



## FACT SHEET



... from Ujima Consultants

### Donation & Volunteer Services Management Information System (DonoVol)

**DonoVol**, the **Contributions & Funding Management Services MIS Database** helps user organizations by bringing together easy to use functionality in 5 different modules for the Fund Development environment. **DonoVol** is used to collect data, monitor activity and track contacts, donations, volunteers, grants and proposal information. **DonoVol** also provides 3 important administrative tools that have easy to learn user screen, the reporting, data exporting and system management functions. The 5 different modules of the **DonoVol** include the following:

**Contacts Management:** allows the user to have quick records of all telephone, email or letter contacts regarding funding activities.

**Donation Management:** A quick use donation for the small organizations that can't afford or find the more expensive database too complex.

**Volunteer Management:** Present organization with a great tracking tool to validate the in-kind services being brought to the table for grant match and a timed monitoring of permits, licenses and certification of persons working on various service programs.

**Grant Management:** Control your grant administration from application critical dates to the charge specific to multiple grants. Provides quick and easy to use records of grant funded activities and milestone completions during the application and funding periods.

**Proposal Management:** Brings to the click of a mouse, Project Proposal administration, which enables the user to track project proposal and planning activities to the grant stage. Maintains records of contracts, notes regarding development requirements such as sustaining notes for multiple-year efforts and more.

Each module of the **DonoVol** application has unique functionality whether an organization is providing direct or indirect services. These features provide for multiple categories and separate tracking. The 5 modules each allow creation, tracking, and management of multiple detailed data elements of contribution management and funding activities. The unique features of **DonoVol** add the special functionality to the application that models concepts for raising additional funds in a more productive, timely, accurate and efficient manner. **DonoVol** makes it easier!

#### Contacts Management

- Easy search for multiple contacts using a combo selection.
- Various data fields to accurately describe your contacts plus meeting critical dates by Contacts with notes
- Data entry covered on 3 tabs so the screens are not too busy.
- Personalized information can be entered on Contacts including interests plus those of spouse and children.
- A detail comment note can be logged as well as multiple meeting dates.

#### Donations Management

- Easy to use Donor profile making donation tracking quick and reliable
- Multiple search Donor paths with auto-dated comment note for last reference info
- Canned Thank-you letters for contribution (prior year & current to date letters)

#### Volunteers Management

- Volunteer Profile with detail fields to easily describe the person, skill sets, and in-kind service type
- Work tasks value creation using the Administrative Edit List.
- Labor tasks tracking of volunteer in-kind services to validate grant match and overall organization support.
- Permits, Certification & License monitoring of person with various legal requirements and expiration dates.
- Easy of use tracking for Volunteer services and screen reports

### **Grant Management**

- Multiple grant monitoring accessible from a combo selection
- Individual grant critical date tracking plus quick print and completion checks for Milestone items
- Friendly status assignment by combo box selection, which is editable for in-house jargon
- Ability to sequence and monitoring by unlimited number of items
- Group sorted 30, 60, 90 & 120 days notices of grant due date commitments for milestones
- Monitor expenditure for each specific grant by each service that is funded.

### **Project Proposal Management**

- User intuitive Creation and Edit screens for tracking funding request amount and grant award by dates
- Various Project description and notes (i.e. Project Sustaining note)
- Project Planning tabs with multiple dates, check listing and a quick combo box for Project searches
- Profile status screen for project proposal with easy search for multiple project proposals
- Quick combo to assigned status level for development and ongoing activities.
- Proposal submission data fields for various dates and contact info
- Detail Project contact info for optional use and canned Thank-you letters for funding sources

Plus **UjimaSuites** software applications standard functions, which are accessible from the Main Menu such as: Options, Print Report, Admin, Tutorial and Help files. This valued added digital tool can help to increase the productivity and accountability for professionals in the development office and grant writing support for non-profit organizations. **DonoVol** can help to give the leading edge in fund development administration.

### **Administration and Reports**

All modules have detail reports specific to the operations and tasks recorded against activities or services. There are also reports that provide reminders of required grant dates and fund service level accountings as well as in-kind matching for grant purposes. The System Administrator can make global category changes and control user access at different levels. Access for printing can be limited and various client-warning notices can be set. All reports can be exported to Excel, CSV, Word & HTML formats.

### **UjimaSuites Version Integration**

**DonoVol** application is part of the **Ujima SuperSuite Version** that also includes **HR2000**, **Occupational** and **ProjectTrek** applications. These applications also integrate with other **UjimaSuites** packages such as the **Client Tracking** and **Case Management** application tools for human services organizations.

### **UjimaSuites Support**

**DonoVol** is an **Ujima Consultants** copyright application available as a CD release. **DonoVol** is recommended for organizations that need to track contacts persons, received donations and use volunteer services, apply for grants and draft proposals for funded projects and programs. **DonoVol** can be used for professional grant writers and development offices as well as most human service organizations.

### **Support**

PRODUCT is developed and supported by **Ujima Consultants** which provides after-sales support for all **UjimaSuites** products as well as application training. We also administer **the FORUM**, an agency and practitioner's organization for users of **UjimaSuites** products. FORUM members review applications and provide input on task requirements and sample data.



UJIMA Consultants  
128 – 24<sup>th</sup> Avenue - Seattle, WA 98122  
Phone: 206.568.5452 / Fax: 206.329.6359  
[www.Ujima.Biz](http://www.Ujima.Biz) - [Consultants@Ujima.Biz](mailto:Consultants@Ujima.Biz)