



Crowdfund Lancashire Spring 2025

Guidance notes for creating your project page

Contents – please pay careful attention to headings in **bold**

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Introduction

This guidance document has been created to steer you through the set-up of your project page and your pitch to the Lancashire Culture & Sport Fund. The project page is the information that is visible to the public and which will help encourage people to pledge to your project. The pitch is only visible to the Community Funding Team at Lancashire County Council (LCC) and Spacehive. If your project meets the [eligibility criteria](#), please complete the pitch information.

The included checklist will help you structure your Crowdfund Lancashire journey. Please do make use of it before submitting a project.

To be considered for funding in this round of the Lancashire Culture & Sport Fund, you must have submitted for verification your project page, pitch and any necessary permissions between 26 November 2024 and 6 February 2025.

If you need further assistance, you can contact LCC's Community Funding Team via lcsf@lancashire.gov.uk or Spacehive via support@spacehive.com.

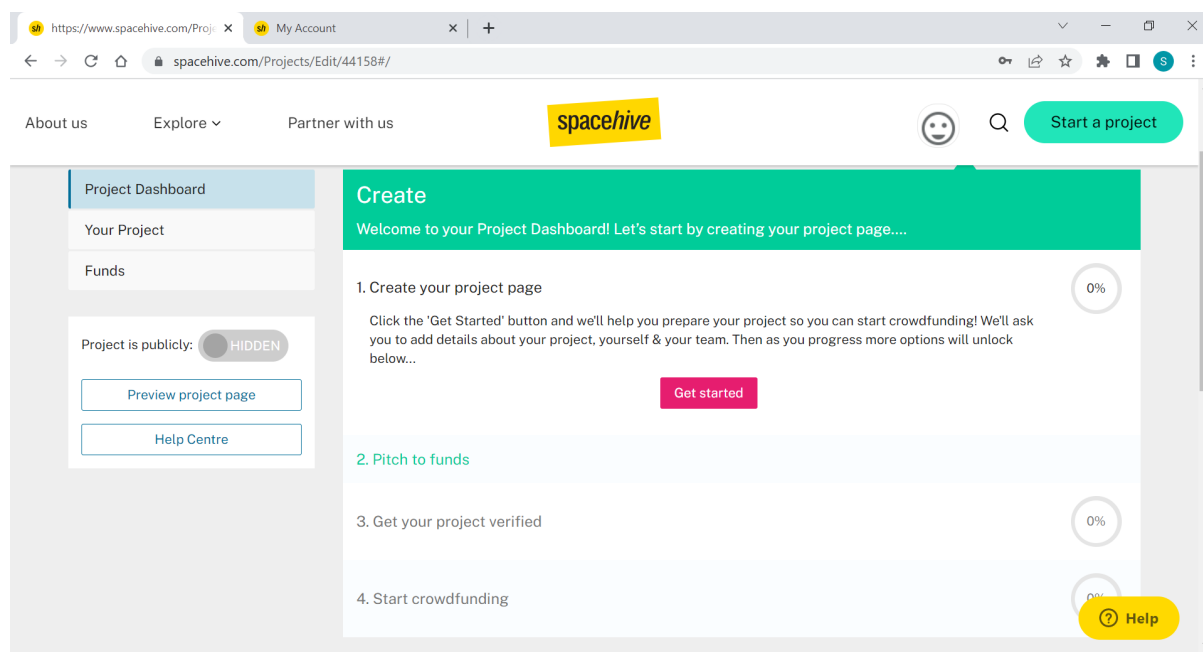


Figure 1: A passer-by enjoys Garry Cook's Art on the Streets of Preston project.

Campaign Preparation Checklist

Task	Completed?	Notes
Have a look at existing or past projects to get an idea of the types of projects LCSF might support (and to what amount).		
Carefully read through the eligibility criteria - contact the team with any queries.		
Have a chat with a member of our team - contact us via lcsf@lancashire.gov.uk to organise this.		
Carefully read through the guidance notes, paying close attention to the bold sections.		
Use the crowd calculator to plan where your funds will come from.		
Read through the Spacehive campaign planner and start planning your campaign in plenty of time before you launch.		
Consider who is going to help you achieve your target. Do you need to get other people involved to support you?		
Attend a workshop with Spacehive. If the workshop has already taken place, request a recording of the workshop.		
Decide and plan the length of your crowdfunding campaign - Spacehive recommend 3 months max. The average for successful Crowdfund Lancashire campaigns is 70 days.		
Costs - spend time collating accurate quotes and costings for your project. Spacehive will verify these, and lack of evidence can slow down the process.		
Find out what permissions you will need for your project e.g. event permit, planning permissions, maintenance arrangements etc. Start the process if applicable.		
Create a project page – get in touch if you would like a member of the team to check over this.		
Submit a pitch to the Lancashire Culture & Sport Fund – a member of the team is happy to review this with you before assessment.		
Investigate available funding opportunities to see what additional funds you could apply for.		
Once your campaign is verified, you are ready to launch. Remember to log into your Spacehive account to launch your campaign.		

Let's get started!



Here you can see the 4 steps required to get your project up and running.

1. 'Create your project page'. This information will form what the public sees on your project campaign page.
2. 'Pitch to the fund'. Only Spacehive and the Community Funding Team at LCC will see this information.
3. Work with Spacehive to 'get your project verified'. To speed up this process, get any permissions and quotes up to date and in place as soon as you can.
4. Finally, you can agree to the terms and 'start crowdfunding'!

1. Your idea

After you click 'Get started', you will see the below page. The blue links under each heading are guidance provided by Spacehive to help you to create the page that best reflects your project and is most likely to get it seen by potential backers. **We recommend reading the advice under each question heading** to learn how to best sell your project.

