

Administrative Guide



HIPGIVE
by  **HISPANICS IN
PHILANTHROPY**

HIPGive is Hispanics in Philanthropy's digital platform that makes it possible to mobilize resources for social impact projects throughout the Americas.

In this Guide you will find information about the administrative process for crowdfunding campaigns on HIPGive.

If you need guidance on which strategies to use in your crowdfunding campaign, take part in our training sessions or email hipgive@hiponline.org



HIP GIVE

1. Who can publish a campaign on HIPGive?

- 1.1 Basic Requirements
- 1.2 Create a campaign with the support of a fiscal sponsor
- 1.3 Options for “Donataria Autorizada” in Mexico

2. What information should you fill in the platform?

- 2.1 Information required
- 2.2 Legal Information
- 2.3 Bank information bancaria
- 2.4 Bank information for “Donataria Autorizada in Mexico
- 2.5 Check the progress bars on the platform

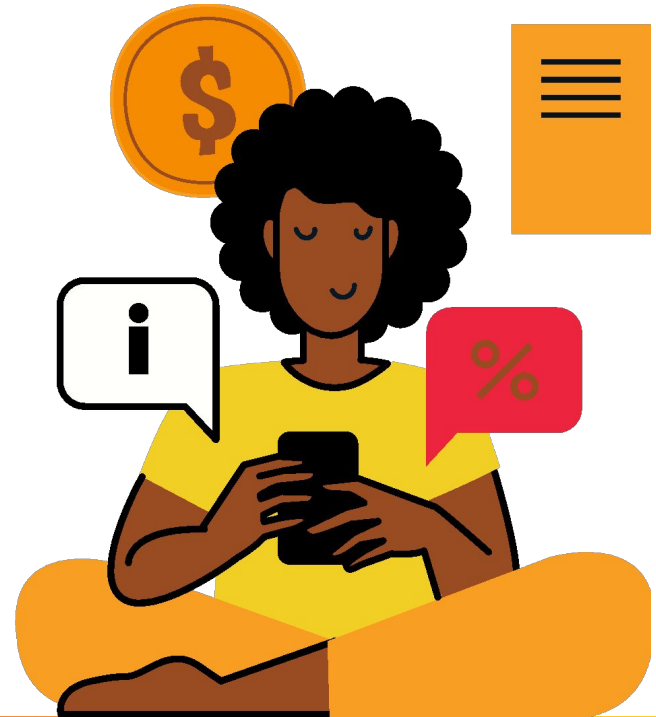
3. How does the payment process work?

- 3.1 Calculation of the total amount of funds due
- 3.2 The payment process
- 3.3 Timeline
- 3.4 Check the progress bars on the platform

4. What type of receipt should we provide?

- 4.1 Fiscal receipts

FAQs



1. Who can publish a campaign on HIPGive?

1.1 Basic Requirements

Any nonprofit organization that works in Latin America or with the Latinx community in the United States can upload and publish a campaign.

Specifically, the organization must:

- Be legally constituted as a non-profit organization.
- Have a bank account in their name.

If your organization does not meet these requirements, you can still participate with the support of a fiscal sponsor.



1.2 Create a campaign with the support of a fiscal sponsor

If you represent a nonprofit organization in Latin America or the United States and don't meet the basic requirements (previous page), you can still run a campaign with the support of a fiscal sponsor.

- A fiscal sponsor is an organization that does meet the basic requirements and is committed to receiving and verifying that the funds you generate for your campaign are properly applied.
- The crowdfunding campaign will be published in the name of your organization or group. However, all legal and banking information, as well as the requested documents, must correspond to your fiscal sponsor.
- The fiscal sponsor must draft and sign a fiscal sponsorship agreement where it is mentioned that it will act as your fiscal sponsor and that it will ensure the proper use of the resources granted to them.

For organizations in Mexico, you can contact our team to learn more about this figure.

1.3 Options for “Donataria Autorizada” in Mexico

If your organization operates in Mexico and has the current “Donataria Autorizada” status, you can access the following benefits:

- You could receive contributions both in dollars (USD) and in Mexican pesos (MXN).
- HIPGive* will be able to issue tax-deductible receipts to people who contribute from Mexico and who request a receipt.
- In addition to contributions with credit, debit and PayPal cards, people can make their contribution in convenience stores and/or as a bank transfer via SPEI.

To access these benefits, before submitting your project for review, you must add additional information on the platform to verify the status of an “Donataria Autorizada” before the SAT.



