

PROJECT CREATOR GUIDE

IMPACT REPORTING

Last Saturday saw Hackney Wick FC hold a new, free community event – the Hackney Cup for Health. With support from our major sponsor Aitch Group, the tournament saw a diverse range of men's, women's, and

Hackney Cup for Health a s...



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31 July 2016

Hackney Wick FC News



£13,000

BIGGEST PLEDGE From Greater London Authority

DIE 19,000

PLEDGED

£10

AVERAGE BACKER PLEDGE

people have visited

projects we have

backed!



PROJECTS

SUCCESSFUL

PROJECTS

90%

OF BACKERS LIVE



83%

OF BACKERS SAY

PROJECTS MAKE

THEM LIKE THEIR

LOCAL AREA MORE

Not Popular Project

SUCCESS RATE

79%

OF BACKERS FEEL

MORE EMPOWERED

TO CHANGE THINGS

LOCALLY



1,085 Backers

800 M² OF NEW

GREEN SPACE

CREATED

19 July 2016

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01 WHAT IS IMPACT REPORTING?

Showcase the outcomes of your initiative

Crowdfunding is a new way for people to pool resources together to transform local communities. It's more collaborative and democratic than before, but because you're involving more people in the process, there are more people interested in the result of the project. They want to know whether their pledge did what it was supposed to.

Do children actually use the playground we just funded? Were new jobs created or old jobs saved? How many people visited the local area because of the project and did that help small businesses? Did the money I pledged make a difference?

Spacehive lets you not only raise the money to improve your local area, but report back on what the outcomes were.

In the past project owners often had to report their 'impact' data back to multiple Funds separately. But now, because you're applying to Funds on Spacehive, you can create one easy report that serves everyone. We also pre-fill your report with campaign data to make it easier to get started.

This guide looks at how you can use the Impact tool to collect accurate data, customise your report and share it with everyone who wants to hear about your outcomes.

02 WHY MEASURE YOUR IMPACT?



Once you've finished making your project a reality, it would be easy to forget to make a note of what happened. To make use of those fantastic photos, or to work out what you actually did in terms of the numbers – how many volunteers actually helped out? How much money did the village fair make? What was the result of doing all that work?!

Here are some reasons to capture all of this in one place...

Reasons to publish a report:

- Your backers would love to see pictures and news clippings of the delivered project and to hear what result their pledges had
- Funds often require this data. Our tools make providing it much easier and more fun than printing out and filling in lots of forms!
- If you ever want to run another project or initiative in the future, you can point to the report as proof that you can make it happen! It might also help attract pledges to any future campaigns you run
- The report will be a public record of your accomplishments and might help you get a new job or earn more responsibility (why not put it on your LinkedIn profile, if you have one?)

03 CREATING YOUR PROJECT

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	+ Add another bullet					
	Tell people why this project is a great idea *					
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			37			
	What impact will your project have? * Select at least one impact area.					
	Helped the environment	Boosted the volu economy	Increased Increased			
	Supported arts, Pr culture & heritage	romoted activity & leisure				
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			572			
			Save			

Your idea

The first time you come across anything to do with Impact will be when you first create your project. In the Your Idea section where you fill out the first details about your project, there's a question, "What impact will your project have?" (seen with the blue boxes above). It's here that you select some areas you think might be relevant.

If you plan on planting trees you will be helping the environment. If you're creating jobs and generating revenue you're boosting the economy. Or you might have impact in a few areas. These areas let us match you to Funds that are interested in funding projects with those goals.

Expected impact

Later when creating your project you'll come across the 'Expected Impact' area. This section is optional, but it's a great place to share your thinking on some of the outcomes you expect your project to have.

03 CREATING YOUR PROJECT



Don't worry if the forecasts you make here are hard to achieve when it comes to delivering your project. This Expected Impact area lets Funds see what you're planning and helps them understand your ambitions.

Summaries

For the categories you selected in Your Idea, you can write a bit about your plans.

Metrics

At the bottom of the Expected Impact you can add some specific numbers (if you know them!) for what you aim to deliver. Plan on holding 1 gig as part of the project? On planting 10 trees? Add them here!

04 AFTER HITTING YOUR TARGET

Spacehive	Create Discover - Partner About - Search	Q 🔘 James -	
My Account Profile Projects	Movements	Settings	
Park and Slid	e	Prepare Fundraise Deliver	
Project Home	Deliver		
You & Your Idea	Time to deliver your project!		
Movements			
Posts	I. Bring your project to life, then mark it as complete once you've finished!	Mark as complete	
Tools			
Your Impact	2. Publish a colourful report on the impact your project has made!	Start report	
Delivery			

Once your project is successful (just to jump ahead a bit! We believe in you...) we transfer the funds and you make your project happen. At this point you might want to dust your hands off and walk away, but this is where you get to show off everything you've just done – all that successful hard work broadcast to your supporters!