If you are unsure on how the information will be used, have a look at [existing Spacehive projects](#) to see how the public will view your answers. The information you include in the project page will also be used to populate your pitch to the Lancashire Culture & Sport Fund, so please include as much relevant information as you can.

Please note: when selecting project impact, please only choose 'Support Arts Culture & Heritage' or 'Promote Activity and Leisure' (or both if relevant). These impact areas will form the basis of your impact report after your project is completed, and these are the areas we are most concerned with.

https://www.spacehive.com/Proj... My Account

spacehive.com/Projects/Edit/44158#/YouAndYouridea

About us Explore Partner with us **spacehive** Start a project

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 0%

Your Idea Incomplete

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](#)

40 ?

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/

Project categories. * Select up to three ?

- Sport & Play
- Parks & Gardens
- Arts & Culture
- Buildings
- Food & Farming
- Streets & Infrastructure

Short summary of your idea *
[Check it's eligible for Spacehive](#)

200 ?

Your project description *
[Tips on describing your project](#)

What benefits will your project bring? *
[How to sell the benefits](#)

1000 ?

What impact will your project have? * Select at least one impact area. ?

- Help The Environment
- Boost The Economy
- Increase Volunteering, Jobs & Education
- Support Arts, Culture & Heritage
- Promote Activity & Leisure

? Help

What will you deliver? *

This is your commitment to your backers. If they give you the money you need what exactly will you deliver? Tell them what they'll see rather than the benefits.

How to explain what you'll deliver

- e.g. Plant 10 trees
- e.g. Hire sound equipment for a day
- e.g. Install a new kitchen

[+ Add another bullet](#)

Add any other details (optional)

1000

[Save & Next](#)

Location

Select the location where your project will take place. You can draw a custom area if your project is taking place in more than one location. We share projects with district councils, councillors, and local businesses, so make sure your location is accurate.

About us Explore ▾ Partner with us **spacehive** [Start a project](#)

Create

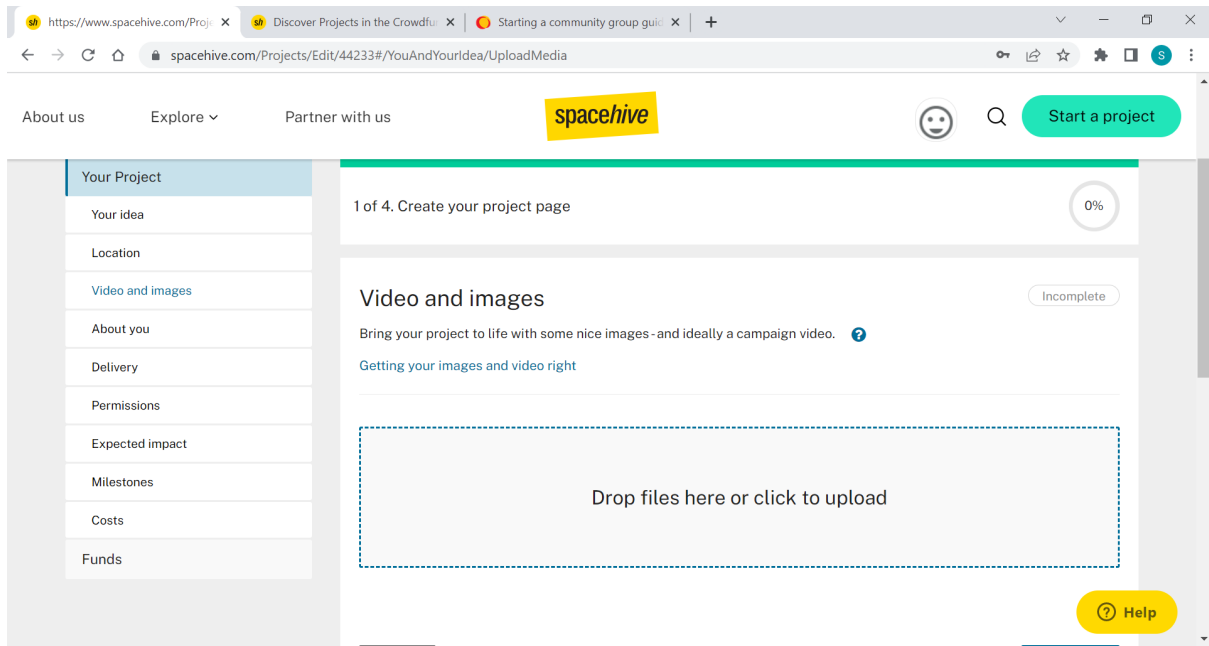
1 of 4. Create your project page 0%

Location Incomplete

[Previous](#) [Help](#)

