



**HIPGive.org** is the first and only crowdfunding platform focused on promoting generosity towards Latinx social impact projects in the US and across the Americas.

In this guide you will learn how to use the platform to publish a project and manage your crowdfunding campaign.

The focus is solely on the technical characteristics of the platform. If you would like more guidance on the strategies that you should use to run a successful crowdfunding campaign, please take part in our trainings. You can contact us for further guidance at [hipgive@hiponline.org](mailto:hipgive@hiponline.org)



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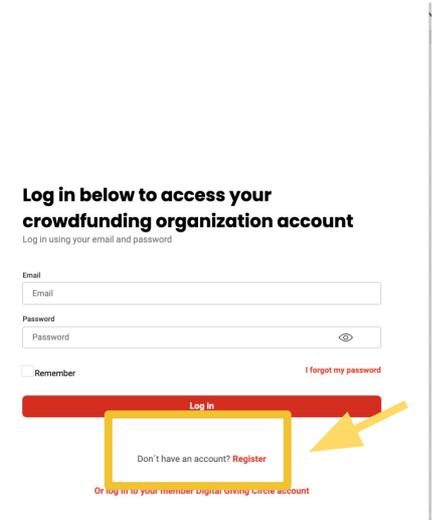
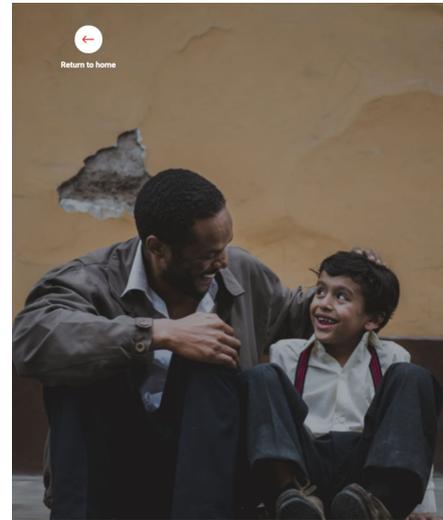
**1. Log in or sign up**

# 1. Log in or sign up

## 1.1 Select “Log in or sign up”

The first step in using HIPGive is to create an account.

- From the homepage, select “Log in or Sign up”
- If you already have an account, enter your email and password to access the platform.
- If this is the first time you’re using HIPGive, select “Register” at the end of the section to create a new account.



## 1.2 Fill in the registration form

If it's the first time you're using HIPGive, fill in the registration form with your name, surname, email and telephone number.

Choose and enter a password.

Keep a copy of your password! You'll need it each time you want to use HIPGive.

Then, add your organization's name, legal name and country.

Finally, upload proof of your nonprofit status, either a letter from the IRS confirming 501c3 status (US), or your articles of incorporation or "acta constitutiva" (Latin America).



**Organization Register**

1 2

Organization name  
Organization name

Legal name  
Legal name

Country  
Country

Letter of Determination  
The file does not have to be larger than 2MB

Accept Term of Use

By signing up, I agree to HIPGive's terms of use

**Organization Register**

Already have an account? [Log in](#)

*When you register for HIPGive, you accept the terms and conditions registrarte estás aceptando las condiciones de uso (términos de uso) de HIPGive. Puedes consultarlas [aquí](#).*

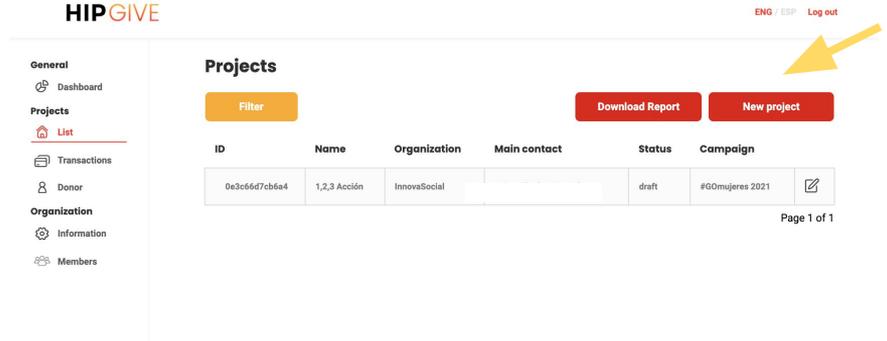
## **2. Create and publish a project**

## 2. Create and publish a project

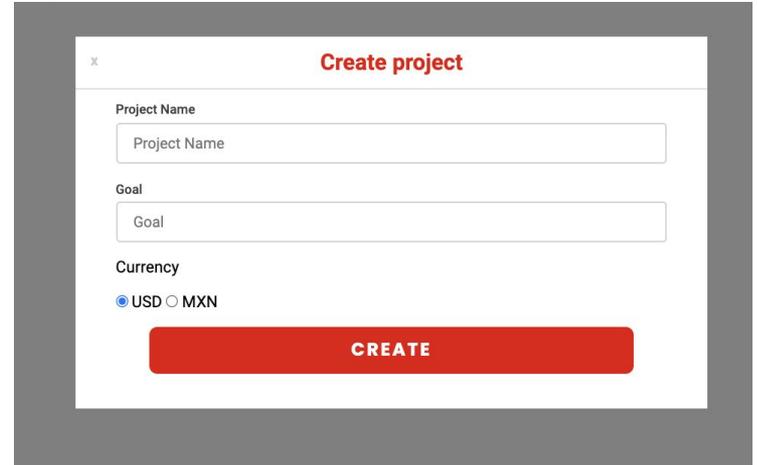
### 2.1 Create a new project

You can create a new project from your “dashboard”.

- Find the Projects section on the menu to the left and select List.
- Click the red button which says “New project” on the right of the screen.
- Complete the project creation form indicating the name of the project, the goal and the currency. (Don’t worry, you can still change this later.)