Mark your project as 'Complete'

The first step is to tell us the date when you 'delivered', or completed, your project. If you held a festival, built a public garden or opened a public space, when did that happen? If your project was created over multiple dates choose the last date.

Once we know the project is done, you're ready to create a report that you can share with everyone!

Start your report

When you're ready, either click on 'Start report' from the Project Home, or click on the 'Delivery' tab on the left side of the screen. You can then start creating your colourful impact report.



TOP TIP

Your project 'thermometer' won't fill – and your project won't be considered complete – until you publish your impact report.



How your report will appear

Your impact report is created as a patchwork grid of images and colourful tiles that showcase stats, media mentions, backer responses and more.

Some of the data will be provided automatically by Spacehive (phew!), like the amount that was raised, the number of backers and who the largest pledges were from. Other items need to be uploaded, like the images you took during delivery and the impact data, which might include the number of hours volunteers spent helping, the number of exhibitions you held and so on.

At the bottom of the report will be all the written statements you add during the creation of your report, which we'll go onto next.



TOP TIP



Your latest news

So once you've entered your completion date and clicked 'Start report' you'll see a green box with a progress bar – this is the wizard where you can create your report. The first step of this is called 'Latest news'.

This is where you tell your backers everything that has happened since you hit your target. Maybe include something celebratory, and tell them what you did during the launch of your project and how successful it was. This is a good place to talk directly to your crowd.

You can also add press clippings or add details about any events you held during delivery, e.g. a launch party.

Photos & media

The second step of this report wizard lets you upload a few images to really show people what you accomplished!

In building or completing your project you might have photos of:

- · Your project team celebrating that you hit your target
- · Building your project or hosting an event
- · People enjoying the project
- · The finished view of your project idea turned into reality!

Adding some of these photos into your report will bring it to life and show your backers that their pledges were put to good use.



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Tritton Vale	Pocket Garden Prepare Fundraise Deliver		
Project Home	Deliver		
You & Your Idea			
Movements	Create your impact report!		
Posts			
Your Impact	Latest Photos & Impact Skills & Friends & Additional Questions		
Delivery	incuta realiting connections funding from Funds		
Tools			
	Impact What positive effect has your project had? Use this section to give your backers a feel for the difference you've made by writing a few words and sharing some stats. You don't have to fill in every section - just choose the ones that are relevant. This is an opportunity to share the impact that you attribute to your crowdfunding success on Spacehive. Please don't add anything that you would have done anyway.		
	Add some numbers to showcase the outcome of your project!: ADD A STAT		
	What impact did your project make?		
	Who did the project benefit? *		

Impact

The Impact tab is surprisingly easy to complete! This is where you can add some writing about what impact you made in different areas and upload some stats explaining what you did.

This is also the part that really gives weight to your impact report, demonstrating your actual achievement in number terms. You might have generated £1,000 extra revenue, created 5 new part-time jobs, held 2 exhibitions, planted 100 plants, commissioned 10 works of art or done almost anything really!

See section **06. List of Stats** for a list of all the default stats you can add in here.

On the Impact tab you'll see a general 'Add a Stat' option at the top. Click this and a window will open where you can tell us what impact you made. It will lead you through the process, from selecting the category (as in the image below) to adding optional commentary or uploads to support your numbers.

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You also have the option, from here, of adding a 'custom' stat. This means you can form a sentence of sorts to explain what impact you made if the metric isn't available in our list.

This means you can add something like, "I created 5 murals", "I bought 10 beehives" and so on. Then when we put it on your report we'll rearrange the sentence to claim "5 murals created" and "10 beehives bought"! This gives you a bit of flexibility.

The yellow boxes also provide a place for you to write some statements on what you did in that area, e.g. how did your project help the environment? Again, these are very useful ways of telling everyone what you achieved.





Skills & learning

This part of the report creator asks you what you learned from running your project. As usual, it's optional, but this helps us understand the impact the project had on *you*!

Most of this section has simple text boxes, but the skills area at the top is a bit special - here you can drag skills into the pink 'skills gained' box or the blue 'skills improved' box. Leave a skill untouched in the top grey area if you don't feel you gained or improved that skill. You can also add your own, then drag it into the relevant place!