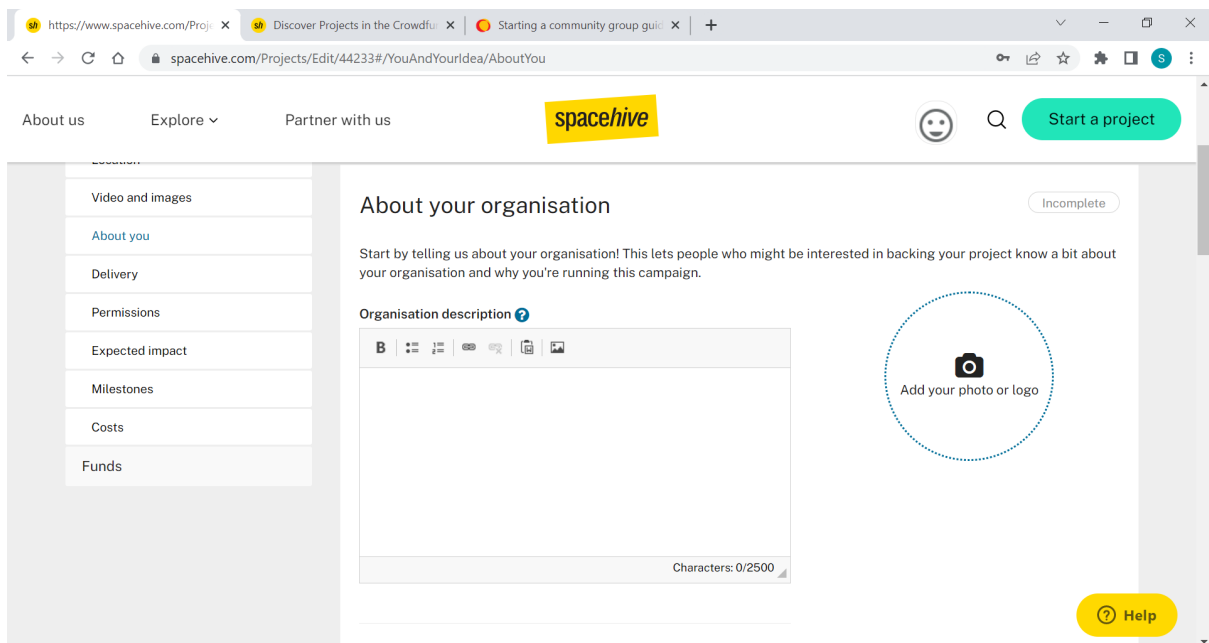
Video and Images

The images you upload here are visible to the public, so choose images that best define your organisation/project and that would entice backers to make a pledge. We recommend including a video so potential backers can learn more about your project either from the person behind it or from the community it will benefit. This extra human touch can help sell your idea.



About your organisation

Tell the panel and potential backers about you. Why are you passionate about this project? What relevant experience do you have? What would it mean to you if your project meets its target?



Delivery

You have 12 months to run/begin your project from the date you receive your funds, so please factor this into the delivery date you choose. Festivals must take place within 6 months of the end of fundraising. **Please note: we expect a crowdfunding period of no longer than 12 weeks.**

If you are filling the form in on behalf of the project owner, you will be prompted to enter the project owner's email address and a project agreement will be sent to them to sign.

The screenshot shows the 'Delivery' form in the Spacehive interface. The form is titled 'Delivery' and is marked as 'Incomplete'. It contains several sections:

- Delivery date***: When do you hope to deliver your project? This section has input fields for 'By', 'Or between', and 'and'.
- Project Owner***: Who will receive the funds you raise and take responsibility for delivering the project? You are the Project Owner for this project. There is a 'Change' button and a link to 'Learn about the Project Owner role on Spacehive'.
- Stripe Payment Details***: Your Stripe account has been created but there are a few steps remaining before it is active. Please update your details in the dashboard. There is a 'Go to Stripe settings' button.
- Gift Aid**: To collect Gift Aid details for applicable pledges, your Spacehive account must be set up as a registered charity. Go to your account Profile to change your settings. Learn more about Gift Aid on gov.uk. Learn more about Gift Aid on Spacehive FAQ.

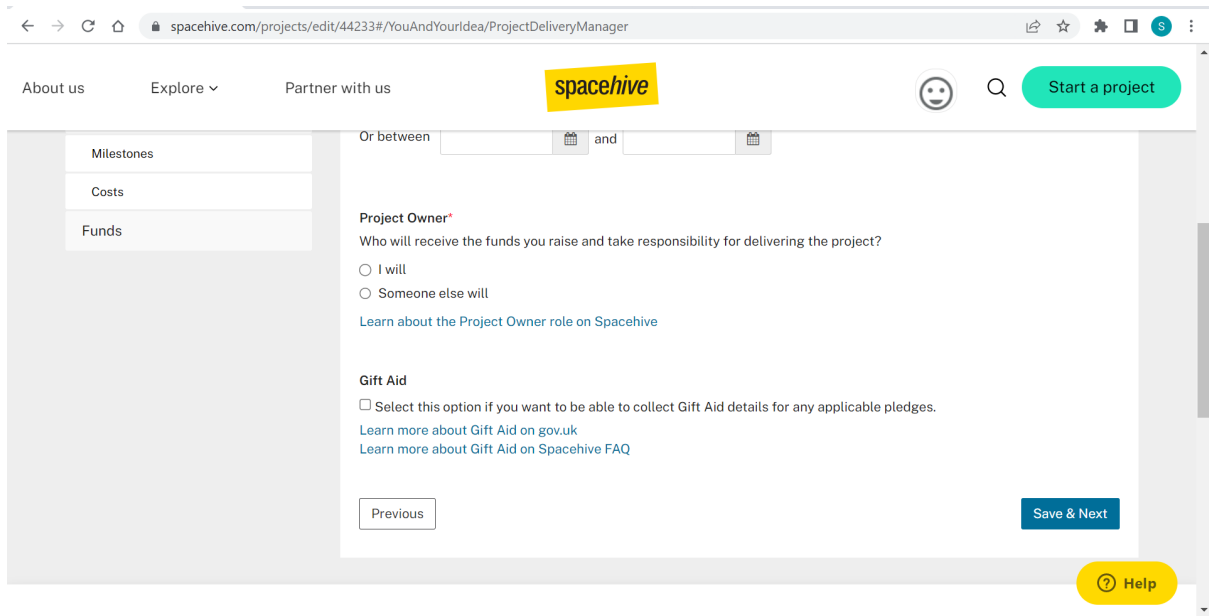
At the bottom of the form, there are three buttons: 'Previous', 'Save & Next', and 'Help'.

