

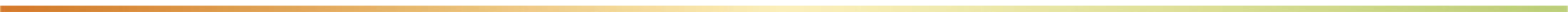
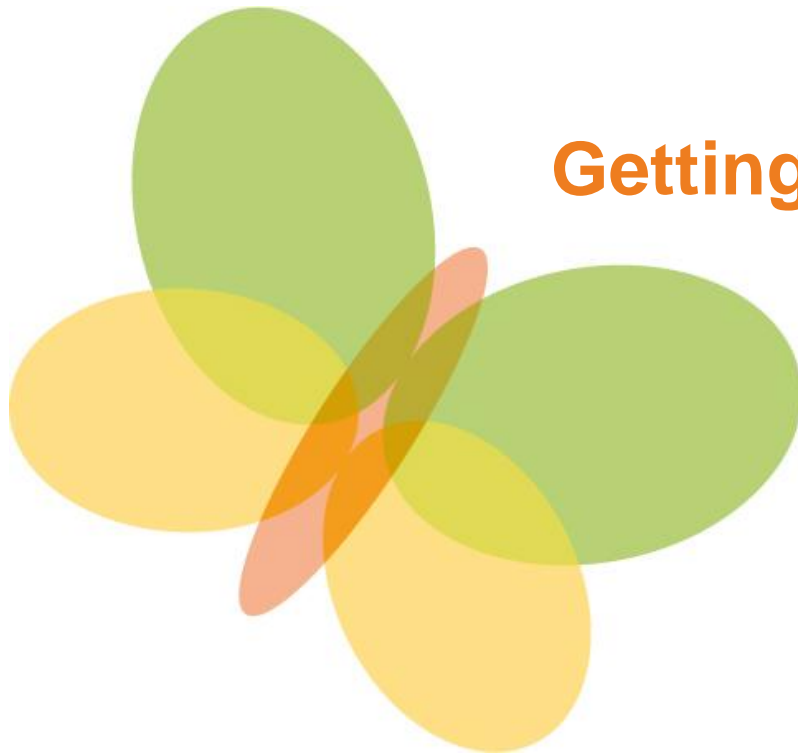


Localgiving.com

Make a difference in your community

Getting started on Localgiving.com

Guide for Local Charities and
Community Groups



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Welcome to Localgiving.com!



This guide shows you how to set up your Localgiving.com webpage so that you will soon be able to receive online donations from supporters in your community.

You will need:

Login details	Follow the 'click to register' link on your invitation to create a password. Your username is the email address that your invitation was sent to.
Information about your organisation	Basic details about your charity What causes do you address? Who benefits from your work? Number of staff and volunteers What do you do? What have you achieved? What do you require funding for? Your logo (to upload) 3 photos (to upload) Details of projects/activities 3 photos of project/activity (to upload)
Bank Details	Account number Account name Sort code An original bank statement (to send to your local Community Foundation)

The rest of the guide explains what you will see when creating your webpage online. Use it as a guide and to plan what you want to write. Remember:

Don't panic!



Keep saving your information.

You can work on any of your pages at any time.

Even after you submit your webpage, you can change it again!




Invitation to join Localgiving.com



You will have received an email from your local Community Foundation that looks like this.

Click to register.


Dear Your charity

Berkshire Community Foundation is delighted to invite your organisation to be a part of [Localgiving.com](#), a new website allowing charities and community groups to receive donations online.

[Localgiving.com](#) is an initiative of the UK Community Foundations. It was started to help communities engage with supporters online, letting them know about your volunteer and funding needs as well as the great work you are doing in the face of government cuts and increased need in your community.

Questions about [Localgiving.com](#)? Give us a ring on 0118 9303021, contact the Localgiving.com Help Desk on 0300 111 2340 or email help@localgiving.com.

We look forward to seeing you on [Localgiving.com](#) soon!

Many thanks,
Andrew Middleton,
Chief Executive.


[Click to register](#)

*The first three months are free with [Localgiving.com](#) with no obligation to continue. After three months, a £60 annual charge applies.

You are receiving this e-mail because you opted in to receive information from the Berkshire Community Foundation. [Localgiving.com](#) is an initiative owned in part by the [Community Foundation Network](#).
[Unsubscribe](#) from this list.

Our postal address:
Berkshire Community Foundation,
Arlington Business Park,
Tinsale,
RG7 4SA.