The screenshot shows the HIPGIVE dashboard. In the top right corner, there are links for "ENG / ESP" and "Log out". On the left sidebar, under the "Projects" section, the "List" option is selected. In the main content area, there is a "Projects" header with a "Filter" button and two red buttons: "Download Report" and "New project". A yellow arrow points to the "New project" button. Below the buttons is a table with columns: ID, Name, Organization, Main contact, Status, and Campaign. The table contains one row with the following data: ID: 0e3c66d7cb6e4, Name: 1,2,3 Acción, Organization: InnovaSocial, Main contact: [redacted], Status: draft, Campaign: #Gomujeres 2021. There is a "Page 1 of 1" indicator at the bottom right of the table.



The screenshot shows a modal window titled "Create project". It contains the following fields and options:

- Project Name:** A text input field with the placeholder "Project Name".
- Goal:** A text input field with the placeholder "Goal".
- Currency:** Radio buttons for "USD" (selected) and "MXN".
- CREATE:** A large red button at the bottom.

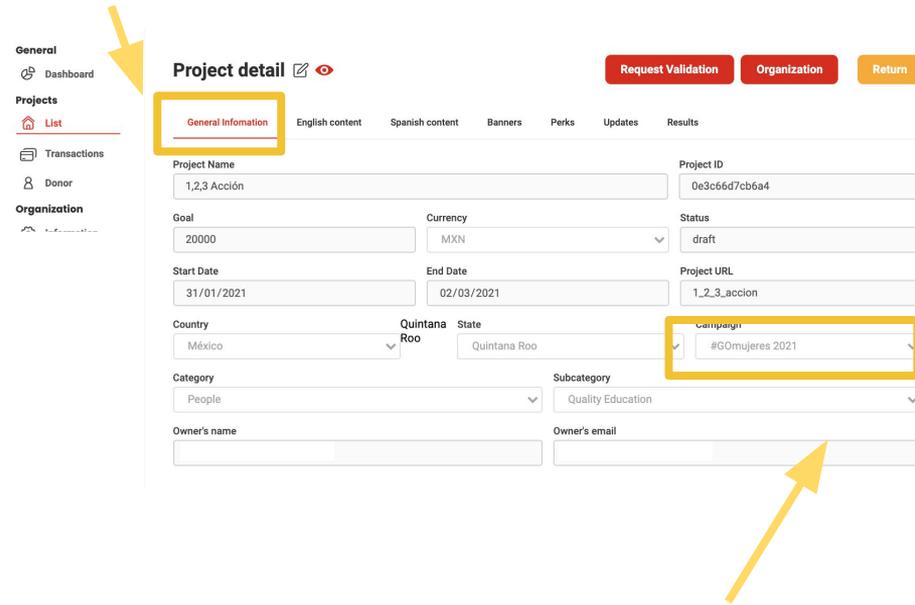
## 2.2 Fill in the general information

It's time to add the content that will be published as part of your project.

- Within your project, select the “General information” tab from the options at the top.

 To edit the content, click on the “pencil” icon at the top of the page. Remember to save any changes you make.

 To view the project as visitors to HIPGive will view it, click on the eye icon at the top of the page.



**Project detail**  

**General Information** English content Spanish content Banners Perks Updates Results

Project Name: 1,2,3 Acción Project ID: 0e3c66d7cb6a4

Goal: 20000 Currency: MXN Status: draft

Start Date: 31/01/2021 End Date: 02/03/2021 Project URL: 1\_2\_3\_accion

Country: México State: Quintana Roo

Category: People Subcategory: Quality Education

Owner's name: Owner's email:

*If your project forms part of a special campaign, select it from this dropdown list.*

## 2.3 Add content in English and Spanish

You can add content in English, Spanish or in both languages.

**Title:** This is a short phrase which encapsulates the essence of your project. Together with the video it will be the most visible part of your project.

**Short description:** A phrase that complements the title, maximum 255 characters.

**Description:** This is the space to describe your project in narrative text. We recommend 400 - 600 words, separated into short, easy-to-read paragraphs.

**Thank you message:** These phrases will be inserted into the automatic thank you email that is sent to each person who contributes to your project.

**Social media thank you message:** This phrase will appear when people choose to share the project on their social media.

- General
  - Dashboard
- Projects
  - List
- Transactions
- Donor
- Organization
  - Information
  - Members

### Project detail

[Request Validation](#)[Organization](#)[Return](#)[General Information](#)[English content](#)[Spanish content](#)[Banners](#)[Perks](#)[Updates](#)[Results](#)

Title

1,2,3 Acción

Short Description

Low Description (Max 255 characters)

Description

Thank you message

Thanks for your donation

Social media thank you message

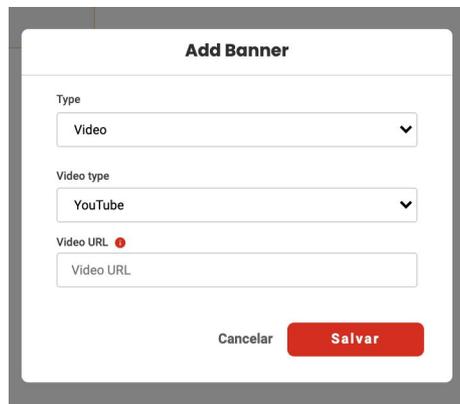
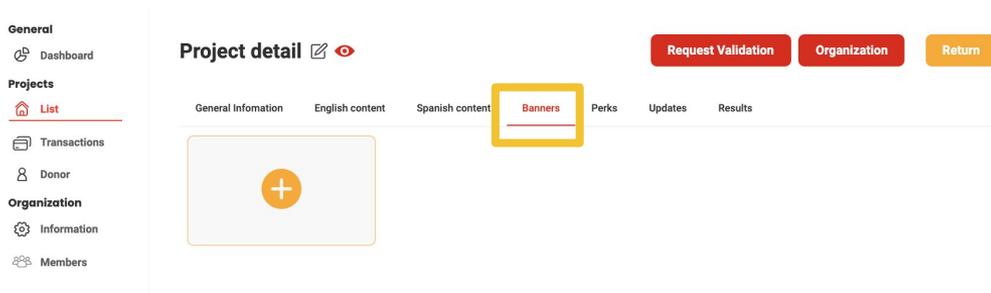
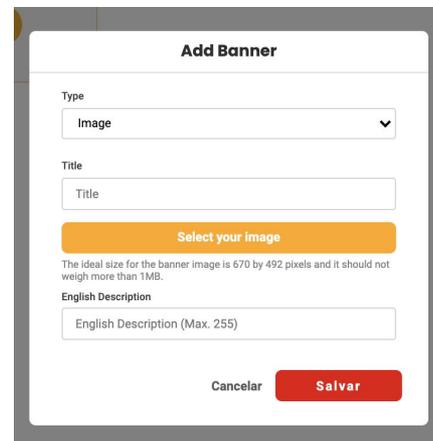
I helped support this project. Learn more about it and make your contribution to help grow their impact

## 2.4 Add banners (videos and images)

To add a video or image, select the Banners tab and then the “plus” icon.

