



Fund4ACT  
Guidance Manual  
FEBRUARY 2024

# Deliverable

PROJECT ACRONYM	GRANT AGREEMENT #	PROJECT TITLE
HeritACT	101094998	Heritage Activation Through Engaging Experiences Towards Sustainable Development

## D3.6 Fund4ACT Guidance Manual

Revision: v0.1

### AUTHORS

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ACT



The project has received funding from HORIZON-CL2-2022-HERITAGE-01  
under **Grant Agreement Number 101094998**

✓ P Public

P Confidential, only for members of the consortium and the Commission Services

## Version History

REVISION	DATE	AUTHOR	ORG...	DESCRIPTION
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## Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

# Summary

The following is a Fund4ACT guidance manual translated into English, Greek and Italian.

Fund4ACT is part of the innovative HeritACT digital toolkit which enables active citizen participation in reactivating their cultural heritage.

Fund4ACT is a crowdfunding platform that supports the reactivating of cultural heritage through enabling social groups and organisations to demonstrate their heritage action's impacts as well as their group's organisational competence.

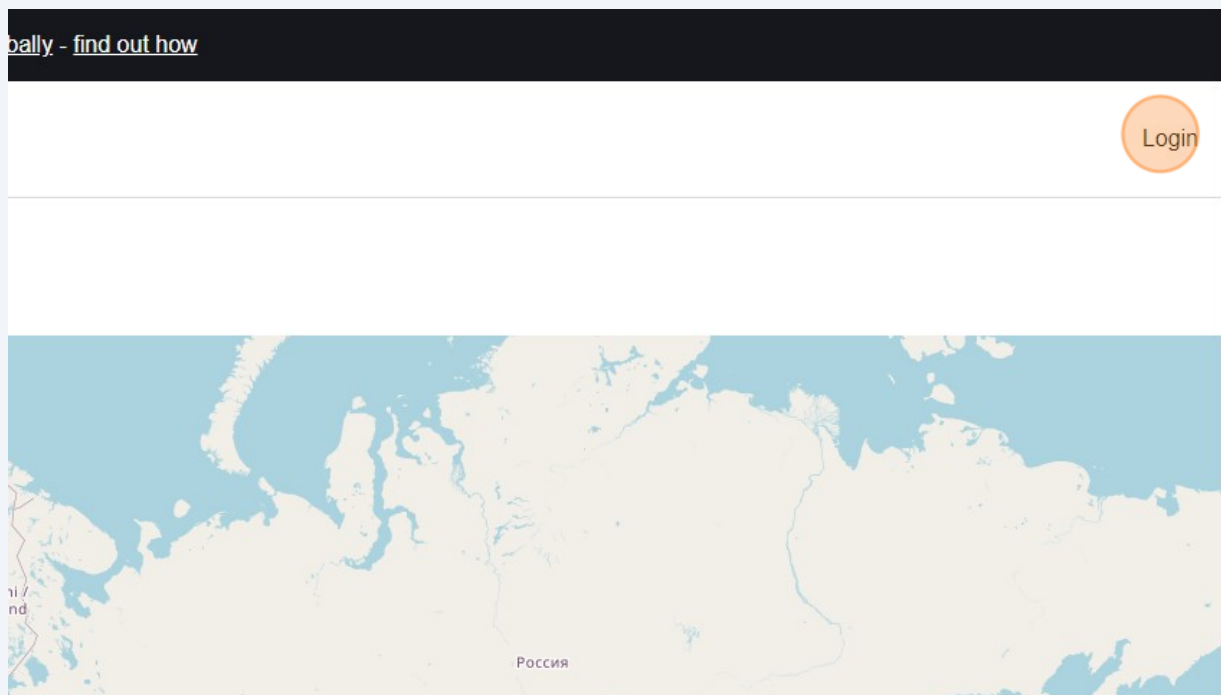
Fund4ACT helps groups map their heritage action's impacts to the New European Bauhaus Compass as well allowing groups to digitally demonstrate their organisation's competence through their constitution, past delivered actions and any additional climate action plans they may have.

Fund4ACT aims to create "bankable" heritage actions which will encourage funding pledges from local individuals and SMEs keen to invest in their local cultural heritage.

# Step-by-Step Guide: Fund4Act

1 Navigate to <https://fund4act.com/>

2 Click "Login"



### 3 Click "Sign Up"

Fund4Act would like to have access to your following data:

- name
- email
- avatar

Sign in to accept sharing data with Fund4Act



Cancel and go back to Fund4Act

← Cancel

SimpleLogin is an open source social login provider that protects your privacy.

### 4 Fill in your new account details



Create new account

Email address

username@proton.me

Emails sent to your alias will be forwarded to this email address.  
It can't be a disposable or forwarding email address.  
We recommend using a Proton Mail address


Password



## 5 Click "Create Account"

Password


.....

☒ I am human  hCaptcha  
Privacy - Terms

By clicking Create Account, you agree to abide by [SimpleLogin's Terms and Conditions](#).