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Register with Localgiving.com



[Home](#) [Find a local charity](#) [Local areas](#) [Charitable causes](#) [How it works](#) [About us](#)

[How it works](#)
[How it works](#)
[Your donation](#)
[Our fee](#)
[Register as a supporter](#)
[Register as a charity](#)
[Gift Aid](#)

[t](#) [f](#) [k](#) [Login / Register](#)
[Why register? →](#)

Register with Localgiving.com

Welcome Shout It Out Learning Project

Please enter a password of your choice below to complete your registration.

Your login email

yourname@charity.com

Password

* Required, 5 characters minimum

Confirm password

* Required

Register →

Why register with Localgiving.com?

 **Gain funds**
from people who want to give to your group or charity

 **Keep a record**
of all your donations

 **Connect**
with your supporters

 **Vetting by Community Foundations**
means it is not necessary to be a registered charity

This page will appear.

Your username is your email address.

Enter a password of your choice and click 'Register'.



giftaid it Increases your donation at no extra cost to you

PayPal Secure online payments

 Independent vetting of local community groups within Localgiving.com

[Donor terms & conditions](#) [Charity terms & conditions](#) [Privacy policy](#) [Gift Aid](#)

© Copyright 2010 Localgiving.com



You will then see an overview of your account, click on Step 1 – Basic details



Localgiving.com Make a difference in your community

Home Find a local charity Local areas Charitable causes How it works About us My account

My account

My account

- 1. Basic details
- 2. Website text
- 3. Logos and photos
- 4. Your projects
- 5. Bank details
- 6. Submit website

Contact details
Login details
Help
Logout

Your charity

Your donations

Overview

Date	Donat
------	-------

Your admin status

1. Basic details	Complete
2. Website text	Complete
3. Logo and photos	Complete
4. Your projects	Complete
5. Bank details	Not provided
6. Submit website	Submitted

→ How to add a project:
Remember, you can add new projects/activities that need funding

Your projects

Date posted: 2010-01-22	Last posted: 2010-10-18
Example →	
Date posted: 2010-09-24	Last posted: 2010-10-18
Test →	
Date posted: 2010-09-24	Last posted: 2010-10-18
Testing →	
Date posted: 2010-09-24	Last posted: 2010-10-12
Treestone Park Exhibition →	

Add a new project →

giftaid it! Increases your donation at no extra cost to you

PayPal Secure online payments

Community Foundation Network Independent writing of local community groups within Localgiving.com

Donor terms & conditions Charity terms & conditions Privacy policy Gift Aid © Copyright 2010 Localgiving.com



Home Find a local charity Local areas Charitable causes How it works

My account

My account

1. Basic details

2. Webpage text

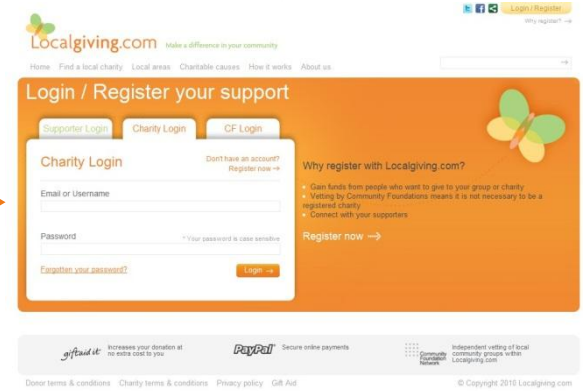
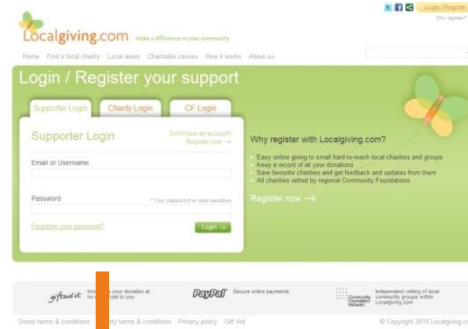
Your Charity



You can logout and log back in to your account at any time



Why register? →



Use your username (email) and chosen password to log in

Step 1 – Basic details: Overview



Localgiving.com

1. Basic details

Basic details about your organisation

Name of the charity *

Your short and address

Address Line 1 *

Address Line 2

Address Line 3

Postcode *

Telephone number *

Do you have a VAT number to show your telephone number?

