

NGO Website Agreement & Project Details

Document purpose: This document is a template agreement and accompanying project details for building a website for an NGO. Replace bracketed placeholders with actual information before sending to the client.

1. Parties

Client: [SPIC: Shyamaprosad Institute of Culture]

Address: [VILL+P.O. – TAJPUR HOWRAH , WEST BENGAL(INDIA) , Pin Code: 711713]

Contact person: Name :

Role:,

Email:,

Phone :,

Developer / Agency: [Deep Maji , HOSTKASH]

Address: HOSTKASH [Amardaha,Shyampur,Howrah,711312]

Contact person: [Name:Deep maji,

Role : Full Stack Developer ,

Email: deepmaji470@gmail.com,

Phone: 7319427194.]

Effective date: [Date:

2. Recitals

This Agreement describes the terms under which the Developer will design, develop, deliver, and (optionally) maintain a website for the Client. The Parties agree to the terms below.

3. Scope of Work (Deliverables)

The Developer will deliver a fully functional responsive website for the Client that includes the following core pages and features (minimum):

- Home
- About Us

- Programs / Activities
- Impact / Achievements
- Donate (payment gateway integration optional)
- Contact (contact form)

Optional / As-needed features (tick which apply):

- Volunteer registration form
- Events / News
- Gallery
- Blog / Stories
- Annual reports (PDF uploads)
- Donation receipts (email + PDF)

Trust & compliance elements:

- NGO registration number display
- Tax exemption information (80G / 12A — if applicable)
- Transparency section / Testimonials

Admin panel:

Simple CMS to update text, images, gallery, and blog/news (if requested).

Security & performance:

- HTTPS / SSL configuration
- Input validation and basic security hardening
- Mobile-responsive layout
- Fast loading (optimised assets)

4. Project Detail: Specific Features & Acceptance Criteria

1. **Homepage:** Hero banner, clear CTA buttons for Donate and Volunteer, 2–3 highlighted programs, latest news or impact figures.
2. **Donate page:** One-time donation form; optional monthly donation setup (if requested); integration with chosen payment gateway (Razorpay / PayPal).

Configure success/failure callbacks and donor email receipts with optional PDF receipt.

3. **Programs / Activities:** CMS-driven listing with images and short descriptions.
4. **Impact / Achievements:** Numerical impact figures, downloadable annual reports.
5. **Contact form:** Name, Email, Subject, Message, simple anti-spam (reCAPTCHA or honeypot).
6. **Gallery & Media:** Easy gallery upload via admin; images optimized automatically.
7. **Blog / Stories (optional):** Post editor, categories, publish/unpublish.
8. **Admin Access & Training:** Up to [2] hours of remote training for NGO staff on using the CMS and uploading content.
9. **Documentation:** Short admin manual (PDF).

Acceptance criteria: Client will confirm acceptance in writing after UAT. Acceptance indicates the work matches the agreed features and functions, and no critical defects remain.

5. Timeline & Milestones

Phases (example):

1. Requirement finalization — 3–5 days from Effective Date.
2. Design (wireframes & visuals) — 4–7 days after requirements approved.
3. Development — 3–5 days after design approval.
4. Testing & UAT — 3–5 days after development complete.
5. Launch — within 1–3 days after acceptance and DNS/hosting tasks.

Typical total duration: 1–2 weeks depending on timely provision of content by the Client.

Milestone Payments & Dates (example):

- 30% OR % on signing / project.
- 40% OR % on design approval / development start.
- 20% OR % on delivery to UAT.

- 10% OR % on final acceptance & launch

6. Cost, Hosting & Domain

Development fee (one-time): ₹8500 (Including Domain And Hosting For 1 Year).

Hosting & domain:

- **Hosting (HOSTKASH): ₹1200.**

- **Domain registration: ₹699.**

yearly Renewal Charges May be Depends on Domain Provider.

Approximated (₹1200 -₹1500)

Payment gateway / third-party fees: Payment gateway transaction fees are charged by the gateway and borne by Client (unless otherwise agreed).

7. Change Requests & Scope Control

Any request for features not listed in Section 3 will be treated as a change request and quoted separately. The Developer will not begin additional features without written approval and agreed price/time. “Any feature not discussed today will be considered a future enhancement.”

8. Content Responsibilities

Client responsibilities:

- Provide final logo files, images, biographies, program descriptions, PDFs (annual reports), and any legal text (privacy policy, terms) in editable digital format according to the schedule.
- Provide payment gateway credentials, NGO registration number, tax exemption documentation (if necessary), and any required approvals.

If content is delayed more than [7] days, project timeline will be revised.

9. Testing, Acceptance & Launch

- Developer will perform internal QA. Client will be given access to a staging site for UAT.
- Client has [3] days to test and provide consolidated feedback.

- After acceptance, Developer will publish to the live environment and assist with DNS updates.

10. Warranties, Support & Liability

- Developer warrants that delivered website will function as per the agreed acceptance criteria for a period of 180 days from acceptance (bug fixes for issues discovered in that period are included).
- Support beyond the warranty period will be provided under the maintenance agreement or billed hourly.

12. Confidentiality & Data Protection

Both parties agree to keep confidential any non-public information. Developer will store donor data securely and use it only for agreed operations. If the project requires handling of personally identifiable data, parties will comply with applicable data protection laws.

13. Acceptance / Authorization

By signing below, the parties agree to the terms and authorize the Developer to commence work as per the scope.

Client (NGO):

Name: _____

Signature: _____ Date: _____

Developer:

Name: _____

Signature: _____ Date: _____

Appendix A — Suggested Sitemap (example)

- Home
- About Us

- Mission & Vision
- History / Years of operation
- Registration & Certificates
- Programs / Activities
 - Community Health
 - Agriculture
 - Cottage Industry
 - Education
 - General
- Impact
 - Achievements
 - Annual Reports (PDF)
- Donate
- Volunteer
- News / Blog
- Gallery
- Contact

Appendix B — Example Feature Checklist (to confirm with client)

- Home
- About Us
- Programs / Activities
- Impact / Achievements
- Donate (One-time)
- Monthly donation (optional)
- Payment gateway integration
- Donation receipt (email + PDF)
- Contact form

- Volunteer registration
- Events / News
- Gallery
- Blog / Stories
- Annual reports (PDF upload)
- Admin panel for updates
- SSL & HTTPS
- Backups & maintenance plan

Appendix C — Project Timeline Template (example)

- Requirements finalization
- Design delivery
- Development
- UAT
- Launch

End of document.