



# Zcash Community Grants (ZCG) Request For Proposal (RFP) Community Note Taking

## 1. Project Description

The Zcash Community Grants (ZCG) committee is inviting qualified individuals or companies (Grantee(s)) to submit a proposal to make a podcast dedicated to Zcash.

The relationship between the winning Grantee(s) and ZCG shall be that of a grantee and grantor, governed by [standard grant terms and conditions](#).

## 2. Background and History

ZCG (Zcash Community Grants) exists to fund projects that advance the usability, security, privacy, and adoption of [Zcash](#), a privacy-focused cryptocurrency. [Here's what we've funded so far](#).

Formerly known as the Major Grants Review Committee, ZCG was created by community members of the Zcash cryptocurrency in [ZIP 1014](#), working within the Zcash governance process.

ZCG's funds come from the decision in ZIP 1014 to allocate a portion of all newly created Zcash—over a four year period—to the ZCG.

Legally speaking, ZCG is a technology advisory board that constitutes a committee of the [Zcash Foundation](#), under its [bylaws](#). Grants are chosen by a committee of [five members](#) who were chosen by the [Zcash Community Advisory Panel](#) in an [open election](#).

Operational support is provided by the Zcash Foundation.

### Resources:

- [www.zcashcommunitygrants.org](http://www.zcashcommunitygrants.org)
- [zcashgrants.org](http://zcashgrants.org)

## 3. ZCG Responsibilities

ZCG will provide the Grantee(s) all available relevant information to aid in the successful completion of the project.

#### 4. Project Assumptions

The following assumptions were made in the development of this Scope of Work:

Content will be free to consume and distributed via GitHub and the Zcash Community forums.

#### 5. Proposal Submittal and Contacts

The Grantee's proposal shall be submitted to [ZCG-rfp@zfind.org](mailto:ZCG-rfp@zfind.org) by TBD UTC on TBD in PDF format, unless ZCG has otherwise requested supplementary materials in a different format. Late submissions will not be accepted.

Questions should be directed to [ZCG-rfp@zfind.org](mailto:ZCG-rfp@zfind.org) clearly identifying the RFP for which the questions are related.

#### 6. Project Schedule

The anticipated project schedule is summarized as follows:

05/15/2022	RFP Posted
TBD	Proposals Due
TBD	Contract Awarded
TBD	Final Deliverables Submission Deadline

#### 7. Scope of Work

As the Zcash developer community grows, there is an increasing need to better communicate and disseminate the decisions made by the protocol developers responsible for building the Zcash protocol and clients. Currently in order to get details on the latest discussions around protocol upgrades, you need to watch the 1.5 hour Zcash Arborist calls that happen every 2 weeks (<https://electriccoin.co/event/zcash-arborist-call-6/>).

We are looking for someone to attend the Arborist calls and take notes that summarize the discussion and list decisions/action items from the call. The grantee would also be required to construct a Twitter thread that summarizes the call and decisions made in the call. We understand that discussion in these calls can get dense and very technical, so it is fine if the note taker uses the YouTube recording of the call later on to clean up and complete their notes. In the beginning we would like to model this effort in a similar way to how Ethereum conducts their note taking activities for protocol discussion meetings. GitHub will be used for notes submission.

You will be compensated a predetermined USD amount per meeting (paid in ZEC). The duration of this grant is 3 months with the potential opportunity for continuation after the grant ends. You will be required to fill out KYC documents with the Zcash Foundation who is responsible for the administration of this grant.

— Find similar work below

*Ethereum Project Management Repository:* <https://github.com/ethereum/pm/>

*Example of Notes Taken During Ethereum ACD Meeting 122:*

<https://github.com/ethereum/pm/blob/master/AllCoreDevs-Meetings/Meeting%20122.md>

*Example of a tweet summary:*

<https://twitter.com/TimBeiko/status/1494760753726779394?s=20&t=lt-mRPzrzj-phKRcaJwvGg>

## 8. Proposal Requirements

The Proposal shall outline the Grantee's Scope of Services, which at minimum must include the criteria set forth within this Request for Proposal, and the Grantee's approach to administer and complete the project.

A detailed project approach will assist ZCG in understanding the Grantee's comprehension of the project and the opportunities and constraints that a project of this complexity may contain. At a minimum the Proposal shall include the following:

- A bio and a description of your time and experiences in the zcash community.

Desired skills:

- Basic understanding of Zcash.
- Proficient in writing in English.