Details address

Your charity was established

2 year average annual income

Registered charity number (if any charity)

Your admin status

1. Basic details

2. Categorising

3. Your staff and volunteers

4. Your admin status

5. Your admin status

6. Your admin status

Helps & tips

Your short message

This short message (including contact address) is required to access our page. It will allow us to contact you regarding any issues with the setup of your page.

Website address

Your own website address. Only completed if you have an existing website. You can leave the blank if you do not have one.

2 year average income

Please enter the average annual income of your charity, listing it as the total of all staff and volunteers.

Categorising the charity

This information is required. But not all charities fit into any of our chosen broad categories.

Primary sector: Primary health:

Secondary sector: Secondary health:

Tertiary sector: Tertiary health:

Your staff and volunteers

Please provide details on the number of staff and volunteers your charity employs. They will be asked to create a profile on Localgiving.com.

Number of full-time staff:

Number of part-time staff:

Number of management committee:

Number of unpaid volunteers:

Volunteers required

If you are looking for volunteers, please give a brief description of the work that needs doing and the skills, experience or qualifications required.

Basic details about your organisation

Categorising the charity

Your staff and volunteers

Volunteers required

This section allows you to enter basic information about your charity and how you would define it.



Basic details about your organisation

Website address

Please enter your charity's own website address. You can leave this blank if you do not have one.

3 year average income

Please enter the yearly income of your organisation, averaged over the last three years if possible.

Basic details about your organisation

Name of the charity * Required

Address Line 1 * Required

Address Line 2

Address Line 3

Town / City * Required

County

Postcode * Required

[Click here if you do not want to show your address](#)

Telephone number * Required

[Click here if you do not want to show your telephone number](#)

Website address

Year the charity was established

3 year average annual income

Categorising the charity

This information allows supporters to find local charities that support their chosen cause and beneficiary.



Categorising the charity

Primary cause

All Arts, Culture & Heritage

Primary benefit

All Ages

Secondary cause

All Disabilities

Secondary benefit

All Genders

Tertiary cause

All Education & Training

Tertiary benefit

All Ethnic Groups

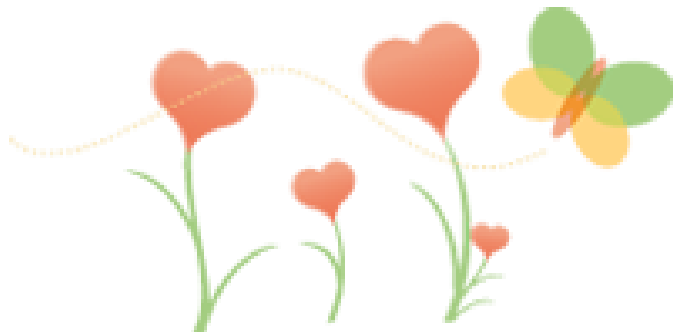
Save →

Cause – choose the closest match under the following headings:

- Arts
- Culture and Heritage
- Disability
- Education and Training
- Environment
- Health
- Human Rights
- Social
- Sports and Recreation
- Other

Benefit – choose the closest match under the following headings:

- Age
- Gender
- Ethnic Group
- Marital Status
- Other



Your staff and volunteers

Please enter the number of full-time and part-time staff that your organisation has.



Your staff and volunteers

Number of full-time staff

Number of part-time staff

Number of management committee

Number of unpaid volunteers

Save →



Volunteers required

If you are looking for volunteers, please give a short description of what needs doing and the skills, experience or qualifications required.

Plan your text here:

Volunteers required (new) 500 characters left

Save →



Headline

This should summarise the unique work that your charity does. Make it short, to the point and punchy. This headline will also appear in the supporters' search results on the main Localgiving.com website.

Plan your text here:

Headline 100 characters left

[Save →](#)

For example: 'Providing day services and support to adults with physical and sensory disabilities and their carers.'



Purpose of the charity

This should explain why your organisation exists, it could be your mission statement.

Purpose of the charity 500 characters left

You must enter at least 100 characters in order to save your work. If you enter less than 100 characters you will not be able to save it.

Save →

Plan your text here:

Large empty rounded rectangular box for planning text.

For example: 'To provide high quality and affordable day services, activities and support to adults with physical and/or sensory disabilities and their carers living in Countyshire.'



Your benefit to the community

This should explain the specific needs of your community, the people who benefit and what your charity does to make a difference.