**Through our “Donataria Autorizada” in Mexico, whose name is HIP LATINOAMÉRICA, A.C.*

**2. What information
should you fill in the
platform?**

2.1 Information Required

◀ Before publishing your campaign



Countries in Latin America



Original articles of incorporation* as a non-profit organization



United States



IRS Determination Letter for 501 (c) (3)



Mexico



Original Constitutive Act* as a nonprofit organization



Donataria Autorizada



Official letter as Donataria Autorizada from the SAT



Before the campaign ends



Documentos:

- Financial Statements or IRS 990
- Board Member
- Current Fiscal Year Organizational Budget
- Tax Identification Number
- Fiscal Sponsor Agreement (if applicable)



Information:

- Completed Legal Information tab on the platform
- Completed Bank Information tab on the platform



- Power of attorney
- Official identification of legal representative
- Bank account statement (must match the account data registered in the "Bank information" section)

If the name of your organization has been changed and it is different from the one that appears in the Constitutive Act, it will also be necessary to attach the minutes of the assembly where said change has been ratified.

*** We require the letter, not the publication in the DOF.*

Attention!

To process your payment request once the campaign ends, it is necessary that:

- The documents are complete and correct.
- The legal information is complete.
- The bank information is complete, correct and the box where the information is certified is checked.

If at the end of your fundraising campaign any of these sections is incomplete or incorrect, the payment process will take longer than the established period.





2.2 Legal information

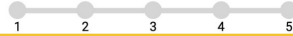
To fill out the legal information:



- Go to the Organization section in your dashboard and select the “Legal Information” tab.
- Select the “pencil” icon to edit.
- Complete all the fields.
- Save the changes.



Organization

HIPGive verification progress



General information	List address	Description	Legal information	Files	Bank information	Results
Legal name* 	For Mexico AC		Name of the legal representative*			
Tax identification number*			Fiscal Sponsor 			
<input checked="" type="checkbox"/> Authorized Donor			<input type="checkbox"/> My fiscal sponsor is Hispanics in Philanthropy			

Cancel

Save

Data and information shown for illustration purposes only





2.3 Bank information

To fill out the bank information:

- Go to the Organization section in your dashboard and select the “Bank Information” tab
- For organizations in Latin America (including Mexico*), the data for international transfers will be requested, including the SWIFT code.
- For organizations in the US, ACH/Direct Deposit information will be requested.
- Select the “pencil” icon to edit.
- Complete all the fields.
- Do not forget to select the box “I certify and authorize that the information presented is correct” once your information is complete and 100% correct.
- Save the changes.

*Organizations in Mexico WITHOUT “Donataria Autorizada” status

Data requested for organizations in Latin America (including Mexico*)

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

International banking information

Clabe
0129475720423568

Organization account holder name * ● For Mexico AC

Account Holder Address * Avda. Caracas #72, Santa Barbara

Account Number * 3291877

ABA number ● 133563585

Bank name * Banco Industrial

Routing Number ● 321321

Swift Code * ● COLOC0BM331

Intermediary Bank Name ● THE BANK OF NEW YORK N.T.

Intermediary Bank Swift ● CPZQUS2N

Intermediary Bank Phone ● 60017420081

I certify and authorize that the information presented is correct

Cancel Save

Data requested for organizations in United States

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

ACH/Direct Deposit

Bank name* TD Bank

Bank address* 280 AVENUE SAINT-DAVID, Denver Co

Bank contact name* Hannah Brady

Bank contact phone/email* +197763840266

Organization account holder name* ● Building Happiness

Organization bank routing number* 219360646

Organization bank account number* 110511587

Organization bank account type* ● Checking

I certify and authorize that the information presented is correct*

Data and information shown for illustration purposes only

Cancel

Save



2.4 Bank information for “Donataria Autorizada” in Mexico

To fill out the bank information:

- Go to the Organization section in your dashboard and select the “Bank Information” tab
- Select the “pencil” icon to edit.
- Complete all the fields.
- Save the changes.

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

International banking information

Clabe
0129475720423568

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

For Mexico AC Avda. Caracas #72, Santa Barbara 3291877 133563585

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

Banco Industrial 321321 COLOC0BM331 THE BANK OF NEW YORK N.T.