Friends & connections

The fifth tab in the report creator is similar – Friends & connections lets you talk about whether you made any friends and how you feel after bringing your project to life.

Spacehive	Create Discover - Partner About - Search Q James -
My Account Profile Projects	Movements Settings
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Project Home	Deliver
You & Your Idea	
Movements	
Posts	Create your impact report!
Funds	
Your Impact	Latest Priords & inipact Skills & Friends & Additional Questions media learning connections funding from Funds
Delivery	
Tools	Additional Funding
	Did the success of your project help you to secure any further funding?
	YES
	I received a:
	£ e.g. 1000 Who/where did you get it from? What type of lender are they?

Additional funding

In Additional funding you can tell us whether you managed to raise any external money as a result of your project hitting its target. Click 'Yes' if you did, then fill in the relevant section – be it loan, grant or investment.

Questions from funds

There is a final step to the report creation wizard which will only appear under certain conditions (mysterious!).

If you pitched to and received a pledge from a Fund, and if that Fund is looking for specific answers to questions they have, then this section will appear and ask you to complete them. Funds might also make other questions in this process mandatory if they want to know more about them.

Spacehive	Create Discover - Par	tner About - Search	Q 🔘 James -	
My Account Profile Projects			Settings	
Tritton Vale	Pocket Garden		Prepare Fundraise Deliver	
Project Home	Deliver			
You & Your Idea				
Movements				
Posts	A preview of your report is bel	Ready to share your impact? A preview of your report is below. When you click Send It, we'll add it to your project page and email your backers letting them know it's there. You can personalise the email we send them by adding a cover message and choosing a biogramma that before the preview representations of the preview of the previe		
Tools	letting them know it's there. Yo			
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Publish & share your report

Finally you will see a preview of your report! You can click 'Edit report' if you want to make changes, otherwise you can type a message to your backers and then click 'Send it!' to publish your report to your project page and email your backers notifying them that it's live.

Once you've published it, be sure to share it socially via the buttons that appear!



TOP TIP

Before you send your report out, choose a good 'celebration image' to accompany your email. You'll be able to choose from those you uploaded to your report.



Types of stats

As we've seen in the Delivery section when creating your report, you have the ability to 'Add a Stat', recording what you did as part of the project coming to life. The following pages outline all the stats we let you talk about by default. Remember that you can also add your own custom data if we don't have it covered.

This part of the guide will help you understand what we mean by different questions and give you some guidance on the best way to collect that data.

The stats on the following pages are split into the impact 'categories' we've already seen:

- Helping the environment
- Boosting the economy
- Increasing volunteering, jobs & education
- Supporting the arts & culture
- Promoting activity & leisure



TOP TIP

Don't see a stat you like? No problem, you can add your own custom metrics! See p.11 for more.



Green space created / improved

An area of plants, grass or trees created or improved as part of the project for recreation, leisure or environmentalism.

There are some online tools let you draw an area on a map to estimate the area of green space created or improved, e.g. <u>https://www.daftlogic.com/projects-google-maps-area-calculator-tool.htm</u> Or you can calculate it yourself by multiplying the length and width of the area.

Plants planted

The number of plants, flowers, shrubs or trees that were planted as part of the project.

You should be able to count this from the number purchased or acquired for the purposes of planting.

Renewable energy generated

A measurement of energy generated from renewable sources, e.g. wind, solar, tidal / hydro, biofuels etc.

A kWh (kilowatt hour) is the measure of a thousand 'Watts' of electricity generated or consumed over an hour. For example, if you use a 60-Watt (0.06 kW) light bulb for five hours you have used 0.3 kWh of electrical energy. The amount you generated over a period can be measured via a connected meter or with the help of the energy company you used.

Energy saved

The amount of energy saved thanks to the project, e.g. from closing inefficient or underused buildings or reducing reliance on energy.

A kWh (kilowatt hour) is the measure of a thousand 'Watts' of electricity generated or consumed over an hour. For example, if you use a 60-Watt (0.06 kW) light bulb for five hours you have used 0.3 kWh of electrical energy. Begin by researching how much energy was being used before the project per hour (e.g. 50 kWh). Then, depending on whether your project

reduces energy usage during the project or as a result of it, you should learn how much is being generated subsequently (e.g. only 20 kWh used over the course of the project per hour). The amount saved is the initial amount minus the subsequent amount (in this example you saved 30 kWh from being used).

Material recycled

The amount of material recycled as part of the project that otherwise wouldn't have been.

We measure the material recycled in weight. During the project if you can weigh the material that is to be recycled you can attribute a kg (kilogram) amount to it.