Your benefit to the community 500 characters left

Save →

You must enter at least 100 characters in order to save your work. If you enter less than 100 characters you will not be able to save it.

Plan your text here:

Large empty rounded rectangular box for planning text.

For example: 'YC provides an essential service to over 90 disabled children and a regular break to over 100 unpaid carers. YC is a unique group and is the only day service of this type in Townsford and the surrounding areas.'



Results and outcomes

This should explain the positive outcomes of the work undertaken by your organisation, for example, what impact it had on those taking part.

Results and outcomes 500 characters left

Save →

You must enter at least 100 characters in order to save your work. If you enter less than 100 characters you will not be able to save it.

Plan your text here:

For example: 'YC is a user-led group. The majority of our management committee, volunteers and staff are either disabled or have personal caring experience which ensures that our services effectively meet the needs of our service users and the local community.'



What a donation made on Localgiving.com will allow you to do

Enter figures that would be realistic for a small online supporter, from £5. You can choose up to five amounts. Remember, the maximum amount a supporter can donate is £1000.

For example;

£5 pays for a meal in the shelter

£10 pays for a worker for 2 hours

Plan your text here:

What a donation made on Localgiving.com will allow you to do

Fundraising target

Amount 1 <input type="text"/>	What this amount would provide <input type="text"/>
Amount 2 <input type="text"/>	What this amount would provide <input type="text"/>
Amount 3 <input type="text"/>	What this amount would provide <input type="text"/>
Amount 4 <input type="text"/>	What this amount would provide <input type="text"/>
Amount 5 <input type="text"/>	What this amount would provide <input type="text"/>

[Save →](#)

Step 3 – Logo and photos: Overview



Localgiving.com Make a difference in your community

Home Find a local charity Local sites Charitable causes How it works About us My account

My account > 3. Logo and photos

3. Logo and photos

Important

It is your responsibility to ensure that:

- You own the copyright to all photos you load onto the site
- You have permission of anyone who appears in your photos for their image to be used.
- You have complied with all child protection legislation. For guidance see NSPCC advice on child protection and NSPCC advice on parental consent.

Please tick this box to confirm that consent and child protection forms have been completed.

Your admin status

1. Basic details	Complete
2. Website link	Complete
3. Logo and photos	Complete
4. Your projects	Complete
5. Bank details	Not provided
6. Submit website	Submitted

Logo of your charity

If you want to change your logo, just browse, select and load the new one.

Upload logo

Helps & tips

→ **Logo of your charity:**

You can add a .jpg, .png, .gif or .png file of up to 4 MB. Just click on the **Browse** button, select one photo at a time from your computer files or memory stick, then click **Load**.

→ **Photo of your charity:**

You can add a .jpg, .png, .gif or .png file of up to 4 MB. Just click on the **Browse** button, select one photo at a time from your computer files or memory stick, add a caption, then click **Load**.

Photos of your charity

Load one photo at a time. To change the photo, just browse, select and load the new one.

Upload image 1 (main image)

Caption for image 1
Marion Owen Upjohn at the Tea

Upload image 2

Caption for image 2

Upload image 3

Caption for image 3



In this section you can illustrate the work of your charity with some exciting, bright or moving photographs.



Important

It is your responsibility to ensure that:

- You own the copyright to all photos you load onto Localgiving.com.
- You have permission of everyone who appears in your photos for their image to be used.
- You have complied with all child protection legislation. For guidance see NSPCC advice on child protection and NSPCC advice on parental consent.

Please tick this box to confirm that consent and child protection forms have been completed.

Please tick the box to confirm that you are legally able to use the photos that you want to upload.




Logo of your charity

You can add a .jpg, .jpeg, .gif or .png file of up to 4 MB.

Just click on the 'Browse' button, select your logo from your computer files or memory stick, then click 'Save'.


Logo of your charity

If you want to change your logo, just browse, select and load the new one. Please read the important section above, confirm and tick the box first.



Localgiving.com
make a difference in your community

Upload logo

 Browse & upload image



Browse & upload image



Photos of your charity

Similarly, you can add a .jpg, .jpeg, .gif or .png file of up to 4 MB.







Just click on the 'Browse' button, select one photo at a time from your computer files or memory stick, add a short caption, then click 'Save'.

 Browse & upload image

 Save →

Photos of your charity


Load one photo at a time. To change the photo, just browse, select and load the new one. Please read the important section above, confirm and tick the box first.