**Images:** The ideal size for images is 670 x 492 píxeles and they should be less than 1MB. Add a short description so that people can relate what they’re seeing to the project you want to fund.

**Video:** We recommend short videos, between 1 – 3 minutes. You don’t have to upload it directly to HIPGive, but rather should upload it first to YouTube or Vimeo and then paste in the link.

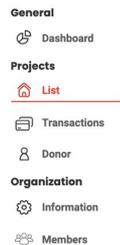
A screenshot of the 'Add Banner' form for video. It has a title 'Add Banner' and a 'Type' dropdown menu set to 'Video'. Below it is a 'Video type' dropdown menu set to 'YouTube'. There is a 'Video URL' field with a red error icon and the text 'Video URL'. At the bottom are 'Cancelar' and 'Salvar' buttons.A screenshot of the 'Add Banner' form for image. It has a title 'Add Banner' and a 'Type' dropdown menu set to 'Image'. Below it is a 'Title' field. There is a yellow button labeled 'Select your image'. Below that is a text area for 'English Description' with the note 'The ideal size for the banner image is 670 by 492 pixels and it should not weigh more than 1MB.' and 'English Description (Max. 255)'. At the bottom are 'Cancelar' and 'Salvar' buttons.

## 2.5 Add perks (optional)

Perks enable you to set predetermined donation amounts and link them to a tangible reward (a product or service) or a digital thank you (eg. a personalized video).

To add a perk, select "Add perk" and fill out the form in the pop-up window.

- If you add an image, the recommended size is 378 x 200 pixels.
- The amount indicates the amount of money that a person should give in order to receive the perk.
- "Stock" allows you to establish a maximum amount of people that can receive the perk.



### Project detail

Request Validation

Organization

Return

General Information English content Spanish content Banners **Perks** Updates Results

#### Perks

Search

Status

Search by name

All

Filter 

Add perk

Photo Name Amount Stock Description

#### Add perk

Select your image

The recommended resolution for the banners in your project is 378px x 200px.

Spanish Name English Name

Really cool shirt  Really cool shirt

Amount (MXN)

\$

Stock

16 articles

Spanish Description

Max. 175 characters

English Description

Max. 175 characters

Cancel Save

## 2.6 Add other members of your team

The person named as the project owner will receive all notifications pertaining to the project by email.

If you want more people to be able to edit the project:

- Go to the "Organization" section and then "Members" in the menu on the left.
- A list of people who currently have permission to edit your organization's projects will appear. You can edit their information by selecting the pencil icon to the right of each name.
- To add a new person to your team, select the red button "Create user" and fill in the form.

### Team Members

<a href="#">Filter</a>			<a href="#">Download Report</a>	<a href="#">Create user</a>
Name	Last name	Email	Profile	Options
			Administrator	

Page 1 of 1

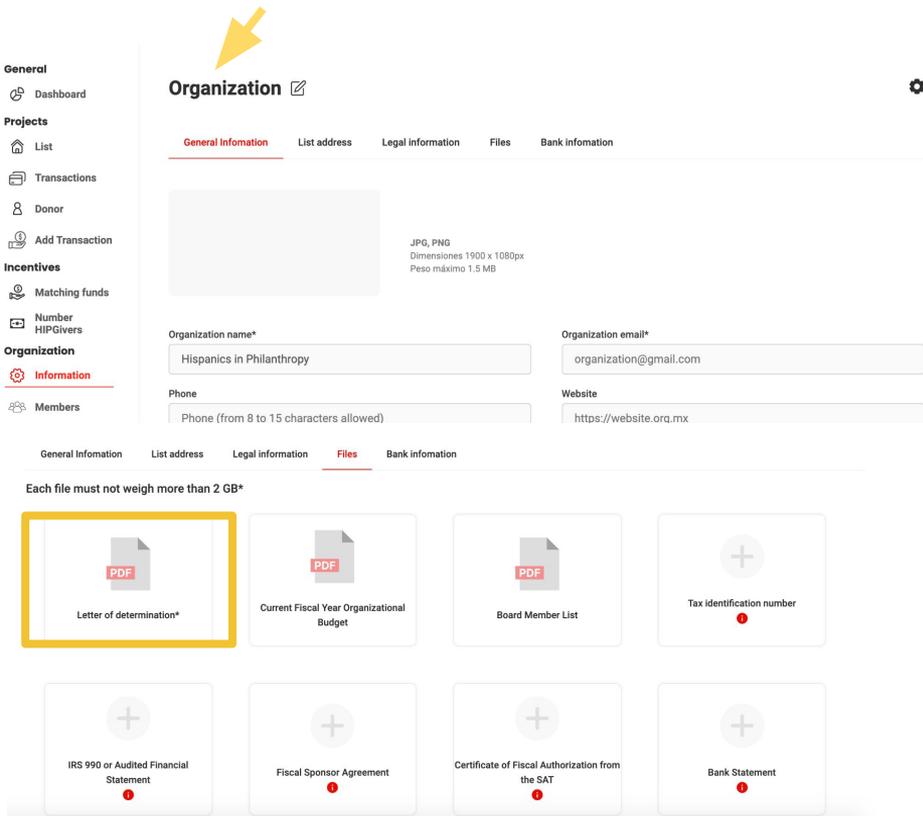
### Edit user

Name	Last name
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>
Password	Confirm Password
<input type="password"/>	<input type="password"/>
Profile	
<input type="text" value="Administrator"/>	
<input checked="" type="checkbox"/> Active	
<a href="#">Cancel</a>	<a href="#">Save</a>

## 2.7 Upload your documents

To publish your project on HIPGive you must confirm your status as a nonprofit organization.