Intermediary Bank Swift * Intermediary Bank Phone *

CPZQUS2N 60017420081

National banking information

Clabe
0129475720423568

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

BBVA Bancomer For Mexico AC 321877 Avda. Bolivar #72, Santa Barbara, Tabasco

I certify and authorize that the information presented is correct

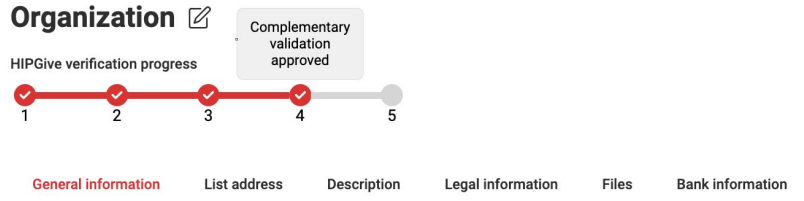
It is necessary to fill in these fields, even if the data is the same as in the international banking information section.

Do not forget to select this box once your information is complete and 100% correct.



2.5 Check the progress bars on the platform

To confirm if your organization's information and/or documentation is complete, consult the verification progress bar on the platform:



- 1 Under initial review
 - 2 Initial review completed
 - 3 In complementary validation
 - 4 Complementary validation approved
 - 5 Complete bank information provided
- Before the campaign
- During and after the campaign
- After the campaign

In addition, the status of your documents will be validated, which you can check in the "Files" tab.

The screenshot shows the 'Files' tab in the 'Organization' profile. It displays a list of documents with their status. A note at the top says 'Each file must not weigh more than 2 GB*'. The documents listed are: Letter of determination* (checked), Current Fiscal Year Organizational Budget (checked), Board Member List (checked), Tax identification number (checked), IRS 990 or Audited Financial Statement (checked), and Fiscal Sponsor Agreement (unchecked). A red arrow points from the text box on the left to the 'Letter of determination*' document, and another red arrow points from the text box on the right to the 'Fiscal Sponsor Agreement' document.

If the document has the box selected, it means that it is correct and you will no longer be able to edit it.

On the contrary, if the box is not selected, it means that the document still needs to be uploaded or needs to be reviewed.

For more information on how to complete the information on the platform, see the

[HIPGive User's guide](#)



3. How does the payment process work?



3.1 Calculation of the total amount of funds due

We use the following calculation to work out the total amount of funds due:

Calculation of the total amount of funds due:

Total = (Amount of funds you raised)

- (Payment processing fees)

+ Matching funds and/or special incentives



The exact amount you receive can vary slightly due to:

- Commission on the payment method
- Payment processor
- Exchange rates

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Donaciones Fondos de contrapartida Otras Donaciones

\$3,665.16 USD
Recaudado de \$6,000 USD

\$2,218.08 USD
Por 49 HIPGivers

\$287.08 USD
Fondos de contrapartida

\$1,160 USD
Otras Donaciones

















Tiempo restante

3 **04** : **14** : **06**
Días Horas Minutos Segundos

[Dar este proyecto](#)

San Juan Educación de Calidad

3.2 The payment process

	PAYMENT PROCESSORS How people give to your campaign	TRANSFER OF THE FUNDS How we get the funds to you after the campaign
 Latin America	  <p>Contributions are channeled through a payment processor in the US that works with:</p> <ul style="list-style-type: none">• PayPal US• Credit and debit cards	 <p>The total amount of funds is calculated in US dollars and we make an international bank transfer from our US office. The funds will be marked in your account as originating from Hispanics in Philanthropy.</p>
 USA	USD  <p>Contributions are calculated in dollars (USD). People can contribute in their local currency and the payment processor will convert it automatically to dollars (USD).</p>	OAKLAND  <p>The funds are transferred via a ACH/direct deposit from our office in the US. directo desde nuestra oficina en EEUU. El depósito aparece en la cuenta bancaria a nombre de Hispanics in Philanthropy</p>
 Mexico		 <p>The total amount of funds is calculated in US dollars and we make an international bank transfer from our US office. The funds will be marked in your account as originating from Hispanics in Philanthropy.</p>
 Donataria Autorizada	    <p>In addition to the US payment processor, we activate a Mexican processor that can process payments from:</p> <ul style="list-style-type: none">• PayPal MX• Credit and debit cards• Convenience stores• Interbank transfers using SPEI <p>Contributions are calculated in Mexican pesos (MXN).</p>	CDMX  <p>The funds that were donated in Mexican pesos are kept separate and will be transferred via an electronic bank transfer from our office in Mexico City. The funds will be marked in your account as originating from HIP LATINOAMÉRICA, A.C.</p>

3.3 Timeline

HIPGive is part of Hispanics in Philanthropy, a nonprofit organization. Our internal procedures reflect the highest standards of fiscal control and transparency required by the governments of the US and Mexico.

