



Project Page Quick Start Guide



**Setting up your crowdfunding campaign
on Spacehive**



FAQs



Support

Setting up your crowdfunding campaign on Spacehive

There are a few specific things you must do to ensure you can get started using Spacehive.

The following pages show you how...

STEP 1

Create a Spacehive account

Select “Organisation” if you are signing up on behalf of your group or organisation.

Already a user? [Log In](#)

Sign up

(In case we need to contact you about your pledge)

I'm an:

- ☒ Individual
☐ Organisation

 Sign up with Facebook

Or:

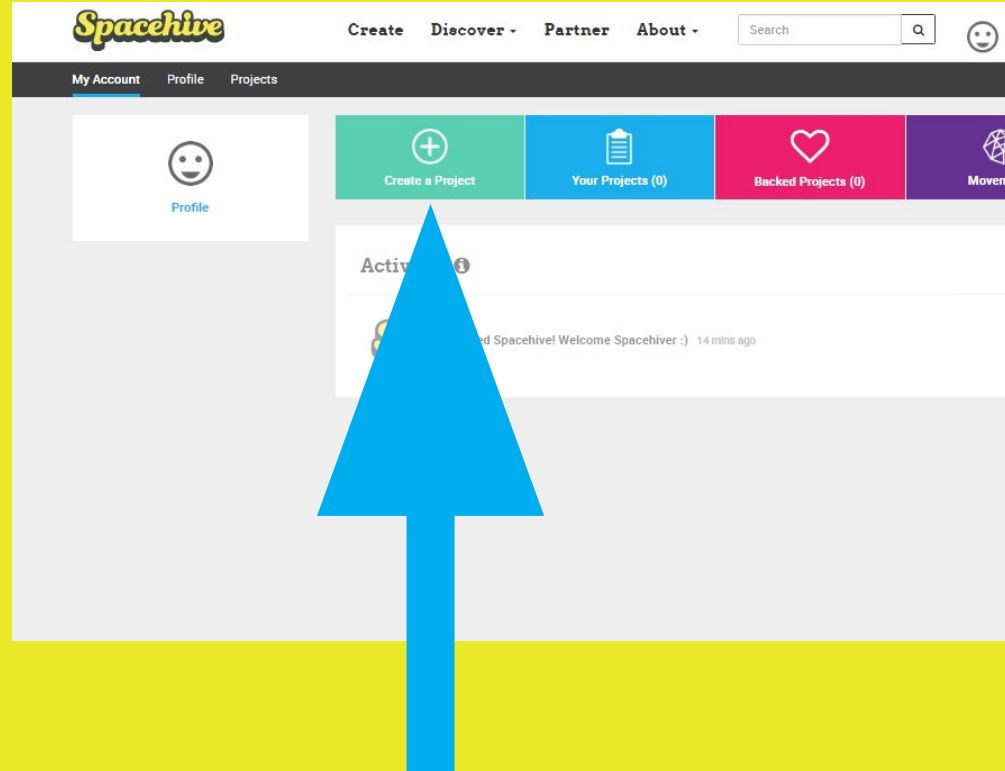
☐ Receive our newsletter

Sign me up!

By clicking Sign Up you agree to our [Terms of Use](#), [Privacy Policy](#) and [Cookie Policy](#).


STEP 2

Click 'Create a Project' to start building your crowdfunding page



STEP 3

[Click here](#) to see an example project page to help you fill in each section easily.

Blue text links to  advice in our [Help Centre](#) for even more guidance!

Your Idea

Tell your potential backers what you plan to do, how you'll get it done, and the benefits it will bring.

[How to create the perfect project page](#)

Your project title *

[How to write a great title](#)

Help for Bradfield Befriending!

9

Your unique web address *

This is the link to your project that you can share with your backers.

[Choosing a good link](#)

www.spacehive.com/ bradfield-befriending

Project categories. * Select up to three

Sport & Play

Parks & Gardens

Arts & Culture


Buildings

Food & Farming

Streets &
Infrastructure

TIP

On the 'Your Idea' tab select the most appropriate category. If you feel the categories do not match your idea that's ok. Simply select one to proceed

 **Help for Bradfield Befriending!**

Project Dashboard

Your Project

- [Your idea](#) ✓
- [Location](#) ✓
- [Video and images](#) ✓
- [About you](#) ✓
- [Delivery](#) ✓
- [Permissions](#) ✓
- [Expected impact](#)
- [Milestones](#) ✓
- [Costs](#)
- [Funds](#)

Create

1 of 4. Create your project page

Your Idea

Tell your potential backers what you plan to do, how you'll get it done, and the benefits it will bring. [How to create the perfect project page](#)

Your project title *
[How to write a great title](#)

?