- Go to “Organization” in the menu on the left and select “Information”
- Select the tab called “Files”
- Click on the pencil icon (to edit), select the “plus” icon and follow the instructions to upload your documents
- If you have marked that you are authorized to receive tax deductible receipts in Mexico, please also upload the letter from SAT that confirms this status.



The screenshot shows the 'Organization' page in the HIPGive interface. The left sidebar contains a menu with options like 'Dashboard', 'List', 'Transactions', 'Donor', 'Add Transaction', 'Matching funds', 'Number HIPGivers', 'Information', and 'Members'. The 'Information' tab is selected. The main content area has a yellow arrow pointing to the 'Organization' title. Below the title are tabs for 'General Information', 'List address', 'Legal information', 'Files', and 'Bank information'. The 'Files' tab is active, showing a grid of document upload slots. Each slot has a plus icon and a red dot indicating a missing document. The first slot, 'Letter of determination\*', is highlighted with a yellow border. Other slots include 'Current Fiscal Year Organizational Budget', 'Board Member List', 'Tax identification number', 'IRS 990 or Audited Financial Statement', 'Fiscal Sponsor Agreement', 'Certificate of Fiscal Authorization from the SAT', and 'Bank Statement'. A note at the top of the grid states 'Each file must not weigh more than 2 GB\*'. The top of the page shows a form for 'General Information' with fields for 'Organization name\*' (filled with 'Hispanics in Philanthropy'), 'Organization email\*' (filled with 'organization@gmail.com'), 'Phone', and 'Website' (filled with 'https://website.org.mx').

*Remember you must upload all documents before send your project.*

## 2.8 Send your project

When you have added all your content and previewed your project (using the “eye” icon), you can send us your project for review and publication.

Select the gear icon at the top right and then the option “Request Validation”.

Your project status will be changed from Draft to Review and you will not be able to modify it at this time.

Our team will review your project. Within a period of 2 to 3 business days we will schedule its publication and you will receive an email containing the link (URL) of your project.

If we believe that something is missing, or if we have any suggestions to strengthen your project, we will send you an email and you will have the opportunity to continue editing your project before publication.

### Project detail

[Request Validation](#)[Organization](#)[Return](#)

General Information English content Spanish content Banners Perks Updates Results

Project Name	1,2,3 Acción		Project ID	0e3c66d7cb6a4		
Goal	20000	Currency	MXN	Status	draft	
Start Date	31/01/2021	End Date	02/03/2021	Project URL	1_2_3_accion	
Country	México	Quintana Roo	State	Quintana Roo	Campaign	#GOMujeres 2021
Category	People	Subcategory	Quality Education			
Owner's name			Owner's email			

# **3. Update your organization's profile**

### 3.1 Modify your organization's information

To modify the information regarding your organization:

- Go to the "Organization" section on the menu on the left.
- Select the option of "Information"



Select the "pencil" icon from the top to edit the texts.

Don't forget to Save before moving on.

**HIP GIVE** ENG ESP Log out

**Organization**

**General Information** | List address | Legal information | Files | Bank information

**General**  
Dashboard  
**Projects**  
List  
Transactions  
Donor  
Add Transaction  
**Incentives**  
Matching funds  
Number HIPGivers  
**Organization**  
**Information**  
Members  
**Giving Circle**  
My Contributions  
Members  
**HIPGive Site**  
Organizations  
Partners  
Campaign  
Exchange Rate

**Organization name\***  
Hispanics in Philanthropy

**Organization email\***  
organization@gmail.com

**Phone**  
Phone (from 8 to 15 characters allowed)

**Website**  
https://website.org.mx

**Category**  
[Dropdown menu]

**Subcategory**  
[Dropdown menu]

**Social Networks**

**Facebook**  
https:// facebook.com/organizacion

**Instagram**  
https:// instagram.com/organizacion

**LinkedIn**  
https:// linkedin.com/organizacion

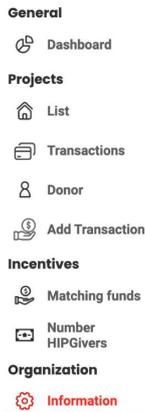
**Twitter**  
https:// twitter.com/organizacion

**Youtube**  
https:// youtube.com/organizacion

## 3.2 Update your address

If you need to change your address:

- Check that you're in the "Organization" and then "information" section of the main menu on the left.
- Select the tab "List address".
- Select the pencil icon to the right of the address that you want to edit.
- Remember to click on "Save" when you've finished.



### Organization



General Information **List address** Legal information Files Bank information

Type	Address	Option 
office	Francisco Ortega, Villa Coyoacán 32, Ciudad de México, Ciudad de México, México	

### 3.3 Mark your tax deductible status

If you are an authorized tax exempt organization in Mexico and you want to appear as such on HIPGive:

- Go to the “Organization” section of the main menu on the left and select “Information”
- Select the tab marked “Legal Information” and tick the box marked “Authorized Donor”.
- Select the tab “Files”. You’ll see that a box appears marked “Certificate of Fiscal Authorization from the SAT”.
- Select the pencil icon (above) and then the plus sign in the box, to enable you to upload the document.