Setting up your Stripe account

The funds you receive are paid to you via Stripe, so you need to set up a Stripe account before you begin crowdfunding. If you have any trouble setting up your Stripe account, please refer to this guide: [How to set up your Stripe account – Spacehive](#)

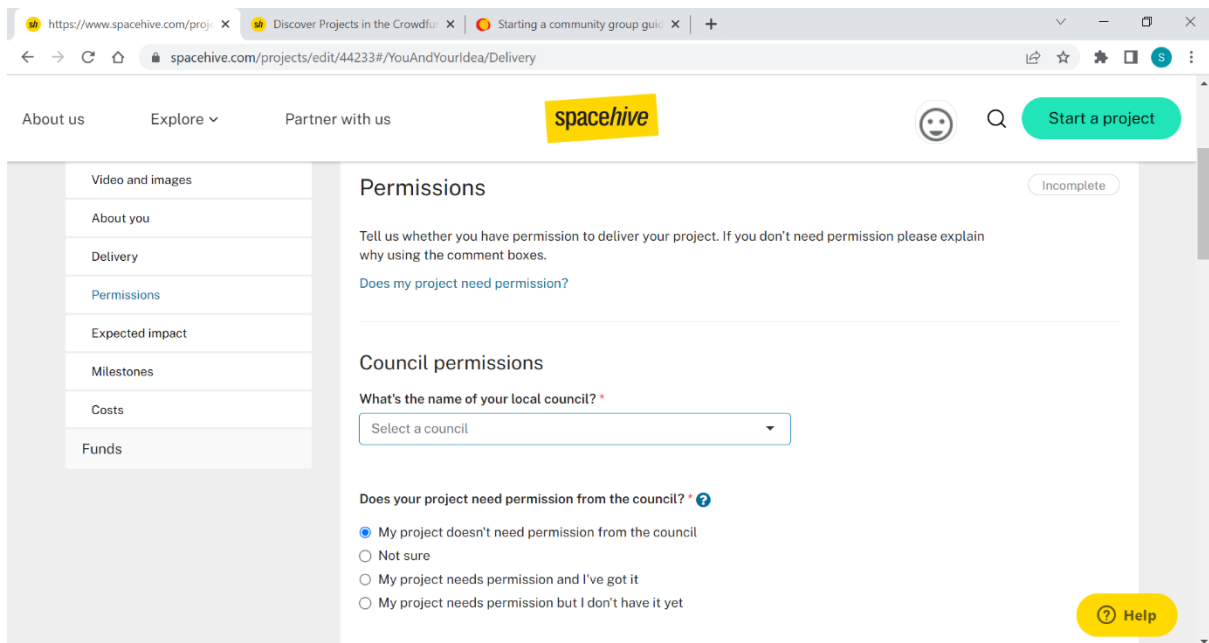
Gift Aid

If you are a registered charity, make sure you indicate this when setting up your profile. If you have done this, you will automatically see the Gift Aid option. Please tick this if you wish to receive Gift Aid on your pledges. If you are a charity but cannot see the Gift Aid option, please contact support@spacehive.com who can help you change your organisation type.



Permissions

Hopefully you have started getting your permissions in place before creating your project page. If so, please fill in the details requested and upload the documents. If you have an email confirmation that permission will be given but do not yet have the official documents, please upload a screenshot of the email as a placeholder. You can progress with completing your project page and pitch without having permissions in place, but your project will not be verified until permissions are uploaded and checked by Spacehive.



Does your project need permission from the landowner? ?

- My project doesn't need permission from the landowner
- Not sure
- My project needs permission and I've got it
- My project needs permission but I don't have it yet

Please explain why you have chosen this answer and give any extra background information.*

200

Landowner contact details

100

? Help

Maintenance arrangements

If you have any maintenance arrangements with either the council, the landowner, or perhaps a group of volunteers please tell us what they are: ?

500

Previous
Save & Next

If you are purchasing items or improving buildings/land that someone else will be responsible for, please detail the maintenance arrangements that have been agreed.

Expected impact

This is an important question. The details included here are considered as part of the assessment process, so we recommend filling in as many relevant metrics as you can. The impact area(s) selected in the 'Your idea' selection will affect what metrics you can fill in. In the example below, the 'arts, culture & heritage' impact area was selected.

The screenshot shows a browser window with the URL <https://www.spacehive.com/projects/edit/44233#/YouAndYourIdea/Impact>. The page is titled "1 of 4. Create your project page" and shows a progress indicator at 12%. The "Expected Impact" section is highlighted in the sidebar and is currently "Incomplete". The main content area explains that describing local impact can help attract pledges and provides an example: "if you're creating a garden it might attract wildlife or provide somewhere new for kids to play, if you're starting a street market it could help the local economy, and if you're painting a mural it might become a cultural attraction that draws visitors to the area." Below this is a text input field with the prompt "Explain how you think your project will support arts, culture & heritage." and a character count of 1000. A "Help" button is visible in the bottom right corner.

Can you provide any specific metrics?
Please select an Impact area: Support Arts, Culture & Heritage

Select a question..

- Roughly how many exhibitions will you create?
- Roughly how many gigs will you create?
- Roughly how many festivals will you create?
- Roughly how many community events will you create?
- Roughly how many works of art will you create?
- Roughly how many heritage sites will you save?
- Roughly how many community buildings or spaces will you save?
- Roughly how many heritage sites will you improve?

spacehive For Fundraising For Partners Support Company

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Explore projects Help

Explore funds Contact us ? Help

These metrics require a numerical answer. **Any metrics included here will be included in your assessment by the Lancashire Culture & Sport Fund panel.**

Can you provide any specific metrics?
Please select an Impact area: Support Arts, Culture & Heritage

Roughly how many exhibitions will you create?

1 exhibitions

Can you provide any specific metrics?
Please select an Impact area: Support Arts, Culture & Heritage

Roughly how many works of art will you create?