All communication during this period will be to the email address that you included when you published the project. Remember to check it frequently, and also to check your promotions or spam inboxes.

WEEKS



Last day of the campaign.

Latin America



DOCUMENTS

We review the uploaded documents and your legal and banking information. If they are not complete we notify you via email. We cannot move forward until your documents and your legal and banking information are complete.



CALCULATION

We calculate the final result of your campaign:

Total = (Amount of funds you raised)
- (Payment processing fees)
+ Matching funds + special incentives

We send the payment request for this amount for final review and payment.



TRANSFER OF THE FUNDS

We make the payment. In the US it is a national bank transfer. In Mexico and the rest of Latin America, this international bank transfer could take a few days before being reflected in your bank statement.

US



RECONCILIATION

We review each and every transaction to ensure there are no discrepancies, especially involving reimbursements and chargebacks. It is a detailed process because of the multiple forms of payment and the currencies / exchange rates involved.



ADDITIONAL DOCUMENTATION FOR DONATARIA AUTORIZADA

We email you a contract to sign and ask that you generate the CFDI (receipt) only for the amount you raised in Mexican pesos. This is required by the Mexican authorities.



TRANSFER OF THE FUNDS

Once we received the signed contract and CFDI (receipt), we make the bank transfer in Mexican pesos.



Mexico



Donataria Autorizada

3.4 Check the progress bars on the platform

To confirm the current status of your payment, you can check the Payment Process progress bars:



Project detail

Payment Process (USD)



Project detail

Payment Process (MXN)










Payment Process (USD)



**4. What type of receipt
should we provide?**

4.1 Fiscal receipts

 Latin America	
 US	<div data-bbox="492 305 811 578"><ul style="list-style-type: none">▪ <u>Hispanics in Philanthropy</u>▪ <u>Ana Marie Argilagos</u>▪ <u>15 / 04 / 1981</u> ▪ <u>Estados Unidos</u>▪ <u>Sociedad Anónima No Lucrativa</u>▪ <u>414 13th Street suite 200, Oakland, California, CP 94612, Estados Unidos.</u>▪ <u>tel: (415) 837 - 0427</u></div> <p data-bbox="898 223 1825 278">If you received a bank transfer from Hispanics in Philanthropy in the US, you can decide whether to send a fiscal receipt. If you choose to do so, here are our details:</p> <ul data-bbox="898 283 1825 513" style="list-style-type: none">• Full name: Hispanics in Philanthropy• Fiscal ID number: 94-3040607• Legal representative: Ana Marie Argilagos• Date of incorporation: 15 / 04 / 1981• Country: United States• Activity: Sociedad Anónima No Lucrativa• Address: 414 13th Street suite 200, Oakland, California. CP 94612, USA.• Telephone: (415) 837 - 0427
 Mexico	
 Donataria Autorizada	<div data-bbox="473 666 859 868"><ul style="list-style-type: none">▪ <u>HIP Latinoamérica AC</u>▪ <u>HIP160504288</u>▪ <u>Nayarit 56, Col Roma Sur, Cuauhtémoc, C.P. 06760, Ciudad de México.</u></div> <div data-bbox="473 879 859 1010"><ul style="list-style-type: none">▪ <u>Transferencia electrónica de fondos</u>▪ <u>PUE</u> ▪ <u>Gastos en general</u>▪ <u>Valor monetario</u></div> <p data-bbox="898 693 1864 775">If you receive a bank transfer from HIP-Latinoamerica A.C. in México and you are a tax deductible organization, you must send us a CFDI receipt with the following details. Without it, we cannot complete your payment.</p> <ul data-bbox="898 808 1864 889" style="list-style-type: none">• Razón Social: HIP-Latinoamérica AC• RFC: HIP160504288• Dirección: Nayarit 56, Col Roma Sur, Cuauhtémoc, C.P. 06760, Ciudad de México. <p data-bbox="898 895 1545 922">Además, deberás tomar en cuenta los siguientes detalles:</p> <ul data-bbox="898 928 1584 1037" style="list-style-type: none">• Método de Pago: 03 - Transferencia electrónica de fondos• Forma de Pago: PUE• Uso CFDI: G03 - Gastos en general.• Clave de unidad: M4 - Valor monetario

FAQs

FAQ

? Q: What documents do I need to upload to the HIPGive platform?