*By certificate, we mean the letter that SAT has sent you confirming your status as an authorized tax exempt organization (donataria autorizada) in Mexico.*

The image shows two screenshots of the HIPGive organization management interface. The top screenshot is the 'Organization' page, 'Information' section, 'Legal information' tab. It features a sidebar menu with options like 'General', 'Projects', 'Transactions', 'Donor', 'Add Transaction', 'Incentives', 'Matching funds', 'Number HIPGivers', 'Organization', 'Members', 'Giving Circle', and 'My Contributions'. The 'Organization' section is expanded to show 'Information', 'Members', and 'My Contributions'. The 'Legal information' tab is active, showing fields for 'Legal name\*', 'Name of the legal representative\*', 'Tax identification number\*', and 'Fiscal Sponsor\*'. A checkbox labeled 'Authorized Donor' is checked and highlighted with a yellow box. A pencil icon is visible in the top right corner. The bottom screenshot is the 'Organization' page, 'Files' section. It shows a grid of upload boxes for various documents: 'Letter of determination\*', 'Current Fiscal Year Organizational Budget', 'Board Member List', 'Tax identification number', 'IRS 990 or Audited Financial Statement', 'Fiscal Sponsor Agreement', 'Certificate of Fiscal Authorization from the SAT', and 'Bank Statement'. The 'Certificate of Fiscal Authorization from the SAT' box is highlighted with a yellow box. A note at the top states 'Each file must not weigh more than 2 GB\*'. A pencil icon is visible in the top right corner.

### 3.4 Add information regarding your fiscal sponsor

Most organizations that use HIPGive do so directly, but if your organization is not legally incorporated or doesn't have a bank account in its own name, you can also participate via a fiscal sponsor.

- Check that you're in the "Organization" section of the main menu on the left and select "Information."
- Select the "General information" tab and fill in the information relating to YOUR organization.
- Select the "Legal information" tab and fill in the information relating to your fiscal sponsor's organization.
- Remember that the documents that you upload to the "Files" tab must relate to your fiscal sponsor.

The image shows two screenshots of the HIPGive user interface. The top screenshot is the 'Organization' page, with the 'Legal information' tab selected and highlighted by a yellow box. The form contains fields for 'Legal name\*', 'Name of the legal representative\*', 'Tax identification number\*', and 'Fiscal Sponsor'. There is a checked box for 'Authorized Donor' and an unchecked box for 'My fiscal sponsor is Hispanics in Philanthropy'. The bottom screenshot is the 'Files' tab, also highlighted by a yellow box, showing a grid of upload slots for documents like 'Letter of determination\*', 'Current Fiscal Year Organizational Budget', 'Board Member List', 'Tax identification number', 'IRS 990 or Audited Financial Statement', 'Fiscal Sponsor Agreement', 'Certificate of Fiscal Authorization from the SAT', and 'Bank Statement'. A note at the top of the Files section states 'Each file must not weigh more than 2 GB\*'. The left sidebar of both screenshots lists various navigation options like 'Dashboard', 'Projects', 'Transactions', 'Donor', 'Incentives', 'Organization', 'Members', 'Giving Circle', and 'My Contributions'.

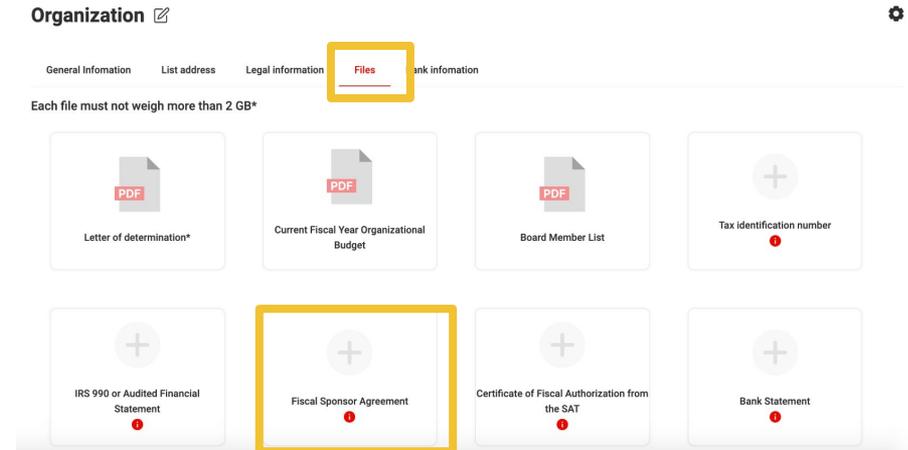
### 3.5 Upload the letter from your fiscal sponsor

Your fiscal sponsor should provide you with a letter to prove their commitment to working with you.

In the letter, the legal representative of the fiscal sponsor should:

- Confirm their support of your project.
- Indicate that they fulfil the requirement of being a legally established nonprofit organization.
- Confirm they will receive the funds on your behalf.
- State that they will oversee the project's development and the correct use of the funds.

The letter should be signed, then scanned and the scanned copy uploaded to the File section.



## **4. Give to a project**

## 4. Give to a project

Even though you are not the target audience for your campaign, it's important that you know how the donation process works. This will help you provide guidance to other people who want to give.

### 4.1 Choose "Give to this project"

To contribute to a project:

- Choose the project that you want to fund from the HIPGive page, or use the direct link to go straight to your project's page.
- Select the red button "Give to this project".



The screenshot shows a project page for "Justice for Migrant Women" on the HIPGive platform. The page features a central illustration of a woman's silhouette holding a scale of justice, with a sun and mountains in the background. To the right, a progress bar shows the fundraising status. The text indicates that \$28,310.51 USD has been raised out of a \$35,000 goal, with 325 HIPGivers contributing. A countdown timer shows 115 days, 13 hours, 34 minutes, and 57 seconds remaining. A prominent red button labeled "Give to this project" is highlighted with a yellow arrow. Below the button, there are social media sharing options for Facebook and Twitter, and a location tag for Ohio with a "Reduced Inequality" tag.

**Justice for Migrant Women**  
Show your support for migrant women and their families.

Donations  
**\$28,310.51** USD  
Fundraised of \$35,000 USD

**\$28,310.51** USD  
By 325 HIPGivers

Time remaining  
**115 13 : 34 : 57**  
Days Hours Minutes Seconds

**Give to this project**

Show this project

Ohio Reduced Inequality

## 4.2 Decide how much to give

- Choose the currency of your contribution.
- Select the amount. You can choose from the suggested amounts or write in your own amount in the box.
- The platform will make a TipHIP, a voluntary contribution in addition to your donation. You can edit this amount.
- Select the “Proceed to donation” button.