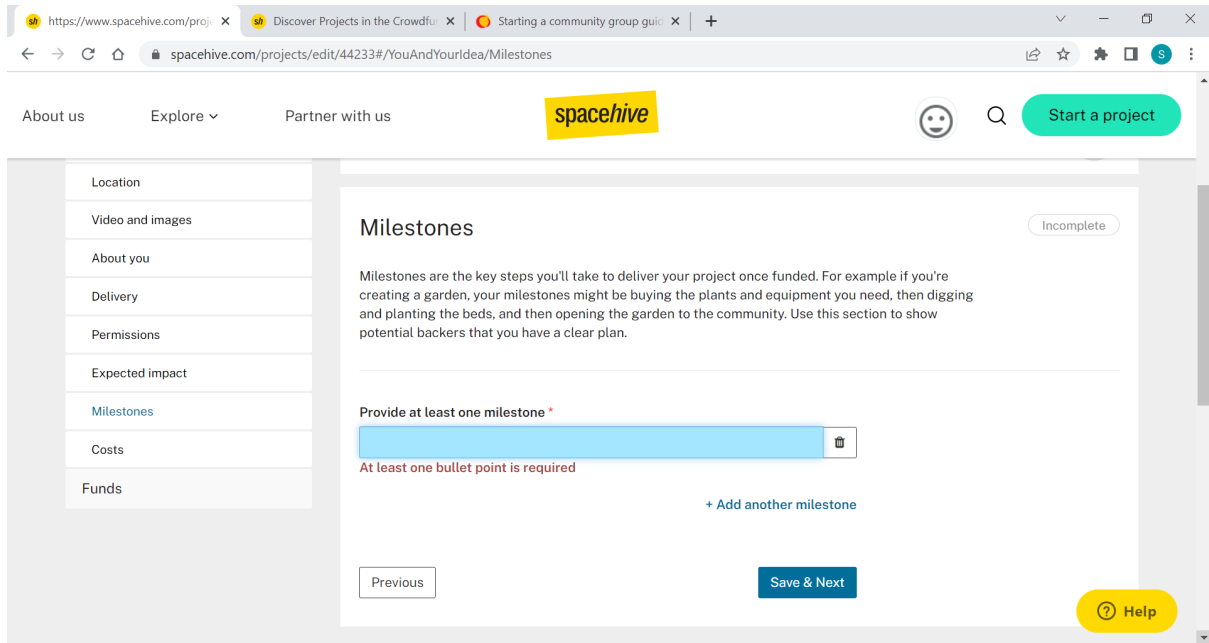
12 works of art

Add another metric

Previous Save & Next ? Help

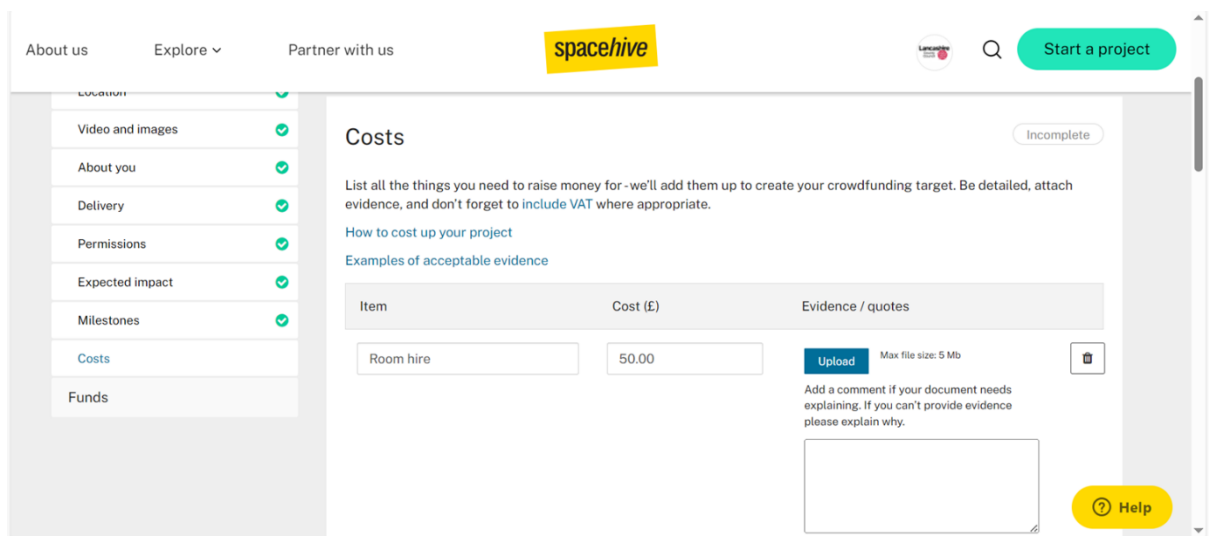
Milestones

These milestones will be visible to the public and potential backers as 'Steps to get it done'. What are the key parts of your project preparation?



Costs

Include the individual costs associated with your project and add quotes or screenshots to back up the costs. If you are waiting on quotes, you can move on without attaching documents but your project will not be verified or launched until the quotes are uploaded and checked by Spacehive.



You can include in-kind support you have been promised and any funds raised for your project so far. You will not be charged fees on funds raised before the campaign launch, so make sure you enter them at this stage and not after the launch date. Spacehive will combine the costs, in-kind and pre-raised funds to create your project target. The target will include the 7.5% Spacehive fee and the Stripe processing fees. There is no charge if your project does not reach its target.

Fundraising Mode

Select fundraising mode, **'All or nothing'**. **Projects need to select the 'All or Nothing' funding model when creating their project page on Spacehive in order to be eligible for a pledge from the Lancashire Culture & Sport F. Projects must hit their campaign target by the campaign closing date in order to receive the funds that have been pledged from Lancashire County Council.**

Please read the [guidance notes](#) on these fundraising modes carefully before selecting.

