Section 1: Organization Information

Name of Organization: Tiverton Economic Development Commission (EDC)

Mailing Address: 343 Highland Road Tiverton, RI 02878

Name of Contact Person(s): Susan Gill (EDC) Scott Humphrey (EDC)

Contact Information:

Phone: Susan Gill (primary contact) 401-624-8842

E-mail: susan.gill1392@gmail.com scott@hbsri.com Fax: 401-625-6754

Type of Organization: Public (town)

Description of Organization and Mission:

The Economic Development Commission consists of five volunteer members appointed by the Town Council to serve for a three year term. The EDC’s mission is to represent a private and public partnership between elected officials and the business community, and to foster and promote the economic growth of the town of Tiverton.

How did you hear about the CPC?

Diane Williamson, Bristol’s Director of Community Development at the “We Mean Business” Expo

Section 2: Project Description

Title of the Project: Tiverton Economic Development Website Design and Development

Project location: 343 Highland Road, Tiverton, RI 02878

General Project Description:

Conduct a review of the existing Economic Development Commission website, redesign and upgrade in order to achieve maximum utilization by the Tiverton community and new business partners.

Potential Scope of Work/Tasks for RWU/CPC

1- Review and survey the current website to determine revisions and upgrades [www.tivertonedc.org]

2- Create graphic and design options, applications and content

3- Create graphics and architecture that enable flexible utilization of links and hyperlinks from multiple public websites
4- Develop a comprehensive home page that enables access to Economic Development bulletins and updates, an index of available website content, links and contact information for EDC members
5- Enable recording and display of utilization statistics with administrator access

What will be the final product output for the project?

A dynamic and fully operational Tiverton EDC web page. It will be user friendly and relate to the www.tivertonri.gov website.

**Proposed Project Schedule (when the tasks/project needs to be completed)**

Assumptions:

- Schedule to be finalized during Phase I
- Time phased 12-16 weeks
- Establishment of a team including representatives from EDC and RWU

Phase I- Initialization (3 weeks)

- Review existing website, and determine improvements/changes to be made
- Establish plan and scope of work

Phase II Design and Development (6 weeks)

- Design proposed changes utilizing resources of EDC, Town government, RWU and others as required

Phase III Implementation (5 weeks)

- Update website content
- Test and review
- Activate and delegate administrative capabilities

Please provide names and contact information for any staff members or volunteers who will be playing a primary role in the proposed CPC project.

Susan Gill (EDC)  401-624-8842

David Roberts (Town Assessor and current web administrator)  401-625-6709
What resources/previous work would the CPC be building upon that you have already completed?

Website is currently active with text and photos.

What active support would your organization be able to contribute should your project be selected?

Funding - see budget

Volunteer staff from EDC

Staff time - Town Assessor/current web administrator

**Section 3: Project Outcomes**

Please describe how this project will benefit your organization and the advancement of your mission.

- A dynamic website can drive internet traffic and increase the dissemination of information.
- Clarity will improve public understanding of the EDC’s role in the community.
- Providing easy access links to other town entities for someone interested in starting or expanding a business in Tiverton can pave the way for economic growth.

Please describe how this project might benefit the overall community, including specific groups that could benefit from this project.

- A well designed website will present current and relevant information to the community about upcoming and completed projects that should produce economic growth for the town
- Spotlighting projects will target certain areas of town and inform the public
- Increasing public awareness of economic growth can translate to quality of life benefits
- Increased economic growth and revenues can translate to stabilization of taxes

Please explain why you have chosen to seek assistance from the RWU/CPC with your project request, instead of undertaking the project using fee-for-service from a paid professional:

- The Town relies heavily on volunteers to perform much of the work. If someone on a commission doesn’t have expertise in writing, photography, or graphic design they will do their best. However we are looking for a professional level job with creative design to reflect our community.
- See the attached EDC budget for limited financial support
- Students are innovative, very tech savvy and enjoyable to work with.
Please describe how this project will benefit RWU students.

- This project will give student(s) an opportunity to be creative with web design and structure.
- Communication skills are necessary to set up groundwork for content
- This project can involve a student interested in Community Development to learn how the different offices in town government interface.
- This project exposes them to the concept of volunteerism in a community.

Section 4: Financial Information

What is your organization’s annual operating budget? Please include a copy of your most recent budget with the application.

2013  $6350.00  See attached sheet

What are the major sources of funding?

Annual Town Budget

How much funding from your annual operating budget is set aside for this project (if any)?

2013  $500

Section 5: Private Sector Involvement

Have you or your organization discussed the project with practicing professionals?

A private company created the initial webpage in 2011. Content has been changed by volunteer EDC members infrequently.

The Town upgraded the entire website and redesigned the home page this year but not the individual sections. This was left to each Board or Commission to update.
Section 6: Supporting Documents

Current Budget - attached

Economic Development Commission members:
Scott Humphrey
Jonathon Cottrell
Susan Gill
Thomas Humphrey
Leonard Schmidt