The screenshot shows the donation process for 'Justice for Migrant Women' in Ohio, United States. The organization's logo features a silhouette of a woman holding scales of justice against a circular background with a landscape. The interface allows users to select their currency (USD or MXN) and choose from suggested donation amounts (\$50, \$125, \$200, \$500). A yellow arrow points to the \$125 option. Alternatively, users can enter their own amount in a text box. A red 'Proceed to donation' button is at the bottom. A TipHip message states: 'Thanks to your tip, we will be able to continue offering our free services so that more Latino social impact organizations can carry out their projects.' The current amount is \$0 USD, with an 'edit' link.

*You can choose the amount you wish to give in US dollars or Mexican pesos, but donations can be made from anywhere around the world.*

## TipHIP

After entering the amount you want to give, the platform will suggest an amount to “TipHIP”.

TipHIP is a voluntary tip that people can contribute towards sustaining the platform. As a nonprofit organization, HIPGive relies on these small voluntary contributions in order to avoid charging additional fees for our services.

If the person does not want to leave a tip or prefers to change the amount, they can do so freely.

x

## Your contribution is very important to us!

Unlike other platforms, HIPGive does not charge an administrative fee. The amount that you give will be donated to the project in full, with only a small deduction relating to your payment method.

By tipping HIPGive you help us cover our technical costs and enable us to fulfil our mission of helping hundreds of nonprofit organizations.

THANKS FOR YOUR SUPPORT!

\$10 USD	\$25 USD	\$40 USD	\$80 USD
----------	----------	----------	----------

0

Enter your own amount

Amount	USD
--------	-----

NEXT

## 4.3 Share your details and choose your receipt

You will see a summary of your contribution and be asked to share your details:

- In addition to name, email and telephone number, you can leave a message which will be published on the project page.
- If you don't want the message to be published, select " Make my contribution anonymous" The organization will be able to see your name, message and contact details but no-one else will.
- If you wish to receive a tax-deductible receipt, tick the box "Do you need a tax-exempt receipt?".

**Justice for Migrant Women**  
Ohio, United States



**Justice for Migrant Women**  
Show your support for migrant women and their families.  
United States

### Payment details

Payment summary [Go back](#)

Donation	\$50 USD
TipHIP	\$7.5 USD
<b>Total</b>	<b>\$57.5 USD</b>

### HIPGiver information

Name

Last name

Email

Phone number

Add a message  
Max. 255 characters

Make my contribution anonymous

[Continue](#)

## Receipts on HIPGive

If you wish to receive a tax deductible receipt you can choose between a US receipt or a Mexican (MEX) receipt.

If you choose a valid tax deductible receipt in Mexico, you must include your fiscal information at this time.

### HIPGiver information

Name

Enter your name

Last name

Enter your last name

Email

Ej: john.doe@email.com

Phone number

Enter your phone number

Add a message

Max. 255 characters

Make my contribution anonymous

Do you need a tax-exempt receipt? 

USA  MEX

The Internal Revenue Service requires that we acknowledge that no goods or services were received by either party in exchange for this contribution. Hispanics in Philanthropy is a not-for-profit 501(c)(3) organization. Donations are tax-deductible. Our tax ID number is 94-3040607.

Continue

### HIPGiver information

Name

Enter your name

Last name

Enter your last name

Email

Ej: john.doe@email.com

Phone number

Enter your phone number

Add a message

Max. 255 characters

Make my contribution anonymous

Do you need a tax-exempt receipt? 

USA  MEX

RFC

RFC

Business name

Company name

Zip code

Ej: 06700

Email for invoice

Continue

## 4.4 Confirm your payment method

You can choose to make your contribution via PayPal or with a credit or debit card.

- If you choose PayPal, please fill your details in the pop up window.
- If you choose to pay with a credit or debit card, fill in your details directly in the form.

### Payment details

Payment summary

[Go back](#)

Donation	\$50 USD
TipHIP 	\$7.5 USD
<hr/>	
Total	\$57.5 USD

### Select your payment method

 Checkout

Or

 Card Number MM / YY CVV

Cardholder name

Card Holder

I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

Pay \$57.50 USD

By clicking on pay, you accept our [Terms and conditions of use](#)

## 4.5 Confirm your payment method with a tax deductible receipt

If the organization you give to is an authorized tax exempt organization in Mexico and you have selected to receive a tax deductible receipt, you can choose from the following payment methods:

- PayPal
- In-store donation at local convenience stores
- Bank transfer (SPEI)
- Credit or debit card

### Payment details

Payment summary

[Go back](#)

Donation	\$50 USD
Tip/HIP 	\$7.5 USD
<hr/>	
Total	\$57.5 USD

Your contribution is equivalent to \$1160.57 MXN based on today's exchange rate. This is the amount that will be charge to your card.

### Select your payment method

 Checkout

  Walmart  and more



Or

 Card Number MM / YY CVV

Cardholder name

Card Holder

I'm not a robot



Pay \$57.50 USD

By clicking on pay, you accept our [Terms and conditions of use](#)

## 4.6 Confirmation emails

After contributing to a project on HIPGive you will receive the following emails to the email address which you provided:

- An email confirming that the transaction is being processed.
- A thank you email.

If you chose to receive a tax deductible receipt in the US:

- The thank you email includes text that makes it valid as a fiscal receipt.

If you chose to receive a tax deductible receipt in Mexico (and entered your details at that time):

- Your receipt (CFDI) will arrive separately, in addition to the previous emails.

Hola Fulanito de Tal!

Gracias por tu contribución de **\$10 USD** para apoyar a '**Nombre del proyecto**'. Con tu donación, **La organización** está un paso más cerca para cambiar las vidas de más personas en las comunidades con las que trabaja.

¡Tu opinión nos importa! Por favor tome esta pequeña encuesta para ayudarnos a mejorar la experiencia de donantes como tú en la plataforma.

Te compartimos un mensaje personal de agradecimiento de La organización:

### Resumen de donación en USD:

Tu contribución total de **\$10 USD** incluye una cantidad de *TIP HIP* de **\$1 USD**.

