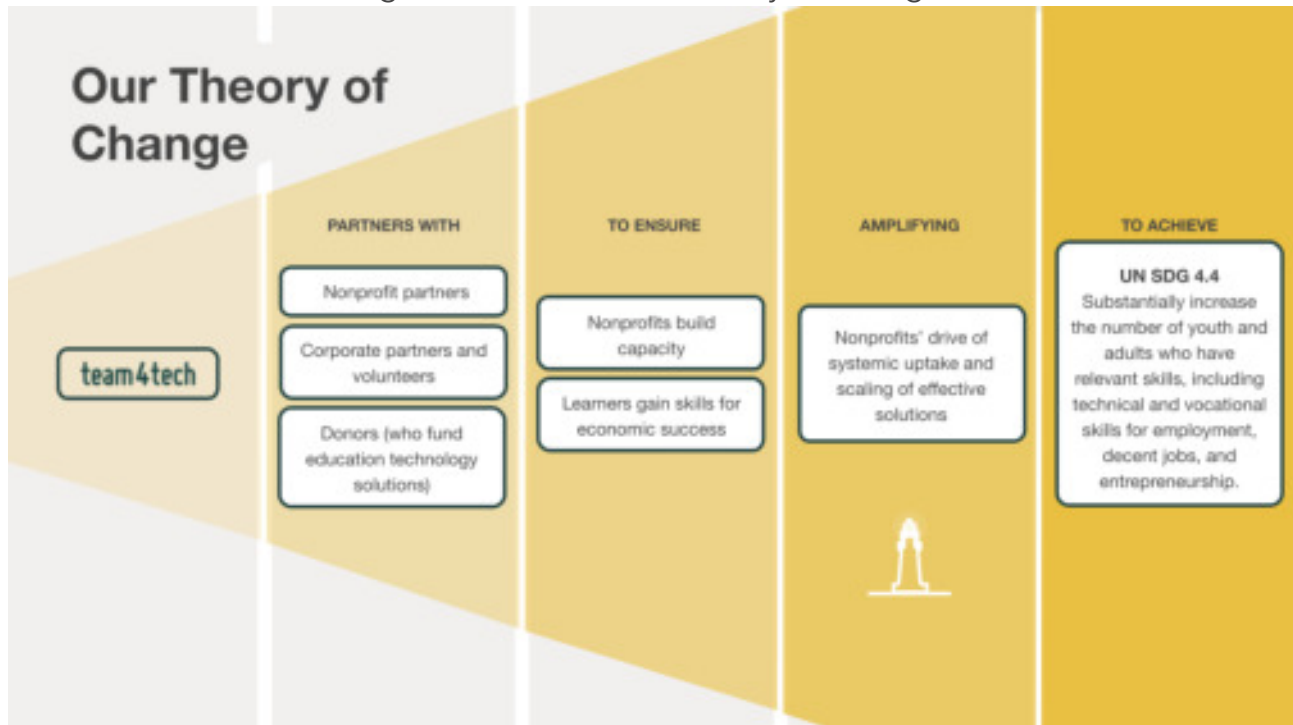
A handwritten signature in cursive script that reads "Julie Clugage".

Julie Clugage  
Co-Founder and Executive Director, Team4Tech  
julie@team4tech.org

# 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.

Figure 1. Team4Tech's Theory of Change



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. We will strive to match you with corporate volunteer projects that meet your needs in terms of skillsets, deliverables and project format. Please note that this matching process can take up to 12 months and is not guaranteed.

Since 2013:  
750+ Team4Tech volunteers from 35+ technology companies  
have participated in 90+ projects in 19 countries, benefiting over  
85,000 learners, teachers, and entrepreneurs!

Please read more about Team4Tech’s impact in our annual [Impact Report](#).