Your unique web address *
This is the link to your project that you can share with your backers.
[Choosing a good link](#)

?

Project categories. * Select up to three

☐ Sport & Play

☐ Parks & Gardens

☐ Arts & Culture

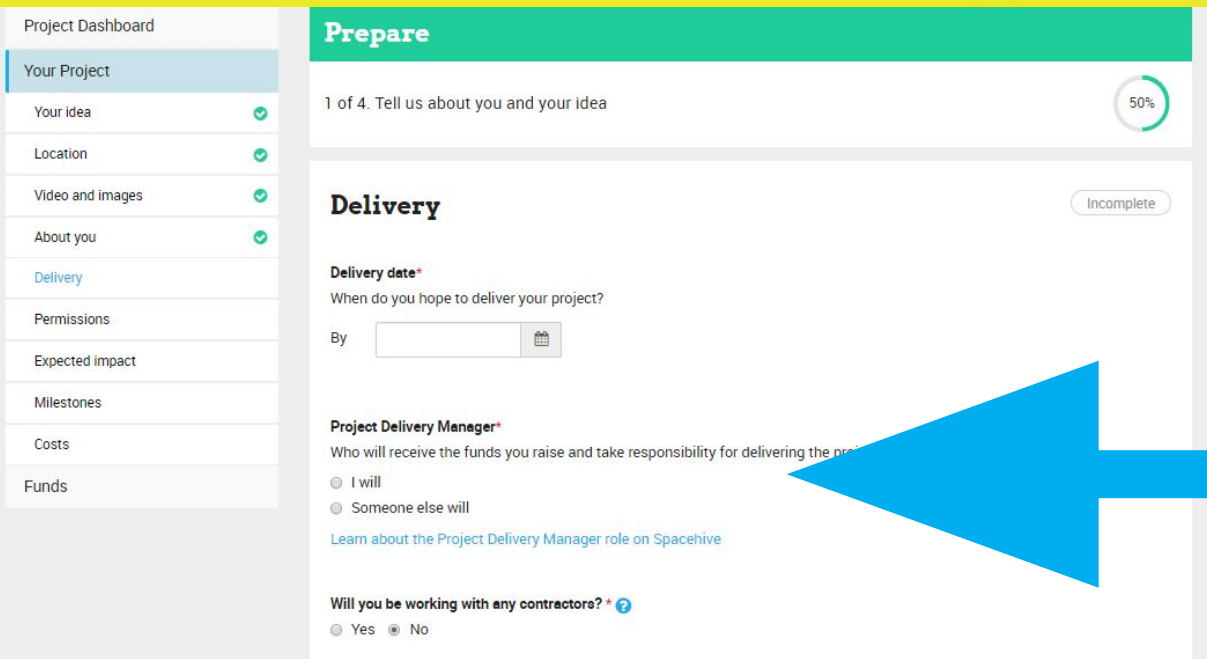
☐ Buildings

☐ Food & Farming

☒ Streets & Infrastructure

TIP

On the 'Delivery' tab select
'I will' manage the delivery



Project Dashboard


Your Project

- Your idea ✓
- Location ✓
- Video and images ✓
- About you ✓
- Delivery**
- Permissions
- Expected impact
- Milestones
- Costs
- Funds


Prepare

1 of 4. Tell us about you and your idea 50%

Delivery Incomplete

Delivery date*
When do you hope to deliver your project?
By 

Project Delivery Manager*
Who will receive the funds you raise and take responsibility for delivering the project?
☐ I will
☐ Someone else will
[Learn about the Project Delivery Manager role on Spacehive](#)

Will you be working with any contractors? * 
☐ Yes ☒ No

STEP 4

Project Dashboard

Your Project

- Your idea ✓
- Location ✓
- Video and images ✓
- About you ✓
- Delivery
- Permissions
- Expected impact
- Milestones
- Costs
- Funds

Prepare

1 of 4. Tell us about you and your idea

Delivery

Delivery date*

When do you hope to deliver your project?

By

Project Delivery Manager*

Who will receive the funds you raise and take responsibility for delivering the project?