	Upload image 1 (main image) <input type="text"/>  Browse & upload image
	Upload image 2 <input type="text"/>  Browse & upload image
	Upload image 3 <input type="text"/>  Browse & upload image

Caption for image 1

Caption for image 2

Caption for image 3

 Save →

Step 4 – Your projects: Overview



Localgiving.com *Make a difference in your community*

Home Find a local charity Local areas Charitable causes How it works About us **My account**

My account > 4. Your projects

4. Your projects (optional)

[Add a new project](#)

Your projects (optional)

Your admin status

1. Basic details	Complete
2. Web page text	Complete
3. Logos and photos	Complete
4. Your projects	Complete
5. Bank details	Provided
6. Submit web page	Submitted

My account > 4. Your projects

- My account
- 1. Basic details
- 2. Webpage text
- 3. Logos and photos
- 4. Your projects
- 5. Bank details
- 6. Submit webpage
- Contact details
- Login details
- Help
- Logout

Write about a specific project or activity that you are working on (optional).



My account
My account
1. Basic details
2. Webpage text
3. Logos and photos
4. Your projects
5. Bank details
6. Submit webpage
Contact details
Login details
Help
Logout

Your Charity

Your donations

Overview

Date	Donation
------	----------

Your projects

[Add a new project →](#)

→ How to add a project:
Remember, you can add new projects/activities that need funding

[Add a new project →](#)

Click here at any time, on either your main account page or in step 4.

Localgiving.com *Make a difference in your community*

Home Find a local charity Local areas Charitable causes How it works About us My account

My account > 4. Your projects

4. Your projects (optional)

[Add a new project →](#)

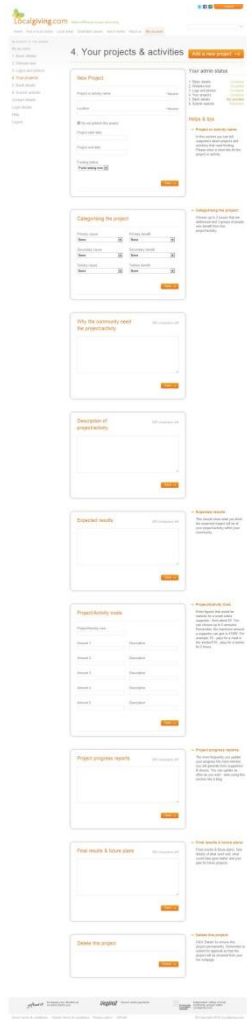
Your projects (optional)

Your admin status

1. Basic details	Complete
2. Web page text	Complete
3. Logo and photos	Complete
4. Your projects	Complete
5. Bank details	Provided
6. Submit web page	Submitted



New project: Overview



- ← New Project
- ← Categorising the project/activity
- ← Why the community need the project/activity
- ← Description of project/activity
- ← Expected results
- ← Project/activity costs (coming soon)
- ← Project/activity progress reports
- ← Final results and future plans
- ← Photos of your project/activity
- ← Delete this project/activity

This section allows you to describe specific projects or activities that you are working on and require funding for.

New Project

This section allows you to describe specific projects or activities that you are working on and require funding for. Please enter a short title for the project or activity, location and a start and end date. You can also describe projects you worked on in the past.



New Project

Project/activity name * Required

Location * Required

Do not publish this project

Project start date

Project end date

Funding status

You will need to un-tick the box in order to publish your project on your webpage.

Categorising the project

Choose up to 3 causes that are addressed by this project or activity and 3 groups of people who benefit from it.



Categorising the project/activity

Primary cause

All Arts, Culture & Heritage ▼

Primary benefit

All Ages ▼

Secondary cause

All Disabilities ▼

Secondary benefit

All Genders ▼

Tertiary cause

All Education & Training ▼

Tertiary benefit

All Ethnic Groups ▼

Save →



Why the community need the project/activity

What problems are your local community facing that this project or activity addresses?

Plan your text here:

Why the community need
the project/activity

500 characters left

Save →

You must enter at least 100 characters in order to save your work. If you enter less than 100 characters you will not be able to save it.

Description of project/activity

Add practical details about the project or activity, but make it exciting too!



Plan your text here:

Description of project/activity 500 characters left

Save →

You must enter at least 100 characters in order to save your work. If you enter less than 100 characters you will not be able to save it.