Habitat conserved

The area of land saved, restored or protected that acts as the natural home of animals or plants..

There are some online tools let you draw an area on a map to estimate the area of land conserved, e.g. <u>https://www.daftlogic.com/projects-google-maps-area-calculator-tool.htm</u> Or you can calculate it yourself my multiplying the length and width of the area.

Created food growing space

The area created that's used to grow food. This could be farmland, allotments or even small tubs.

There are some online tools let you draw an area on a map to estimate the area of land conserved, e.g. <u>https://www.daftlogic.com/projects-google-maps-area-calculator-tool.htm</u> Or you can calculate it yourself my multiplying the length and width of the area.



Businesses created

The count of new businesses created as a result of the project.

This number should be easily accessible once you have created the business(es).

New charities started

The count of new charities created as a result of the project.

This number should be easily accessible once you have created the charit(ies).

New social enterprises started

The count of new social enterprises created as a result of the project.

This number should be easily accessible once you have created the social enterprise(s).

New community groups started

The count of new community groups created as a result of the project.

This number should be easily accessible once you have created the community group(s).

Extra revenue generated

The estimated additional revenue generated for the local economy from increased sales / contracts / work as a result of the project.

When you add data you are referring to a certain time period of your choosing: since the project successfully hit its target, or between two specific dates. You can use this time frame to calculate the difference in revenue you have generated against a comparable previous period.

For example if you have generated £1,000 in revenue since the project hit it's target, which was a month ago, how much did you take in the previous month before your project's success? If it

was only £300 then you've generated an additional £700 of revenue thanks to the project, for the time period specified.

Note that this stat could be money you generate for your own organisation or for the local economy in general; we're concerned with the total increase in revenue you can accurately report back on.

Loans secured

The value of a loan that is made possible by the project having been delivered.

If you have raised a loan thanks to the project, what was its value? We're only looking for the amount raised, not any details on the interest rate or repayment terms / length etc.

Equity investment secured

The value of equity investment that is made possible by the project having been delivered.

If you have received investment in your organisation in exchange for equity, thanks to the project having taken place, what was the amount raised? We don't need to know the terms of the investment, e.g. the % exchanged or the resulting valuation of your organisation etc.

Vacant units revived

The amount of unused or dilapidated trading spaces (units) brought into use as a result of the project.

A unit could be a room, retail space, office etc. that has started being used thanks to the project. This should be a simple count of the 'units' newly used; we don't need a measurement of the space.

Increasing volunteering, jobs & education

Volunteers involved

The amount of people that volunteered when delivering the project.

Count how many volunteers helped to deliver or create the project.

Volunteering opportunities created (days / hours)

The time each volunteer roughly spent delivering the project on average.

Some volunteers might have spent more time helping to create the project than others, but try to consider on average how much time a volunteer spent.

A fairly accurate way of doing this would be to try and add all the time each volunteer spent (3 hours from one person, 16 from another, 5 from someone else etc., even if they worked at the same time), then divide this total count of time spent by the number of people. If everyone spent a combined 70 hours on the project and there were 7 of them, then they each spent roughly 10 hours volunteering on average.

New full-time jobs created

The amount of new full-time jobs created as a result of the project.

A simple count of the full-time jobs. A job has to be the national minimum wage to qualify. That is £7.50 for 25+ year olds; £7.05 for 21 to 24; £5.60 for 18 to 20 and £4.05 for Under 18s (https://www.gov.uk/national-minimum-wage-rates).

New part-time jobs created

The amount of new part-time jobs created as a result of the project.

A simple count of the part-time jobs. A job has to be the national minimum wage to qualify. That is £7.50 for 25+ year olds; £7.05 for 21 to 24; £5.60 for 18 to 20; and £4.05 for Under 18s (https://www.gov.uk/national-minimum-wage-rates).

Full-time jobs protected

The count of existing full-time jobs that can continue to exist / that are safeguarded as a result of the project.

A simple count of the full-time jobs. A job has to be the national minimum wage to qualify. That is £7.50 for 25+ year olds; £7.05 for 21 to 24; £5.60 for 18 to 20; and £4.05 for Under 18s (https://www.gov.uk/national-minimum-wage-rates).

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Qualifications provided

The amount of officially regulated, government or educational qualifications provided as a result of the project.

An exhaustive list of officially recognised qualifications in the UK can be found on the government website at <u>https://www.gov.uk/find-a-regulated-qualification</u>. Some examples include GCSEs, BTECs, NVQs, AS and A Levels, International Baccalaureates, Music grades, vocational qualifications etc.