You are the Project Delivery Manager for this project.

[Learn about the Project Delivery Manager role on Spacehive](#)

What payment options do you want to offer your backers? *

You can choose both options but you must choose at least one before you start fundraising. [Find out](#) more about the payment systems we use to collect money.

☒ Paid into a bank account

When you save the page you will be directed to the GoCardless website to create a new account.

☐ Via PayPal

Will you be working with any contractors? *

☐ Yes ☒ No

You'll be asked to set up a PayPal or GoCardless account to receive your money. We recommend doing both!

If you use GoCardless ensure your account name exactly matches the name of your organisation's bank account.

TIP

Make sure you verify the identity of your bank account before you hit your target - so you receive your funds as quickly as possible.

GOCARDLESS

If you use GoCardless to collect your money, they'll ask you to verify your bank account by:

- Making a small deposit into your account and asking you to confirm the reference number.
- Providing personal details of your Trustees (name, address, date of birth)

PayPal[™]

If you use PayPal they'll make a small deposit into your account and ask you to confirm the reference number.

STEP 5

In the 'Costs' tab break down what you need to spend the money raised on

E.g.

Decorating materials - £5,000

Fridge - £2,000

Pots and containers - £1,000

Total: £8,000

(Your fundraising total here would end up being a bit higher than £8,000 because [transaction fees](#) are added - for the latest on Spacehive fees please check [here](#))

Costs

Complete

List all the things you need to raise money for - we'll add them up to create your crowdfunding target. Be detailed, attach evidence, and don't forget to [include VAT](#) where appropriate.

[How to cost up your project](#)

[Examples of acceptable evidence](#)

Item	Cost (£)	Evidence / quotes
<input type="text" value="Decorating materials"/>	<input type="text" value="5000"/>	<div><div>Upload</div><div>Max file size: 5 Mb</div><div>Add a comment if your document needs explaining. If you can't provide evidence please explain why.</div><div><div>Quote from Painters World attached.</div></div></div>
<input type="text" value="Fridge"/>	<input type="text" value="2000"/>	<div><div>Upload</div><div>Max file size: 5 Mb</div><div>Add a comment if your document needs explaining. If you can't provide evidence please explain why.</div><div><div>Quote attached</div></div></div>

TIP

Keep your costs to the minimum amount required to make your project a reality. This will boost your chance of success and help you hit your target faster. If you are concerned about hitting your target, or you need funds urgently, reach out to the Spacehive team via support@spacehive.com.

STEP 6

Set up Overfunding and list the types of things you would like to do with any additional money raised.

Spacehive has an all-or-nothing funding model to help you raise more funds, faster. This means you'll have to hit your target to receive any funds. However, once you've hit your initial target, you'll enter Overfunding Mode until your original deadline date is reached.




Overfunding

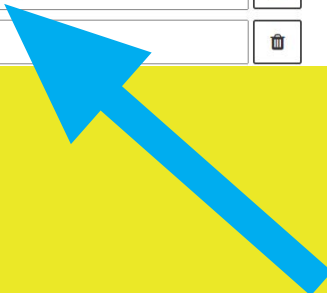
Do you want to enable overfunding for your campaign? This allows you to continue fundraising if you hit y

☒ Yes ☐ No

[How overfunding works](#)

If you raise extra money on overfunding what will you spend it on? List the items in order of priority:

Purchase additional phones for volunteers	 
Engage and train more volunteers	



STEP 7

When you're happy with the way your page looks, submit it for verification.

It should take a few days.

1. Create your project page



2. Pitch to funds

3. Get your project verified

0%

Experts will check that your project is ready to be delivered.

[What they'll check - and how to ensure you're ready](#)

Important: Please check you're happy with your project page and have pitched to any funds before you get verified. You won't be able to edit your project page (apart from your video and images) after you submit your project to be verified.

Quick Recap

Project Delivery Manager:

Bradfield Community Action

Project value:

£578

Submit for verification

4. Start crowdfunding

0%



STEP 8

You're matched!

Based on what you've told us about your project the following Funds might want to pledge towards your campaign.

Fund	Pitch status	Deadline for pitching	Actions
 GLL <small>Let's be active</small> We want to help our local communities play, learn and be active. From organising a 100 metre sprint on your high street to revamping a community library..			View & Pitch Dismiss
 IWDFU <small>Wychavon District Football Union</small> Crowdfund WYCHAVON Fund			View & Pitch Dismiss

If you are matched with any funds, check to see if your project might be eligible and pitch*



*On Spacehive 'Pitching' = requesting a pledge

STEP 9

Sign your delivery agreement, set an end date for your campaign and then go live!