Continuous Fundraising (optional)

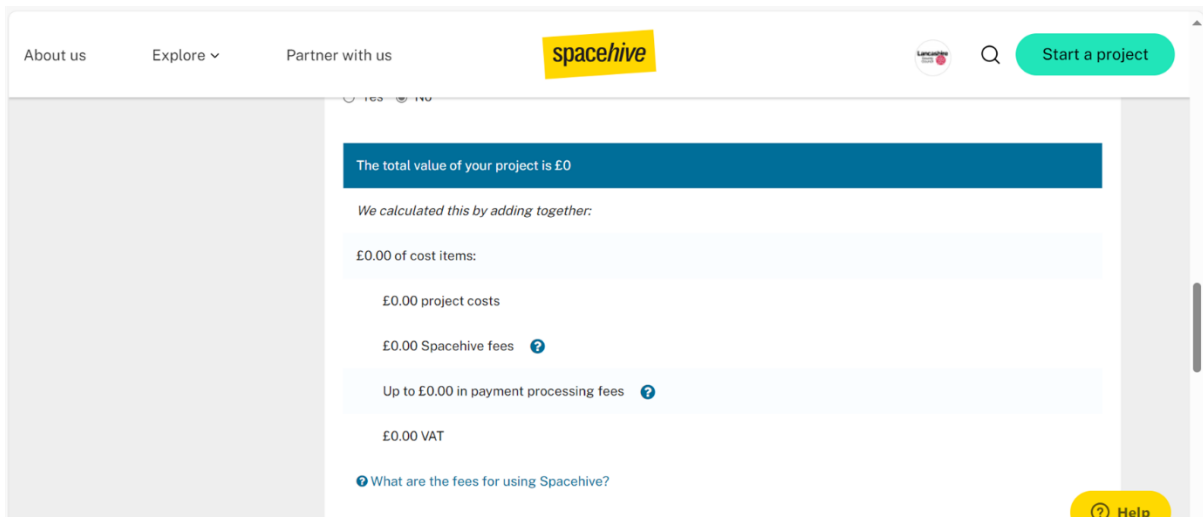
Spacehive have introduced an initiative to allow project creators to continue fundraising after their campaign deadline. This is explained further here: [What is 'Continuous Fundraising'? – Spacehive](#)

Please note this is a Spacehive introduction and **is optional**. Opting into continuous fundraising does not affect a project's eligibility to be offered a pledge from the Lancashire Culture & Sport Fund. Projects will not be considered for further pledges from the Lancashire Culture & Sport Fund when they enter the continuous fundraising model, after their project has finished crowdfunding.

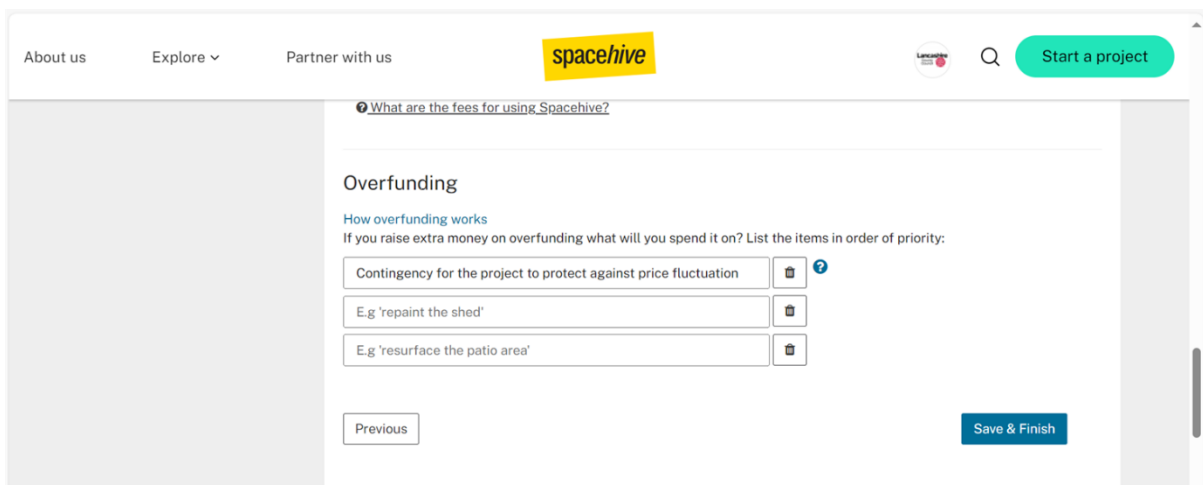
If you reach your fundraising target, you can activate Continuous Fundraising, which means your project can receive ongoing donations from backers. Would you like to do this? [?](#)

Yes No

Spacehive will combine the costs, in-kind and pre-raised funds to create your project target. The target will include the 7.5% Spacehive fee and the Stripe processing fees. There is no charge if your project does not reach its target. Please read the [information](#) around Spacehive's fees and costs.



You can state what you will use any extra funds for in the case you reach your target before your campaign end date and want to continue crowdfunding. We recommend using overfunding as a contingency to price fluctuation, but you can also state how you would expand your project if you received more pledges than expected.



2. Pitch to the fund

The screenshot shows a web browser window with the URL <https://www.spacehive.com/projects/edit/44233#/grants-matched>. The page header includes navigation links for 'About us', 'Explore', and 'Partner with us', along with the 'spacehive' logo and a 'Start a project' button. The main content area is titled 'Pitch to funds' and contains the following text: 'Spacehive partners with councils, foundations and companies to provide you with access to funds that could pledge towards your campaign. You can pitch to relevant funds through the platform.' Below this, it says 'You're matched!' and 'Based on what you've told us about your project the following Funds might want to pledge towards your campaign.' A table lists one fund: 'Lancashire Culture & Sport Fund'. The table has columns for 'Fund', 'Pitch status', 'Deadline for pitching', and 'Actions'. The 'Fund' column contains the Lancashire County Council logo and the text 'This fund is designed to boost culture and sports initiatives across the county.' The 'Actions' column contains two buttons: 'View & Pitch' and 'Dismiss'. A 'Help' button is located in the bottom right corner of the page.