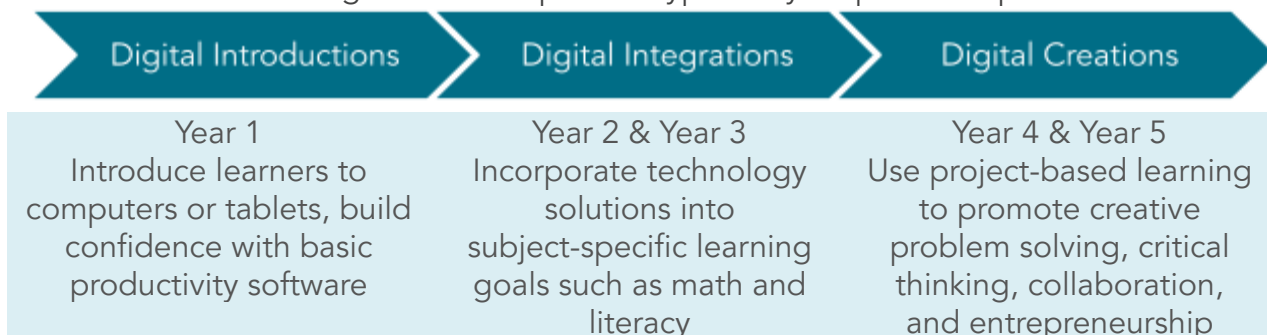
## Team4Tech’s Model

### Journey to Lifelong Learning (3 – 5 Year Collaboration)

While every Team4Tech partnership is 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 to 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 to 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 engagements across the partnership.

Figure 2. Example of a typical 5-year partnership

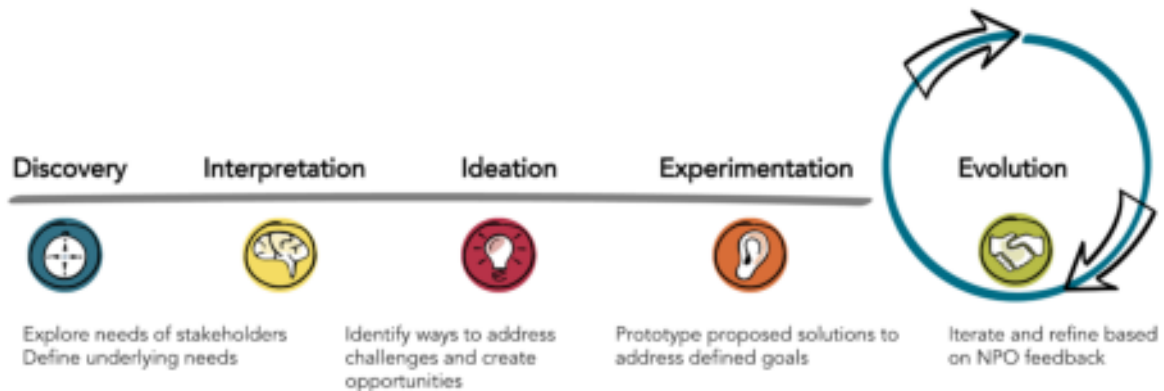


## Human-Centered Design Process

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** approximately 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 volunteer support from professionals from leading technology companies through different project types depending on the NPO partners’ needs. The volunteers help identify relevant technology solutions and provide training to NPO teachers and staff. In addition, NPO partners may apply to receive a matching grant for up to 15,000 USD per year to help purchase hardware, software, and other necessary infrastructure.

### Team4Tech Brings

Technology Volunteers	Technology Solutions	Capacity Building	Up to 15,000 USD Matching Grant
Employee volunteers from leading technology companies; we cover the full in-country costs for the volunteers for strategic pro bono projects that are on-site.	A collaborative spirit between Team4Tech, technology volunteers, and our nonprofit partners to identify relevant technology solutions (hardware, software, and content).	Sustainability and maximal impact by focusing on teacher and staff training to reach more learners.	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.