Check [this guide](#) for advice on campaign length if you aren't sure.

Create

Welcome to your Project Dashboard! Let's start by creating your project page....

1. Create your project page



2. Pitch to funds



3. Get your project verified



Congratulations, Locality have verified your project! To complete this step, the Project Delivery Manager (**Compost Works**) needs to review and sign these terms of agreement. Then we can finalise the project verification and you can continue to the next step and enter fundraising!

Submitted for verification ✓

Your project has been verified ✓

Sign your agreement to deliver this project

Obligations of the PDM

1. This Clause 12 sets out the obligations and responsibilities of PDMs in relation to an individual Project (as set out in the relevant Project Page on the Site).
2. In relation to each and any Project, the PDM agrees: (a) to use the relevant Fund only for the purposes of the Project and in accordance with the terms of this Clause 12; and (b) not to use the relevant Fund for any other purpose without the prior written agreement of Spacehive.
3. The PDM shall complete the Project in accordance with all material details on the Project Page (subject to any reasonable amendments which may be required by Spacehive, the Project Verifier or applicable law). The PDM shall act in the best interests of the Funders and use reasonable care to implement PDM Services to the standard that may be expected of someone experienced at implementing Projects of a similar size, scope and complexity to the relevant Project.
4. The PDM agrees that the Fund is the only source of funds for any relevant Project and the PDM shall not require any further monies or funding for the Works or the Project or remuneration for the PDM Services from Spacehive, the Project Verifier, Compost Works or the Funders.

I, Compost Works, agree to deliver this project

4. Start crowdfunding



LAUNCHING YOUR CAMPAIGN

Follow the steps in our quick launch guide [here](#).



Before you do a big public push on social media you must start by getting friends, family and colleagues to pledge to your campaign so you aren't promoting an empty campaign page!

After you hit your target we'll collect your pledges.

Assuming you have verified your bank account successfully, you'll receive your funds within 2 weeks.



FAQs

What is Spacehive?

Spacehive is a crowdfunding platform for ideas that bring local places to life, support and empower communities: everything from sprucing up an allotment, investing in equipment to run a befriending service, to putting on a street party.

When will we get the money we raise?

Spacehive operates an all-or-nothing model, which means that if you don't hit your target, none of the pledges are collected. Once you hit your target funds will take up to 2 weeks to arrive in your bank account.

How do people pledge to my project?

People can pledge by visiting your project page on Spacehive.com and clicking the "Back this project" button. They will then authorise a payment to you using either GoCardless or PayPal. The money they pledge will only be charged after you hit your target. After they are charged the authorisation / Direct Debit mandate is cancelled. Backers are only charged once.

If people give me cash does this count towards my target?

Only funds raised online count towards your target as we have no visibility of any other funds collected. Ask your supporters to donate online via your Spacehive page rather than sending the money directly to the organisation's bank account!

FAQs

Do I have to verify my bank account?

Yes, you need to verify that your bank account is yours before you can collect the money you raise. This is done via PayPal and GoCardless - the payment providers we use. As part of the process of creating your project page on Spacehive you'll be prompted to register an account with one or both of them. They will then tell you what you need to do to verify your bank account. It usually involves:

- Confirming the reference number of a small deposit they will make into your bank account.
- Providing personal details of your Trustees (name, address, date of birth)

Bank account verification is done via your PayPal and/or GoCardless account, rather than on Spacehive. We strongly recommend that you do it before you hit your funding target.

Are there fees?

Yes - there are usually Spacehive fees of 5% (+1% VAT) on funds raised if, and only if, you hit your target. These fees are automatically added to your campaign target once you enter your costs. There are also transaction fees of 0.5% for payments made via GoCardless and 2.9% +30p for PayPal. These are estimated at the beginning of your campaign and automatically added onto your total project costs. As pledges are made using one or other of the payment methods, the transaction fees associated with your target will be adjusted.

CONTACT DETAILS



If you have any issues with setting up your crowdfunding page please contact us on: support@spacehive.com



You can also get in touch with Spacehive using the **live chat tool** - click on the icon in the bottom right of your project dashboard.

Spacehive