Plan your text here:



Expected results

This should explain what you think the expected impact of your project or activity will be within your community.

Plan your text here:

Expected results 500 characters left

[Save →](#)

You must enter at least 100 characters in order to save your work. If you enter less than 100 characters you will not be able to save it.



Project/Activity Costs (coming soon)

Enter figures that would be realistic for a small online supporter, from £5. You can choose up to 5 amounts. Remember, the maximum amount a supporter can give is £1000.

For example;

£5 pays for a meal in the shelter

£10 pays for a worker for 2 hours

Project/activity costs (coming soon)

Project/activity costs

Amount 1	Description
<input type="text"/>	<input type="text"/>
Amount 2	Description
<input type="text"/>	<input type="text"/>
Amount 3	Description
<input type="text"/>	<input type="text"/>
Amount 4	Description
<input type="text"/>	<input type="text"/>
Amount 5	Description
<input type="text"/>	<input type="text"/>



Project/activity progress reports

The more frequently you update your progress, the more interest you will generate from supporters and donors. You can update this section as often as you wish, even using it like a blog.

Plan your text here:

Project/activity progress reports 500 characters left

[Save →](#)

You don't need to complete this section when setting up your webpage.



Final results and future plans

This should explain what went well, what could have gone better and your plans for future projects or activities.

Plan your text here:

Final results and future plans 500 characters left

Save →

You don't need to complete this section when setting up your webpage.



Photos of your project/activity

You can add a .jpg, .jpeg, .gif or .png file of up to 4 MB.







Just click on the 'Browse' button, select one photo at a time from your computer files or memory stick, add a short caption, then click 'Save'.


 Browse & upload image

 Save →

Photos of your project/activity

Load one photo at a time. To change the photo, just browse, select and load the new one.

	Upload image 1 (main image) <input type="text"/>  Browse & upload image
	Caption for image 1 <input type="text" value="Image 1"/>
	Upload image 2 <input type="text"/>  Browse & upload image
	Caption for image 2 <input type="text" value="Image 2"/>
	Upload image 3 <input type="text"/>  Browse & upload image
	Caption for image 3 <input type="text" value="Image 2"/>

 Save →



Delete this project/activity

Click 'Delete' to remove this project or activity permanently.

Delete this project/activity

Delete →

Step 5 – Bank details: Overview



Localgiving.com Make a difference in your community

Home Find a local charity Local areas Charitable causes How it works About us My account

My account

- 1. Basic details
- 2. Website test
- 3. Logos and photos
- 4. Your projects
- 5. Bank details
- 6. Submit website

Contact details

Login details

Help

Logout

5. Bank details

Enter your bank details

To register your organisation's bank account details with your local Community Foundation, enter the details below. You must first send an original bank statement to your Community Foundation. They will confirm the bank account details before transferring any donations from Localgiving.com into your bank account.

PLEASE NOTE: We are NOT able to accept Building Society Accounts currently. We are working with our banks so that we can support these accounts in the near future. We apologise for any inconvenience.

Bank details

For security reasons we do not show the details you enter on this form.