### Team4Tech Project Types

We understand many nonprofits are integrating technology into their work model, and we want to be there to support you. Over the course of our three to five-year partnership, Team4Tech offers pro bono support in a variety of formats including:

Strategic Pro Bono	Skills for Impact	Design for Impact
Building long term capacity with tech solutions and training. <ul style="list-style-type: none"> <li>● 8 - 10 weeks</li> <li>● up to 15 volunteers</li> <li>● Virtual or on-site</li> </ul>	Targeted implementation for a specific technical need. <ul style="list-style-type: none"> <li>● 4 - 6 weeks</li> <li>● up to 5 volunteers</li> <li>● Virtual</li> </ul>	Prototyping solutions for an organizational challenge. <ul style="list-style-type: none"> <li>● 4 - 8 hours</li> <li>● up to 100 volunteers</li> <li>● Virtual</li> </ul>

## Sample Projects

Goal	Stage 1: Digital Literacy	Stage 2: Core Subject	Stage 3: Lifelong Learning
Server Upgrade	Security and privacy	Managing student data	Virtualization
Improve Core-Subject Learning	Project-based learning	Adaptive learning software (IXL, etc.)	Analyzing student data and personalized learning
Makerspace	Maker mindset and using local resources to create, prototype (cardboard challenges, human-centered design, etc.)	Basic maker tools (dependent on age group. Example: Makey Makey)	More advanced maker tools (excluding 3D printer)
Programming	Computational thinking and basic coding (Scratch, etc.)	MIT App Inventor	Python
Robotics	Computational thinking and basic coding (Sphero, Lego WeDo, etc.)	Programming	Sensors and physical robots (Lego Robotics Competition)
Productivity Tools	Security, privacy, internet, emails, and typing	Google and Microsoft applications	Analyzing student data
App Development	Research and identify best local application to use	Prototype and gather feedback	Launch and scale
Media Design	Basic graphic design concepts (Adobe Spark)	Photoshop, InDesign	Animate, Premiere
3D Design	Maker mindset and basic 3D design concepts, Tinkercad	Tinkercad with Fusion360/Sketchup	Fusion360/Sketchup with 3D printing
Offline Content	Identify local content to preload onto Rachel server, and train teachers how to access materials (local Wikipedia, PHET, etc.)	How to integrate materials into their classroom and upload own content creations (videos, etc.) Maintenance of Rachel server.	Kolibri platform (student integration, assignments, etc.) and advanced content creation
Google Education Suite	Google Drive: Docs, Slides, Sheets (email integration, setting up organizational structure of Drive for collaboration, privacy, etc.)	Google Classroom, Forms, Sites (expanding to student collaboration, security, etc.)	Advanced Google Classroom features (Google Assessments, interactive slides/sheets - Pear Deck, Student Portfolios, etc.)

## 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

Accreditation	Dedicated Local Staff	Ongoing Impact Assessment	Matching Funds
A committed record of improving the quality of	Local staff that can actively engage before, during, and after the	The ability to define, measure, and evaluate program objectives.	The ability to match Team4Tech's grant



education for underserved learners.	project to support scoping, logistical planning, hosting, implementation, and evaluation.		through in-kind or other monetary donations.
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Even though Team4Tech covers all volunteer-related expenses and can provide a matching grant up to 15,000 USD 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:

- Alignment with Team4Tech’s mission and approach
- Focus on under resourced learners: pre-primary to secondary students, adult vocational learners, or entrepreneurs
- Demonstrated track record of positive education impact
- Stable finances and sustainability
- Commitment from senior leadership and staff to project success and sustainability
- Plan to scale directly and through the local ecosystem
- US 501(c)3 or equivalent certification in country of operation
- Local, community-based organization with personnel on the ground on an ongoing basis engaged in direct service with learners
- Reach at least 700 direct beneficiaries per year
- Have sufficient staff, devices, and bandwidth for teachers/staff to work virtually and to engage with Team4Tech
- Ability to securely host volunteers (for on-site projects)
- Ability to measure impact, report metrics, and meet with Team4Tech on a regular basis
- Dedicated project manager to work with Team4Tech
- Dedicated IT support on staff (or a plan to staff this role)