Si seleccionaste dar un *TIP* a HIP, te damos las gracias por tu generosidad. Esta contribución nos permite seguir prestando nuestro apoyo y acompañamiento a organizaciones sin fines de lucro que trabajan con comunidades latinas a lo largo del continente Americano.

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Llegará a tu correo también un recibo de nuestro procesador de pagos seguro. Este cargo aparecerá en tu cuenta bancaria como "WPY\*Hispanics in Philanthropy HIPGive"

Si tienes alguna pregunta puedes contactarnos a [hipgive@hiponline.org](mailto:hipgive@hiponline.org)

¡Muchas gracias nuevamente por tu apoyo!

El equipo de HIPGive



The Internal Revenue Service requires that we acknowledge that no goods or services were received by either party in exchange for this contribution. Hispanics in Philanthropy is a not-for-profit 501(c)(3) organization. Donations are tax-deductible. Our tax ID number is 94-3040607.

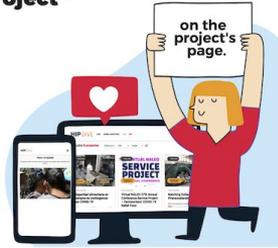
*Aquí aparecerá la frase que escribiste al momento de crear tu proyecto.*

## The donation process

If you want to communicate how easy, quick and safe it is to donate online with HIPGive, you can share this infographic. You can download it [here](#).



**1. Click on "Give to this project"**



**2. Select the currency in which you want to donate**



**3. Share a message of support**



**4. Enter your credit card details**  
(or other form of payment)



**5. Thank you!**  
You've completed your donation



# **5. Administrate your campaign**

# 5. Administrate your campaign

## 5.1 Download your transactions

You can consult the list of people who have given to your project at any time.

- Select “Transactions” from the menu on the left.
- Select the yellow button “Filter” to organize the transactions by date, payment method or to look for a specific person.
- Select the red button “Download”.

**HIPGIVE** ENG / ESP Log out

**General**  
Dashboard  
**Projects**  
List  
**Transactions**  
Donor  
Add Transaction  
**Incentives**  
Matching funds  
Number HIPGivers  
**Organization**  
Information  
Members

**Transactions**

Filter Download statistics Download

Name	Email	Transaction ID	Amount	Tiphip	Payment	Status
Fulanito de Tal	hipgive@hiponline.org	tr_9luPGygu1V2yYuk	200 USD	30	card	Approved
Andres	andres@recaudia.com	tr_VsjoX32xboIKnSB	25.54 USD	3.83	card	Approved
Andres	andres@recaudia.com	tr_yh2f2vjGWuz6Bh5	25.54 USD	3.83	card	Declined
Andres	andres@recaudia.com		25.54 USD	3.83	card	Declined
Fulanito de Tal	hipgive@hiponline.org	tr_PlyHh5Cpeb1IYSX	500 USD	10	card	Approved

*You may see some transactions marked as "declined." This isn't to do with the platform, more often than not it is because people do not enter their details correctly or the bank has put a block on the use of the card. We suggest that the person try again or with another payment method.*

## The transaction report

Date	Time	Email	Name	Last Name	Organization	Project Id	Project Nar	Perk Id	Perk Name
16-02-2021	18:06:27	hipgive@h	Fulanito	de Tal	Organización prueba webinar	0c0984134	New features		
16-02-2021	17:54:54	andres@re	Andres		Organización prueba webinar	0c0984134	New features		
16-02-2021	17:53:52	andres@re	Andres		Organización prueba webinar	0c0984134	New features		
16-02-2021	17:53:44	andres@re	Andres		Organización prueba webinar	0c0984134	New features		
16-02-2021	17:12:57	hipgive@h	Fulanito	de Tal	Organización prueba webinar	0c0984134	New features		
16-02-2021	17:12:31	hipgive@h	Fulanito	de Tal	Organización prueba webinar	0c0984134	New features		
16-02-2021	17:12:07	hipgive@h	Fulanito	de Tal	Organización prueba webinar	0c0984134	New features		
16-02-2021	17:09:00	mapy.villal	Mapy		Organización prueba webinar	0c0984134	New features		

1	Transaction Id	Status	Payment Method	Total Amou	Amount	TipHip	Currency	Error Message
2	tr_9luPGygu1V2yYuk	Approved	card	230	200	30	USD	N/A
3	tr_VsjoX32xbolKnSB	Approved	card	29.37	25.54	3.83	USD	N/A
4	tr_yh2f2vjGWuz6Bh5	Declined	card	29.37	25.54	3.83	USD	Your card has expired.
5		Declined	card	29.37	25.54	3.83	USD	Stripe. Error: The card number is longer than the maximum supported length of 16.
6	tr_PlyHh5Cpeb1IYSX	Approved	card	510	500	10	USD	N/A
7	tr_1QuU3nLwlnlbdER	Approved	card	510	500	10	USD	N/A
8	tr_CopMop1M0M0op0U	Approved	card	510	500	10	USD	N/A

You may see some transactions marked as "declined." This isn't to do with the platform, you can see the cause in the Error Message column.

## 5.2 Upload your documents

To send you the funds you've raised we need several additional documents. You should upload these documents to the platform before your campaign is over. If we don't have them, we won't be able to transfer the funds to you.

- In the "Organization" section of the main menu, select "Information".
- Go to the "Files" tab.
- Select the pencil icon to edit and the plus icon on each box where you should upload the document.
- Save the information before you move on. |

The screenshot shows the "Organization" section of the HIPGive platform, specifically the "Files" tab. The left sidebar contains a navigation menu with categories: General (Dashboard), Projects (List, Transactions, Donor, Add Transaction), Incentives (Matching funds, Number HIPGivers), Organization (Information, Members), Giving Circle (My Contributions, Members), and HIPGive Site (Organizations, Partners, Campaign). The main content area is titled "Organization" and has tabs for "General information", "List address", "Description", "Legal information", "Files" (highlighted with a yellow box), and "Bank information". Below the tabs, a warning states "Each file must not weigh more than 2 GB\*". A grid of 10 document upload boxes is displayed, each with a "PDF" icon or a plus sign and a red dot indicating a missing or required file. The documents listed are: Letter of determination\*, Current Fiscal Year Organizational Budget, Board Member List, Tax identification number, IRS 990 or Audited Financial Statement, Fiscal Sponsor Agreement, Certificate of Fiscal Authorization from the SAT, Bank Statement, Legal Representative Identification, and Attorney of Legal Representative.