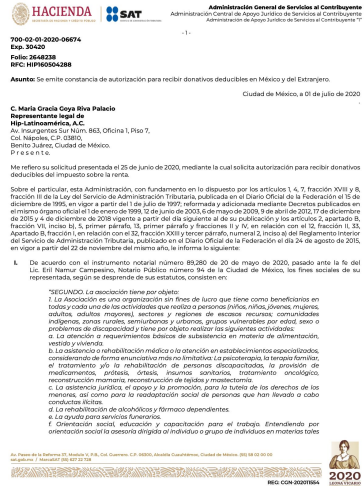


A: You can find the documents you need (depending on the country where your organization is located) in section 2 of this guide.

? Q: I am a donataria autorizada in Mexico, and I was notified that the document I uploaded as a Tax Authorization Certificate to the SAT is incorrect. How can I know what is the document you are requesting?



A: In this section, we are NOT requesting the “Diario Oficial de la Federación” with the current year’s authorized “donatarias”, or “Cédula de Identificación Fiscal”. The document we are requesting is “**oficio de notificación de donataria**”.



FAQ

 **Q: One of my HIPGivers wants a refund (partial or total) of his/her donation, what is the procedure in this case?**



A: The HIPGiver should email hipgive@hiponline.org including:

- Email used to make the donation.
- The amount to be reimbursed.

Once we make the refund request to the corresponding payment processor, we will contact the HIPGiver to confirm that the refund is being processed.



Q: I am a *donataria autorizada* in Mexico, and one of my donors has not received a tax-deductible receipt for the donation to my project, what is the procedure in this case?



A: Your donor should email hipgive@hiponline.org including the email address used to donate to your project, as well as the following information:

- Company Name
- RFC
- E-mail address
- Postal Code

It is important to always remind your donors that they must request the receipt and fill in the information at the time of their donation. The tax-deductible receipt will be issued after that. Please check your spam and promotions folder.

FAQ



Q: My fundraising campaign is over, what are the next steps and how long will it take for the funds raised to be paid out?



A: Once your campaign finishes, we'll review the documentation of each organization, as well as the legal and banking information provided. If everything is correct, we'll start the reconciliation process with our finance department. This takes several weeks, so your payment will be ready 8-12 weeks after the campaign is over. To learn more about this process, please refer to this section of the guide.*

**If all the required documents and/or information are NOT complete at the end of your campaign, you will receive an email from hipgive@hiponline.org requesting you upload whatever is outstanding. This email will be sent to the email address you used to register your crowdfunding project (please check your Spam folder). Please note that the reconciliation process won't start until all the requested information is uploaded on the HIPGive platform. Therefore, the period of 8 to 12 weeks will count since the day everything is complete on your organization's profile.*

FAQ

? Q: I received a notification that I am missing some of my organization's documents and/or information, how can I know what I am missing?

A:



- [Here](#) you can consult the list of requested documents.
- [Here](#) you can check out the required legal information.
- [Here](#) you can check the required banking information, whether you are an organization in Latin America or Mexico (not a donataria autorizada).
- [Here](#) you can check the required banking information if you are a U.S. organization.
- [Here](#) you can check the required bank information if you are an organization in Mexico (donataria autorizada).



FAQ

? **Q: I have already received the payment for my crowdfunding campaign, but the amount does not match the number that appears in my project site on HIPGive. What is the reason for this difference?**



A: The amount shown on your project site does not include the payment processing fees. This fee is added once we perform the financial reconciliation process. You can learn more about this in the section...

If you are an organization in Latin America (including Mexico), please note that the payment is sent through an international wire transfer, so the commission for receiving this transfer, as well as the exchange rate, will depend on each bank.



FAQ



Q: I am donataria autorizada in Mexico and received a donation contract. However, the amount in the contract does not match the total amount raised for my crowdfunding project. Why is there a difference?



A: As a donataria autorizada, your organization received donations in both US dollars and Mexican pesos. The amount collected in MXN is paid from our office in Mexico, and corresponds to the amount included in the contract. Since HIP LATINOAMÉRICA is a civil association in Mexico, we have to sign a donation contract and receive a CFDI that covers this amount in order to disburse the amount collected in Mexican pesos.

In addition to the amount raised in Mexican pesos, your organization will receive a payment via international wire transfer which is equivalent to the amount raised in US dollars, and which also includes matching funds and/or special incentives. Since this is paid from our U.S. office, we won't include it in the donation contract.



Contact:
hipgive@hiponline.org



HIPGIVE

by  **HISPANICS IN
PHILANTHROPY**

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[HIPGive.org](https://www.HIPGive.org)

