

info@thegoodexchange.com



The Good Exchange 'How-To-Guide'

How do I add externally raised funds to my project?

- **1.** Log in to your account on The Good Exchange https://app.thegoodexchange.com/login
- **2.** Go to My Dashboard>Approved Projects
- **3.** Click on the Title of the Project

	-	-		13/			
Organisation Draft Applications Approved Projects Reports							
Approved Projects							
Q Approved Successful Stopped All							
Below is a list of all your approved applications. These projects can now be selected to add more details.							
Occupational Therapy for the isolated 2018-19	2 YEARS LEFT by 31st December 2020						
Ref: 11991 We would like to provide occupational therapy sessions in 3 locations for op to 45 elderly	MATCHES 12	SHORTLIST	OFFERS 18				
people to attenu. The benefit of occupational services to those living in isolation is well	Reports						
mobility. We have proven experience of offering this service and would like to increase the							
number of sessions offered and start new sessions in different areas.				-			
More		Chat	0				
		Statu	is: Approve				
Raised Remaining 0 E127279.00 E2.066.90 Edit Public Page		Add Project I	Update				
			opoure				

4. Scroll down to the Externally Raised section and click on the Add button

Project Information (At the time of applying) Type of Application: Both Capital and Revenue Total Cost of Projet: £23,475.00 Amount Externally Raised: £560.00 Fees (incl. VAT): £1,374.90 Total Amount Sought on The Good Exchange: £24,289.90 Date Submitted: 2nd February 2018 Externally Raised: 9 Matches SHORTUST Date How Amount Paid Special Conditions		8	Project Applica	ion Messages	Funds Raised	Funding Offers	Application History	Notes	Documents	Evaluation
(At the time of applying) Type of Application: Both Capital and Revenue View Public Page Total Cost of Project: £23,475.00 Amount Externally Raised: £560.00 Fees (incl. VAT): £1,374.90 Total Amount Sought on The Good Exchange: £24,289.90 Date Submitted: 2nd February 2018 SHORTLIST MATCHES SHORTLIST 12 7 18 Cesternally Raised Date How Amount Paid Special Conditions	Project Ir	nformatio	n							
Yiew Public Page View Public Page Total Cost of Project: £23,475.00 Amount Externally Raised: £560.00 Fees (incl. VAT): £1,374.90 Total Amount Sought on The Good Exchange: £24,289.90 Date Submitted: 2nd February 2018 MATCHES SHORTUST 12 7 12 7 18 Date How Amount Paid Special Conditions	(At the time of a	applying)								
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Fees (incl. VAT): £1,374.90 Total Amount Sought on The Good Exchange: £24,289.90 Date Submitted: 2nd February 2018 MATCHES SHORTUST 12 7 18 Externally Raised Date How Amount Paid Special Conditions	Amount Extern	ally Raised: £560	0.00							
Total Amount Sought on The Good Exchange: £24,289.90 Date Submitted: 2nd February 2018 12 7 12 7 18 Externally Raised Date How Amount Paid Special Conditions	Fees (incl. VAT)	£1,374.90								
Date Submitted: 2nd February 2018 Matches SHORTLIST OFFERS 12 7 18 Externally Raised Add Date How Amount Paid Special Conditions	Total Amount S	ought on The Go	od Exchange: £2	4,289.90						
MATCHES SHORTLIST OFFERS 12 7 18 Externally Raised Amount Paid Special Conditions	Date Submittee	d: 2nd February 2	2018							
12 7 18 Externally Raised Amount Paid Special Conditions	MATCHES	SHORTLIST	OFFERS							
Externally Raised Add Add Add Add Add Add Add A	12	7	18							
Externally Raised Paid Special Conditions										
Date How Amount Paid Special Conditions	Externall	y Raised •							(Add
	Date	How	Amoun	t	Paid	Special	Conditions			\smile

5. This will open the Create Externally raised item pop-up box where you can

enter the details of the externally raised funds received

the good		@	info@thegoodexchange.com
exchange	(01635 500800
	Create Externally Raised item How much did you raise and how did you raise it?	×	
e e	What organisation granted you this money or how was it raised?	fit ve	
	Lions Club	U	
	Amount Raised/Awarded	H	
	Has the grant already been paid? Yes No	12	
· · · · · · · · · · · · · · · · · · ·	Date Paid 12/08/2020	l	
	Cancel		

6. Once you have finished entering your details, click on the Create button to add the funds to your project

Create Externally Raised item × How much did you raise and how did you raise it?	
What organisation granted you this money or how was it raised?	fit ve
Lions Club	
Amount Raised/Awarded	
£500.00	
Has the grant already been paid? • Yes No	
Date Paid	
12/08/2020	
Cancel	

This section can be edited at any time. Funds added as 'Externally Raised' will be added to your fundraising barometer and not subject to any fee.

It is important to keep this section up to date to ensure that your fundraising barometer accurately shows your total amount raised.

Externally Raised 🖲						
Date		How	Amount	Paid	Special Conditions	
12/08	/20	Lions Club	£500.00	~	None	1