### 5.3 Review your bank information

For organizations based in Latin America, payment is made by international bank transfer.

In order for us to transfer the funds to your account, you must fill in the bank details:

- In the "Organization" section in the menu on the left, select "Information."
- Navigate to the "Bank Information" tab.
- Enter the requested information.

**Organization**

General information List address Description Legal information Files **Bank information**

International banking information

Clabe

Organization account holder name \*  Account Holder Address \*  Account Number \*  ABA number

Bank name \*  Routing Number  Swift Code \*  Intermediary Bank Name

Intermediary Bank Swift  Intermediary Bank Phone

National banking information

Clabe

Bank name \*  Organization account holder name \*  Organization bank account number \*  Organization owner address \*

I certify and authorize that the information presented is correct

*The name of the account holder must match the legal name of the organization.*

## 5.4 Transferring your funds

- Funds are paid through a check sent to your address (United States) or a bank transfer (United States and Latin America).
- The process takes 4-6 weeks; this includes the review of your documents and time for the processing of all transactions, including any chargebacks or pending transactions that have arisen.
- When we're able to make the payment, we will send an email confirming the amount of funds raised, any additional funds, the commission retained for payment processing and the final amount you will receive.
- You must send Hispanics in Philanthropy a valid fiscal receipt for the funds received or, in the case of some Latin American organizations, a letter confirming receipt of the funds.

## SERVICES AND FEES

Unlike many other crowdfunding platforms out there, HIPGive allows fundraisers to create and publish projects on HIPGive free of charge. As of December 2016 we got rid of our administrative fee, which means more of the funds go towards your project. The only fee that will be deducted from the total raised on the platform is a payment processor fee through an external provider.

Currently, the payment processor fee is determined per payment processor. This is a flat rate and is not affected by whether or not you reach your project goal.

To avoid passing on any further costs and ensure organizations keep more of the funds they raise, we recently introduced the TIPHIP feature. When making a gift, donors are invited to contribute a small additional donation to cover HIPGive's operational expenses. This is entirely voluntary and well received by most donors.

This table illustrates how we calculate the total amount of funds transferred at the end of a project:

[Consult current commissions](#)

# FAQs

## 5. FAQs

### ¿Quién puede usar HIPGive para coordinar una campaña de crowdfunding?

HIPGive es un recurso para proyectos de organizaciones sin fines de lucro basadas en los Estados Unidos o América Latina. Como nosotros también somos una organización sin fines de lucro, estamos obligados a pedir a las organizaciones participantes que comprueben que son una organización legalmente establecida y que la mayoría de las personas que se beneficiarán del proyecto son latinas.

Durante el proceso de enviar tu proyecto, se te pedirá que adjuntes un documento de verificación de tu estatus sin fines de lucro, normalmente la carta de confirmación 501(c)(3) o si eres una organización de América Latina, tu acta constitutiva.

Una vez que tu campaña esté activa, solicitaremos:

- Lista de integrantes del Consejo Directivo
- Estado financiero más reciente (o Formato 990 del IRS para organizaciones en Estados Unidos)
- Presupuesto anual
- Datos para realizar la transferencia bancaria a tu cuenta

En el caso que no tengas estos documentos, puedes presentar un proyecto a través de un patrocinador fiscal, una organización que puede avalar tu proyecto y proveer los documentos requeridos. Recibirán directamente los fondos recaudados de parte de HIPGive y deberán asegurar que los fondos se apliquen al proyecto publicado.

### ¿HIPGive es un sitio seguro?

Sí, HIPGive es un sitio seguro. El procesador de tarjetas de crédito utilizado por la plataforma, es un Proveedor de Servicios Certificado Nivel 1 PCI (el nivel más alto), que requiere una auditoría de seguridad independiente anual de procesos y sistemas. El sistema se prueba diariamente (manualmente y automáticamente) para garantizar la seguridad.

## ¿Las personas obtienen un recibo por su aportación?

¡Sí! Inmediatamente después de completar su donación, enviamos una confirmación de transacción a la dirección de correo electrónico. Ésta incluirá el logotipo de nuestro procesador de pagos. Poco después, también enviaremos un agradecimiento a la misma dirección de correo electrónico; si la persona lo eligió. Este email aplicará como recibo deducible de impuestos en EEUU. (Hispanics in Philanthropy es una organización sin fines de lucro 501(c)(3) ). Si la persona eligió donar a una organización donataria en México, recibirá un tercer correo con su CFDI.

## ¿Qué métodos de pago se aceptan?

HIPGive acepta pagos por medio de tarjetas de crédito y débito, así como PayPal. Si tu organización es donataria autorizada en México, pueden aportar también mediante transferencias SPEI y en tiendas de conveniencia.

## ¿Cuánto cuesta usar HIPGive?

Subir tu proyecto es gratuito. Una vez que generas ingresos, se aplica una comisión por transacción de aproximadamente 3.5%. La comisión varía según el método de pago, puedes consultar la lista completa [aquí](#).

## ¿Qué es TipHIP?

HIPGive es parte de una organización sin fines de lucro, nuestra meta es prestar servicios de alta calidad al menor costo posible para las organizaciones sin fines de lucro que usan la plataforma. TipHIP es una opción para los donantes de hacer una pequeña donación adicional, por encima de lo que donen al proyecto, que nos ayuda a cubrir nuestros costos operativos y nos permite no cobrarle honorarios adicionales a las organizaciones sin fines de lucro que usan HIPGive.



**Contact us:**

[hipgive@hiponline.org](mailto:hipgive@hiponline.org)

**Follow us:**

[@hipgive](#)