Sort code *

Account number *

Account name *

Effective date *

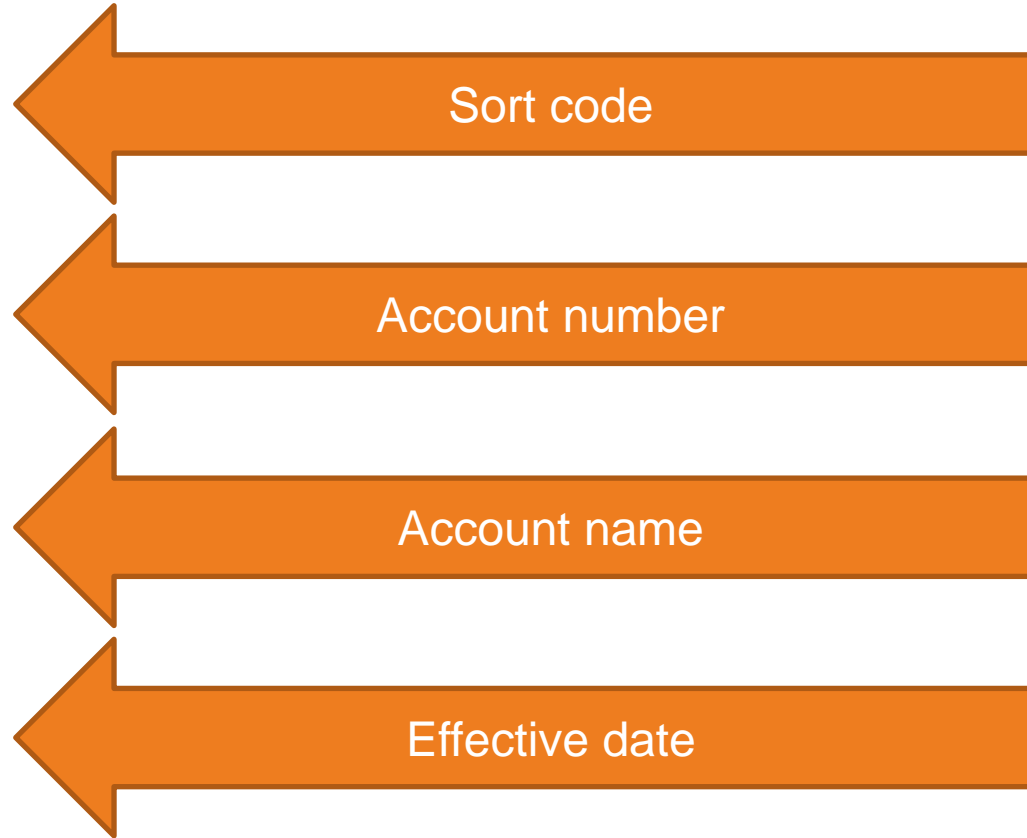
Your admin status

1. Basic details	Complete
2. Website test	Complete
3. Logos and photos	Complete
4. Your projects	Complete
5. Bank details	Not provided
6. Submit website	Submitted

Help & tips

- **Sort code:**
Enter the six numbers, without hyphens or spaces.
- **Account number:**
There should be eight digits.
- **Account name:**
Enter the name of the bank account, as it appears on the bank statement.
- **Effective date:**
Please enter the date from which the account should be able to accept donations through Localgiving.com.

© Copyright 2010 Localgiving.com



In this section you can enter your bank details in order to receive online donations.



Sort code

Please enter the six numbers, without hyphens or spaces.

Account number

This should be eight digits long.

Account name

Enter the name of the bank account as it appears on the bank statement. If the name is longer than the 18 characters allowed, please enter as much of the name as you can.

Effective date

Please enter the date from which the account should be able to accept donations through Localgiving.com.

Bank details

For security reasons we do not show the details you enter on this form.

Sort code * Required

Account number * Required

Account name * Required

Effective date * Required

[Save →](#)



Step 6: Submit webpage

Your Localgiving.com web address

Before you submit your webpage, you need to create a web address that will allow supporters to find you easily.

Remember to include this new web address in your email signatures and on your promotional materials.

Create your Localgiving.com web address

Now that your webpage is complete, you need to create a web address that will allow supporters to find you easily. The first part of your web address is www.localgiving.com/. You only need to enter the part that follows, either the name of your organisation or an abbreviation.

For example

www.localgiving.com/leedskidsclub

www.localgiving.com/lkc

www.localgiving.com/

Save →

Once your webpage has been approved, remember to include this new web address in your email signatures and on your promotional materials. Now that you have created your web address, scroll down to submit your webpage for approval!



Submit webpage

Once you submit your webpage for approval, the text is checked by your local Community Foundation for approval. This approval process generally takes between 3 and 7 working days.

Once your webpage has been approved, you will be sent an email. In the future, any minor changes to your web page will need to again be checked by your local Community Foundation for approval.

The business relationship between you and Localgiving.com is bound by the Terms and Conditions available on the link at the bottom of the page. It is important that you take a moment to read and understand them. By submitting your web pages for approval you agree to accept these terms.

Get Approved! →

Submit webpage

Click here to submit your webpage once you have completed steps 1 to 5. Your webpage information will be sent to your local Community Foundation to check before they publish it on Localgiving.com for everyone to see – and donate!

Get Approved! →

Please also remember to send an original bank statement to your local Community Foundation.

Keeping your webpage up to date and extra help

It is important that you keep your page updated with news, activities and new projects.

You will need to:

1. Log back in
2. Update
3. Click save
4. Submit changes

If you have any questions, please contact us by:

Email: help@localgiving.com

Telephone: 0300 111 2340

