Request for Proposal for Development Assessment

Questions & Answers

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Issued By:

Hartford Public Library

500 Main Street

Hartford, CT 06103

Bridget E. Quinn

President and CEO

* Q. What is the current staffing and infrastructure of the development department and what are its major strengths and major challenges?
* A. 4 staff dedicated to fundraising – 2 for Corporate, Foundation and Gov’t and 1 special events and individual giving, 1 shared support.
* Q. Do members of staff conduct face to face solicitations?
* A. Yes
* Q. Are members of the Board engaged in the fundraising process, i.e. identifying and engaging prospects; soliciting their support; stewarding their ongoing relationship?
* A. Indirectly, but not an intentional articulated way.
* Q. Do members of the Board conduct face to face solicitations?
* A. No
* Q. What are the priorities and focus of the development committee?
* A. It is mostly to review and approve funding plans and our annual special event.
* Q. Is there a governance committee in place and if so, do its recruitment strategies include bringing to the Board persons of wealth and/or connections to wealth?
* A. Development is not connected to Governance
* Q What is the operating budget of the library and, of this sum, how much does the library typically raise from philanthropy annually?
* A. Annual budget is $12M and we raise about 25% from philanthropy – which is more than most libraries. Most of our funding 75% is from the City of Hartford as we provide a city service.
* Q. Is there the ability to phase this project into two parts to meet budget requirements: Internal assessment and External study?
* A. This is the funding that will be allotted to us from our funder – the Hartford Foundation for Public giving. We anticipate that the assessment will be majority of internal recognizing that we have a number of capital projects in the works and will need include some external stakeholder assessment and engagement.
* Q. How many records are in your database for screening?
* A. We are not thinking we’d need a database screening at this point.
* Q. What is the size of your development team?
* A. 4 total
* Q. How do you anticipate writing the campaign prospectus; do you have an in-house writer?
* A. We have a 2-person communications team.  Because we are a library that is funded, as many are, by the majority of funding from City sources, we are unclear yet as how we may approach our capital funding.