## 9. Selection Criteria

ZCG will review the Proposals and make a selection based on the best value, considering the following selection criteria:

Criteria	Standard	Weighting Factor
Cost	Does the Grantee(s) provide a cost proposal that is deemed reasonable for the complexity of the work to be undertaken? Does it provide "value for money"?	4

Personnel Qualifications	Do the assigned personnel have the skills and experience to produce the project's desired outcome? Have personnel demonstrated success in these roles with documented examples of direct experience with this type of work?	3
Project Approach	Does the Proposal approach show an understanding of project constraints and meet the project objectives? Do the proposed work hours accurately reflect the level of effort required to complete each Project task? Does the Proposal approach demonstrate an efficient, reliable plan of progression and achievable timeline?	3

The criteria scale ranges from 1 to 10: 1 is poor, 5 is average, and 10 is outstanding. Criteria will be multiplied by the associated weight to give a weighted score, which will be summed for a cumulative score. The maximum possible cumulative score is 100.

## 10. Diversity Statement

ZCG believes in providing equal opportunity to all business enterprises to participate in all aspects of the ZCG grant program without regard to race, creed, age, sex, national origin, ethnic identity, physical or mental disability, veteran status, marital status, economic status, religion, sexual orientation, gender identity or expression, or any other legally protected basis, and will conduct its grant program so as to prevent such discrimination.

Recognizing that some individuals, groups and business enterprises, including Minority Business Enterprises, Women Business Enterprises, Disability-Owned Business Enterprises, LGBTIA+ Owned Business Enterprises and Veteran-Owned Businesses, have not historically received opportunities to participate equally in contracting opportunities and to ensure and reaffirm ZCG's continuing commitment to progress and succeed in achieving the goal of equal opportunity, ZCG is committed to the goal of enhancing economic opportunities for Diverse Businesses. ZCG will make every good faith effort to identify and utilize Diverse Businesses.

A Grantee that is a Diverse Business may establish its qualification by providing to ZCG:

- Its certification status from a federal, state or local governmental agency; or
- Documentation that would enable ZF to verify that the Grantee qualifies (examples include community engagement, public declarations, etc).

This method is designed to cover those Grantees who are easily verifiable, such as sole proprietorships, small partnerships, closely-held corporations and small companies that do not engage in significant government business or do not have the resources to seek a governmental or third-party certification. ZCG will provide minorities, women, persons with disabilities, LGBTQI+ persons and veterans equal opportunity to participate in all aspects of contracting programs.

It is not the policy of ZCG to provide information or other opportunities to Diverse Businesses that will not be available to all other business enterprises. It is the intent of this statement to establish procedures designed to assure Diverse Business access to information and opportunities available to other business enterprises. ZCG's intent is to widen opportunities for participation and to increase competition.

Definitions:

- "Disability-Owned Business" means a business enterprise which is Owned and Operated by one or more persons with disabilities.
- "LGBTQI+-Owned Business" means a business enterprise which is Owned and Operated by one or more lesbian, gay, bisexual, transgender, queer, intersex, and other sexual and gender identities ("LGBTQI+").
- "Minority Business Enterprise" means a business enterprise which is Owned and Operated by one or more of the following ethnic minority groups: African American, Hispanic/Latino, Asian American/Pacific Islander and Native American.
- "Owned and Operated" means (1) the business enterprise is at least 51% owned by a person or persons within one of the respective diversity groups, or in the case of any corporations, limited liability companies or partnerships, at least 51% of the voting stock or interests, as applicable, is owned by a person or persons within one of the respective diversity groups and (2) the management and daily business operations of the business enterprise are controlled by a person or persons within one of the respective diversity groups.
- "Women Business Enterprise" means a business enterprise which is Owned and Operated by one or more women.
- "Veteran-Owned Business" means a business enterprise which is Owned and Operated by one or more veterans

## **11. General**

- a. Selection of a Grantee(s) will be based on the selection criteria described above. The proposal shall address all of the selection criteria.
- b. All pre-award costs related to Proposal generation shall be borne by the Grantee(s).
- c. Proposal information is not considered confidential or proprietary. Trade secrets and other proprietary data contained in Proposals may be held confidential if the Grantee(s) requests, in writing, that ZCG does so, and if ZCG agrees, in writing, to do so. Material considered confidential by the Grantee(s) must be clearly identified. Such confidential/proprietary information must be easily separable from the non-confidential sections of the Proposal. Marking the entire Proposal as proprietary will be neither accepted nor honored.
- d. A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the Grantee's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed. Therefore, it is the Grantee's responsibility to disclose any real or perceived conflict of interest with an officer or senior employee of the Zcash

Foundation or a ZCG committee member, at the time of RFP submission and anytime during a subsequent grantor/grantee engagement, Updated Zcash Foundation and ZCG rosters can be [viewed here](#).

- e. Grantee(s) may be required to agree to AML/KYC requirements [as set forth here](#). Applicability of these requirements will vary based on multiple factors, to be determined at time of grant award.
- f. Upon ZCG approval, the selected Grantee(s) shall submit their winning proposal to the [grants platform](#) for tracking, milestone payment (if applicable) and transparency purposes. Instructions regarding community posting and update requirements will be provided upon grant approval.