## Matching Funds Qualifications

Team4Tech will provide up to USD 15,000 per year 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. NPO partners will be asked to report on Monitoring & Evaluation annually during the annual partnership review process (see below) and will not be able to apply for another grant until this reporting is complete. Things that can be included as part of the Team4Tech grant and/or NPO match include:

- Technology purchases including hardware, software, peripherals, and/or supporting infrastructure
- Supporting infrastructure i.e. classroom furniture (tables, desks, chairs), security cabinets
- Teacher training expenses i.e. venue rental, catering, transportation and stipend for participants
- Staff travel expenses for the project including accommodation, transportation and food
- In-kind value of donated equipment including hardware, software, peripherals, and/or supporting infrastructure

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

## 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: sustained 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



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 further review our six-month and one-year impact reporting guidelines in [Appendix A](#).

## Annual Partnership Lifecycle

January	May/June	Oct/Nov
<ul style="list-style-type: none"> <li>• Annual partnership review</li> <li>• Annual grant sent out</li> </ul>	<ul style="list-style-type: none"> <li>• 6-month M&amp;E updates due</li> <li>• 6-month grant expenditure updates due</li> <li>• Ensure partnership roadmap is up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Annual M&amp;E report is due</li> <li>• Submit grant budget for next year</li> <li>• Ensure partnership roadmap is up to date</li> </ul>

## Project Implementation

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

Stage 1: Selection & Partnership Planning	Stage 2: Pre-project Preparation	Stage 3: Project Implementation	Stage 4: Project Follow-Up
October - January	5 months pre-project to project start date	Project duration (varies)	Ongoing post-project
<p>Team4Tech accepts qualified NPOs and begins the partnership planning process to establish:</p> <ul style="list-style-type: none"> <li>✓ Long-term goals for partnership</li> <li>✓ Short-term goals and write up of description for first project year</li> <li>✓ Detailed plan for evaluation and sustainability</li> <li>✓ Impact number estimates</li> </ul>	<p>If nonprofit partner is matched with a corporate partner, Team4Tech works with NPO to refine project through weekly calls:</p> <ul style="list-style-type: none"> <li>✓ Finalize monitoring &amp; evaluation plan and collect baseline data at least 4 weeks before project start</li> <li>✓ For on-site strategic projects: plan logistics including local transportation, accommodation, translation, meals, and daily schedule</li> <li>✓ Finalize and secure equipment needs and budget. Secure matching funds (if applicable)</li> </ul>	<p>A team of volunteers will execute the outlined project plan to support beneficiaries. NPO partners should expect to assist with:</p> <ul style="list-style-type: none"> <li>✓ General project logistics including a point-person for each deliverable</li> <li>✓ Sustainable implementation plan with different stakeholders</li> <li>✓ Collection of project output data</li> </ul>	<p>After the team completes their project, the NPO is responsible for project sustainability and continuous monitoring:</p> <ul style="list-style-type: none"> <li>✓ Quarterly calls with Team4Tech to share progress</li> <li>✓ Collect and formally report 6-month and 12-month outcome data based on agreed upon metrics</li> <li>✓ Any necessary tasks to ensure project sustainability</li> </ul>
Est time: 1 hour/week	Est time: 1 – 2 hours/week plus 6 hours to collect and submit baseline data	Est time: 3 – 5 hours/week; if traveling on-site 8 hours/day for final 2 weeks	Est time: 1 – 2 hours/month plus 8 hours to collect and report outcome data

### Stage 1: Selection & Partnership Planning (October - January)

Team4Tech will accept qualified NPOs to become Team4Tech partners. Team4Tech will host a welcome event for new partners to explain the logistics of the partnership and answer any initial questions. Shortly after, the NPO will be contacted via email to fill out a

full Program Development Plan which addresses the “how” and “why” of the partnership. This proposal focuses on both long-term goals and short-term project objectives. 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? Why do these goals contribute to the NPO’s mission?
- If the NPO currently collects indicators and metrics to measure impact, please keep these in mind and pre-sort them into which of the four outcomes they might belong to, as it will help Team4Tech guide future M&E discussions. Examples might include test scores for learner growth, attendance rates for learner engagement, teacher performance metrics for teacher productivity, number of schools in the area supported for sustainability and scale, etc.