Setting your location within Lancashire County Council will match you to the Lancashire Culture & Sport Fund. If your project meets the eligibility criteria, you can pitch to this fund. Clicking 'View & Pitch' will take you to the fund information and the eligibility criteria. Please read the information carefully and agree to the conditions before beginning your pitch.

The information below will help you put your pitch together and will emphasise the most important parts of the pitch.

Overview and Eligibility

Information regarding organisation status, location, project type and impact will be pulled through from your project dashboard. However, **there are two questions that need to be answered 'Yes'** in the overview & eligibility section of the pitch. These are:

'I understand that I need to select the 'All or Nothing' funding model to be eligible for a pledge from LCSF. I understand I must hit my campaign target by the campaign closing date in order to receive the funds that have been pledged by LCC.'

Projects need to select the 'All or Nothing' funding model when creating their project page on Spacehive, to be eligible for a pledge from LCSF. Projects must hit the campaign target by the campaign closing date in order to receive the funds that have been pledged from Lancashire County Council.

The second question is:

'I understand that the council will not be my first backer and will want to see support in the form of pledges from local people towards my live crowdfunding campaign before reviewing my pitch.'

Please answer 'Yes' to the above two questions. Projects that select 'No' will not be considered for a pledge from the Lancashire Culture & Sport Fund.

Eligibility

You have to meet the eligibility criteria for this fund in order to apply

Are you an organisation?

Yes

Is your project based in Lancashire?

Yes

Is your project type Sport & Play or Parks & Gardens or Arts & Culture or Buildings or Food & Farming or Streets & Infrastructure?

Yes

Will the impact of your project be to have Helped the environment or Boosted the economy or Increased volunteering, jobs & education or Supported arts, culture & heritage or Promoted activity & leisure?

Yes

I understand that I need to select the 'All or Nothing' funding model to be eligible for a pledge from LCSF. I understand I must hit the campaign target by the campaign closing date in order to receive the funds that have been pledged from LCC. *

Yes No

I understand that the council will not be my first backer, and will want to see support in the form of pledges from local people towards my live crowdfunding campaign before reviewing my pitch. *

Yes No

The outcomes of your fund

The screenshot shows a web browser window with the URL spacehive.com/Projects/GrantPitch/8259#/Pitching. The page title is "Lancashire Culture & Sport Fund". The navigation menu includes "About us", "Explore", "Partner with us", and a "Start a project" button. The main content area has a tabbed interface with tabs for "Overview & Eligibility", "Delivery", "Permissions", "Expected impact", "Milestones", "Costs", "Other questions", and "Personal pitch". The "Delivery" tab is active, showing a "Delivery date*" section with the question "When do you hope to deliver your project?". There are input fields for "By" and "Or between" with calendar icons. Below this is a "Project Owner*" section with the question "Who will receive the funds you raise and take responsibility for delivering the project?". A "Help" button is visible in the bottom right corner.

The headings listed above will be populated by the information you provided when setting up your project page, with the exception of 'Other questions' and 'Personal pitch'.

Individual, organisation or business



Lancashire Culture & Sport Fund

[Return to fund list](#)

If you would like help completing your pitch please email lcsf@lancashire.gov.uk.

Overview & Eligibility	Delivery	Permissions	Expected impact	Milestones	Costs	Other questions	Personal pitch
------------------------	----------	-------------	-----------------	------------	-------	-----------------	----------------

Other questions

There are three strands to the Lancashire Culture & Sport Fund. You can apply as a (1) not-for-profit organisation, (2) a parish/town council, or (3) an individual/business. Please explain which tier of funding you are pitching for based on your organisation type, from the three options (1, 2 or 3) *



Lancashire County Council says: 1. Not-for-profit organisations: for constituted groups and organisations (max pledge capped at 50%/£15,000) 2. Parish/town councils and BIDs (max pledge capped at 50%/£5,000). 3. Individuals/businesses: running projects which are to provide a cultural / sport activity to a community on a not-for-profit basis (max pledge capped at 50%/£1,500)

If you are applying as an organisation, please provide evidence of your organisation's legal status: *

I can't provide this

Drop files here or click to upload



Lancashire County Council says: Individuals do not need to provide evidence, but all organisations must upload a document. Please note: organisations with an annual turnover of £500,000 or more are not eligible to apply in this round. We will use Companies House to check organisation turnovers.

It is important you select the right option. Not-for-profit organisations include constituted community groups, 'friends of' groups, CICs, CIOs, registered charities and companies limited by guarantee. If you are unsure of your group's status, please contact lcsf@lanashire.gov.uk for assistance.

Organisations, town/parish councils or businesses must upload a constitution, certificate of incorporation or other relevant document that proves their status. If you are an individual, please click 'I can't provide this' and type 'individual' into the text box.

About your project

Please provide the date(s) of your event (e.g. festival, workshops etc.) *

1500 of 1500 characters remaining



Lancashire County Council says: Please provide as accurate a date/date range as possible. If this isn't possible, we will ask for confirmed dates during the delivery phase of the project.

If there will be an event linked to your project (e.g. a festival, workshop, exhibition, celebration event, opening ceremony etc.) please provide the date here and tell us what type of event it will be.

