

**PROJECT SPECIFICATION & INFORMATION FORM**

Please find below a breakdown of features, services and costs for the design, development & build of your website package.

**We will provide all features below:**

* **Website**
	+ Mobile & Tablet Responsive
	+ Database
	+ CMS Installation / Configuration / Testing & Securing Files
	+ Marketing – link to your website on CYP’s Webcom Page and on social media
	+ Registration with Major Search Engines
	+ Routine Maintenance & Support
	+ Business emails set up
	+ Cross browser testing
	+ Stock images
	+ Branding including CYP’s logo on home page
	+ Content Management System
* **Training**
	+ CMS Training (x 4 Hours)
	+ ‘Thinkuknow’ Introduction Course for leaders – supporting you to promote safe internet use within your club.
	+ Support for young people to achieve certified qualifications
* **Guidance / Advice on:**
	+ Social Networking
	+ Email Database / Mail Chimp
	+ Search Engine Optimisation
	+ Developing an ‘Appropriate Use of ICT’ Policy for your club

**What we need from you:**

* Your **preferred domain name** OR your **current domain name** login details.
* **Club Name** and your **Logo**, if you have one (it needs to be the original .jpg if available)
* **All Contact details** and emails of those who will be contributing to the website
* **Information on your club** – contact details, latest news, activites/programmes you offer
* **Images** – no more than 20 high resolution photos (these can be added to later)
* **Commitment** – from your young people and staff to attend training sessions and to regularly update the website afterwards.

**Costings**

One off payment to CYP of £75 for the initial programme costs to cover specifications above including domain name and hosting of website for one year.

Thereafter the cost of annual hosting etc will be the responsibility of the Club.

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