## Stage 2: Pre-project Preparation (5 months pre-project to project start date)

When the nonprofit is matched with a corporate partner, 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 - providing the “why”. The Team4Tech Program Director will assist the 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 and during the partnership? How would impact be measured?
  - What are some challenges?
  - Who will be responsible for collecting the data?
- Grant Budget and Donated Services Agreements – Team4Tech offers a matching grant of up to 15,000 USD per year. All NPOs that receive a grant must match the equivalent amount with their own contributions. The NPO must sign the NPO grant agreement ([Appendix B](#)) to receive the funds. The NPO must also sign the Team4Tech Agreement for Donated Services ([Appendix C](#)) to receive the volunteer support. See more information about the grant budget and match [here](#).

### Stage 3: Project Implementation (project duration, varies)

Team4Tech will conduct an application and interview process with the corporate partner to select a team of volunteers that best meets the NPO need for the outlined project plan. Once a team has been selected, NPO partners should expect to assist with:

- Volunteer Weekly Preparation Calls: The NPO point person(s) are expected to participate in weekly calls for 8 – 10 weeks for strategic pro bono projects, 4 – 6 weeks for skills for impact projects, and 4 – 8 hours for design for impact projects. The Team4Tech Program Director will run full team weekly preparation calls with the volunteers based around the Leadership Development Curriculum. 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.
  - Weekly 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 deliverable work.
- For strategic pro bono projects that are on-site, volunteers will travel to work in country for 1 – 2 weeks. During the 1 – 2 weeks of project implementation, the NPO staff will be needed to help with logistics. A typical 2-week in-country schedule looks like the following:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Arrive	Orientation with NPO and community	Final pre-workshop preparation	Teacher training workshop	Teacher training workshop	Teacher training workshop	Open day (possibly to interact with learners)
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
Cultural excursion day for volunteers	Facilitated teacher practice & coaching	Facilitated teacher practice & coaching	Facilitated teacher practice & coaching	Facilitated teacher practice & coaching	Project Debrief and awards ceremony	Depart

## Stage 4: Project Follow-Up (ongoing post-project)

Team4Tech works with the NPO over a three to five 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) including an annual partnership review 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 partnering with you!**

For more information, please visit Team4Tech's website at <https://www.team4tech.org> or email Chris Meehan, Program Director, at [chris@team4tech.org](mailto:chris@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 the project's completion.

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 project's completion.

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: NPO Grant Agreement

### GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of \_\_\_\_\_, 202\_, 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 *[non-US participants – please edit to reflect national registration status]* 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 during the current calendar year.

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 two reports to Grantor at specified stages. Grantee shall submit these reports as follows: the first report shall be submitted within six months of receiving the grant with any grant usage and project implementation metrics that are available; the second report with full annual partnership 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. If Grantee fails to submit these reports, they will not be eligible to apply for another grant from the Grantor until they have done so.

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](http://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: \_\_\_\_\_, 2021

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

[Recipient NGO]

DATED: \_\_\_\_\_, 2021

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Appendix 1**

Item Description	Unit Cost (local currency)	Unit Cost (USD)	# of Units	Total Cost (USD)	Team4Tech Cost (USD)	NGO Cost (USD)
<b>Hardware &amp; Peripherals</b>						
<i>Subtotal</i>						
<b>Software</b>						
<i>Subtotal</i>						
<b>Infrastructure</b>						
<i>Subtotal</i>						
<b>Materials</b>						
<i>Subtotal</i>						
<b>Total</b>					<b>\$15,000</b>	<b>\$15,000</b>

## Appendix C: Team4Tech Agreement for Donated Services

### AGREEMENT FOR DONATED SERVICES

THIS AGREEMENT FOR DONATED SERVICES (the “Agreement”) is made effective as of \_\_\_\_\_, 202\_ (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**