Lancashire County Council covers the following districts: Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, Preston, Ribble Valley, Rossendale, South Ribble, West Lancashire and Wyre. Does at least 60% of the activity take place in one or more of these districts? *

1500 of 1500 characters remaining



Lancashire County Council says: Please respond yes or no.

At least 60% of your project **must** take place within Lancashire. Please confirm this with either a 'yes' or 'no' answer to this question.

Please outline the specific cities, towns, wards, districts etc, that your project will take place *

1500 of 1500 characters remaining



Lancashire County Council says: Please be as specific as possible. Please provide no more than 3 sentences.

List the cities, towns or villages that will take part in your project. Please be specific.

How many Lancashire residents will directly benefit from your project? For example, as participants or audience. *



Lancashire County Council says: This is an important question. Please provide your best estimate, and remember to include everyone who will be impacted, eg participants and audience.

State the number of Lancashire residents who will benefit from your project. This includes, for example: new members you hope to reach, the number of people in the audience or the number of people who will benefit from improved access to a venue, the number of people who will engage with a public art piece etc. Be realistic, but do not sell yourself short.

If you are pitching for funding for an event, will your event be free or low-cost to the public? If low-cost, please state how much it will cost to take part in your project as audience or participant. *

I can't provide this

1500 of 1500 characters remaining




Lancashire County Council says: In the event that the fund is oversubscribed, priority may be given to projects that are free to the public. If there are paid elements to your project, please state the percentage that will be free and the prices involved in the paid-for activities.

This is an important question. The details included here are considered as part of the assessment process. The fund aims to support free and low-cost activity to the wider community, so if an activity or event has paid-for elements, please state the actual price that will be charged. You can include an explanation for the price chosen if you wish. If some of your project is free, and other parts will have an associated cost, please state what percentage of your project is free to access and list the prices of the pay-to-access elements.

Improve access to culture and/or sport

How does your project provide new opportunities for culture or sport that wouldn't otherwise be available? Please include any specific beneficiaries (e.g. young people, people who need mental health support, low income families, people living with dementia etc.) *

1500 of 1500 characters remaining


 **Lancashire County Council says:** This is an important question. Please provide no more than 3 sentences.

This is an important question. The details included here are considered as part of the assessment process. Please detail exactly how you hope to improve the cultural experience and/or health and wellbeing of your community. How will your project benefit the audience or participants? Will it have an impact on their lives going forward? Will it open an experience up to a new audience? Will it allow someone to access something they would not normally access? Is your project aimed at a specific audience?

Long-term benefit

What is the long-term benefit to your community, as a result of this project. For events and festivals we expect to see a tangible legacy within the community post-event. *

1500 of 1500 characters remaining

 **Lancashire County Council says:** Projects which will provide clear long-term benefit to their community may be prioritised. Legacy should encourage the participant/audience to continue their cultural, sporting and well-being experience. See Guidance Notes for examples.

This is an important question. The details included here are considered as part of the assessment process. Please detail the ways your project will help your community. For example, will it increase community participation? Will it increase community pride? Will it upskill members of your community? We recommend a minimum of 150 words.

How did you hear about us?

How did you hear about Crowdfund Lancashire and the Lancashire Culture & Sport Fund? *

1500 of 1500 characters remaining

Lancashire County Council says: For example, your local library, word of mouth, social media, LCC website, Spacehive, Newspaper, local event, other

Previous
Save & Next

This is a really useful question which will help us adapt our marketing to ensure we reach as many potential project creators as possible in future rounds.

Personal pitch

The screenshot shows a web browser window with the URL `spacehive.com/Projects/GrantPitch/8259#/Pitching/PersonalPitch`. The page title is "Lancashire Culture & Sport Fund". A navigation bar includes "About us", "Explore", "Partner with us", the "spacehive" logo, a search icon, and a "Start a project" button. Below the navigation, a breadcrumb trail shows "Return to fund list". A horizontal menu contains several tabs: "Overview & Eligibility", "Delivery", "Permissions", "Expected impact", "Milestones", "Costs", "Other questions", and "Personal pitch" (which is highlighted in blue). The main content area is titled "Personal Pitch" and contains the text: "You've provided all of the information that's required in order to pitch to Lancashire Culture & Sport Fund but why not add that personal touch? Summarise your pledge in 140 characters or upload an optional pitch video to tell the grantmaker why your project needs a grant." Below this is a text input field with the prompt: "Tell Lancashire Culture & Sport Fund in 140 characters why they should pledge to you". A "140" character count is visible at the bottom right of the input field. A yellow "Help" button and a "20 new notifications" badge are also present.

The 'personal pitch' page is not visible to the public. The panel do not see any information included here, so please leave this section blank and move on to 'submit pitch'.

3. Submit for verification

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](#)

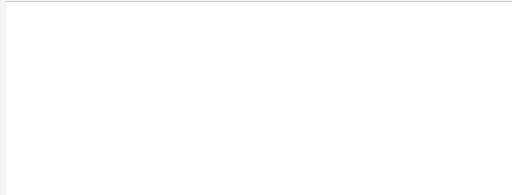
Important: Please check you're happy with your project page and have pitched to any funds before you get verified. You won't be able to edit your project page (apart from your video and images) after you submit your project to be verified.

Quick Recap

Project Owner:

Project value:

Funds pitched to:



Submit for verification

Once you are happy with all the information you have provided, you can submit your pitch for verification by clicking the pink button shown above. Your project is not visible to the Community Funding team until you have submitted for verification. Make sure to **submit for verification before the 6 February 2025 deadline** to avoid missing out on this funding round.

Your project will be verified once the Spacehive team have checked your costs and permissions are in place. To speed up this process, please keep an eye on your emails and respond to queries from Spacehive promptly.

If you have any questions about the application process, please email lcsf@lancashire.gov.uk or support@spacehive.com.