Apprenticeships provided

Official apprenticeships or internships provided as a result of the project that conform to government rules / best practice.

According to the UK government's website apprentices should be 16+ and they should combine working with education to gain knowledge / skills useable for a specific job. They must be paid the minimum wage (£3.50 for apprentices), work with experienced staff, learn job-specific skills and study during their working week as well. Read more at:

https://www.gov.uk/education/apprenticeships-traineeships-and-internships https://www.gov.uk/national-minimum-wage-rates

Training provided

The amount of training you provided as part of the project.

Measure the total time spent on providing training to people.

Classes provided

The amount of classes you offered as part of the project. A class is a specific lesson, lecture, seminar or workshop.

The number of classes held during the selected period.

Courses provided

The amount of courses you offered as part of the project. A course is a longer programme of study that might consist of multiple classes/lessons.

The number of courses held during the selected period.

People involved in project delivery

The estimated count of people that were involved in creating the project.

This is a count of how many people helped to create or deliver the project. This isn't the people involved in raising money during the campaign, but those that helped bring it to life afterwards. This might have been volunteers or people from the project team.

Supporting the arts, culture & heritage

Exhibitions created

The amount of exhibitions held as a result of the project.

The count of exhibitions held. An exhibition might be, for example, a public display of art, photography, antiques or other items of a cultural or historic nature.

Gigs created

The amount of musical performances held as a result of the project.

How many gigs - public music events or performances - took place that weren't part of a larger festival?

Festivals created

The amount of festivals or fairs held as a result of the project.

The count of festivals, fetes or fairs held, that were accessible to the public during the selected period. This might be a music festival, county show or village fete for example.

Community events created

The amount of community events held as a result of the project (e.g. street parties, treasure hunts etc.)

This is the count of community events held, which could involve street parties, parades or similar local events for the public.

Works of art created

The amount of paintings, sculptures, installations or other works of art created as a result of the project.

The count of how many 'works of art' were created.

Heritage sites saved

The amount of historic or heritage-based sites of interest that were saved thanks to the project.

An historic / heritage site could be a listed building, UNESCO site, or noteworthy point of local history. This is the count of how many were saved from disrepair or demolition.

Heritage sites improved

The amount of historic or heritage-based sites of interest that were improved thanks to the project.

An historic / heritage site could be a listed building, UNESCO site, or noteworthy point of local history. This is the count of how many were improved above their existing state with renovation works, improved visitor facilities and so on.

Community buildings or spaces saved

The number of community spaces or structures that were saved thanks to the project.

A community space / structure is a broad term for areas used and enjoyed by the local community excluding heritage sites. This might include a village hall, local museum, plaza, village green, religious building, arts centre etc.

Promoting activity & leisure

New users of sports / leisure facilities attracted

The amount of new people that are using a leisure centre, gym or sports facility as a result of the project.

The count of new users to an existing leisure or sports facility. To calculate, take the existing amount of users / members then measure the amount that started using the facility during the selected period. The original number minus the improved number will return the change, or count of new users.

The venue will hopefully be able to provide these numbers to you, if you provide them with the time period you're referring to.

Sports facilities created

The count of new sports facilities or gyms created as a result of the project.

A count of the facilities created, be it a gym, public exercise area, sports pitch/court or similar.

Sports facilities improved

The count of new sports facilities or gyms improved as a result of the project.

A count of the facilities improved, be it a gym, public exercise area, sports pitch/court or similar.

New items of equipment provided

The amount of new sports, leisure or activity equipment provided as a result of the project.

How much sports or leisure equipment was provided during the selected period thanks to the project? This might include 50 footballs, 30 hockey sticks and 20 tennis rackets for 100 total items.

Play facilities created / improved

The area of play facilities (such as playgrounds) created / improved thanks to the project.

A measurement of how much space was created or improved for play facilities such as playgrounds. As with other area stats you could use a tool like https://www.daftlogic.com/projects-google-maps-area-calculator-tool.htm to estimate the area or you can calculate it manually by multiplying the length and width of the area.

Public or community space created

The area of public space created (like plazas, streets, parks, meeting areas etc.) thanks to the project.

A count of the area created / improved for the purpose of public use. As in the definition this might include areas like parks or plazas. You could use a tool like https://www.daftlogic.com/projects-google-maps-area-calculator-tool.htm to estimate the area or you can calculate it manually by multiplying the length and width of the area.



For more advice and support in creating your impact report, get in touch!

Call us on 020 3841 5989 Send an email to info@spacehive.com