**Create Account**

or

 Sign up with Proton

Already have account? [Sign in](#)

## 6 Following Email Verification. Click "Log in"

Welcome back.

Email address

hello@act-studio.com


Password

.....

[I forgot my password](#)

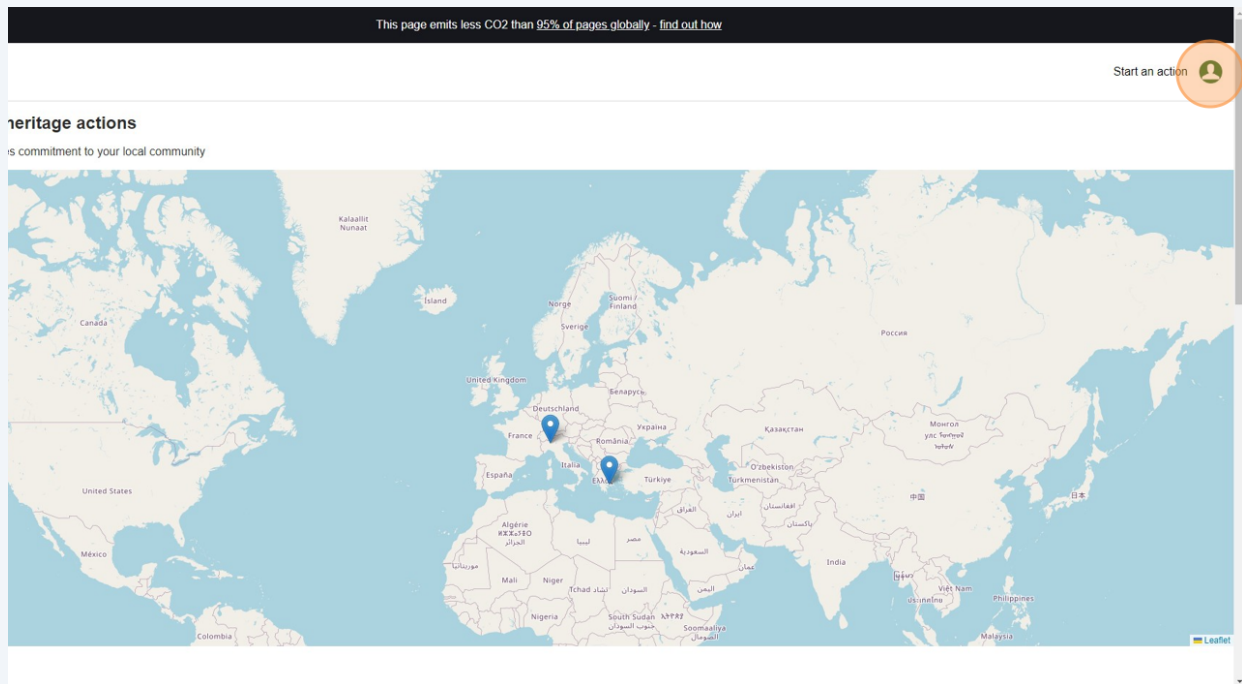
**Log in**

or

 Log in with Proton

Don't have an account yet? [Sign up](#)

## 7 Return to Homepage and Click "Start an Action"



## 8 Click the "Set your display name (you may use your organisation name)" field.

**Profile Set Up**

Set your display name (You may use your organisation name)

☐ Do you agree to our [terms and conditions?](#)

**Save**



## 9 Read and Agree to Our Terms and Conditions

### Profile Set Up

Set your display name (You may use your organisation name)

ACT

☐ Do you agree to our [terms and conditions](#)?

Save

## 10 Click this button.

### Profile Set Up

Set your display name (You may use your organisation name)

ACT

☒ Do you agree to our [terms and conditions](#)?

Save

11 Click "Register as an action creator"

## Fund4Act

Register as an action creator

12 Click "Continue" being mindful of the information you will require

### Before you start...

To register as an Action Creator you will need:

- An email address that you are happy to share publicly
- A constitution ([Writing an organisation constitution](#))
- A registered office
- A bank account ([Setting up a bank account for my organisation](#))

Continue

13

Fill in the Action Creator Fields. Please note there is a video explainer (in English) for each stage of the Action Creator form

Fund4Act

### Register as an Action Creator

Watch our video explainer of registering as an action creator [here](#)

Contact Email\* (publically viewable)

|

Website

https://example.com

Organisation Mission\* ([Writing a good mission statement](#))

|

Has your organisation delivered any previous actions?

|

Has your organisation recieved previous grants?

|

Does your organisation have any existing partnerships or collaborations?

|

14

Please Note there are support documents like "Writing a good mission statement" helping you prepare these

Watch our video explainer of registering as an action creator [here](#)

Contact Email\* (publically viewable)

hello@act-studio.com

Website

https://example.com

Organisation Mission\* ([Writing a good mission statement](#))

|

Has your organisation delivered any previous actions?

|

15

You can add in an Optional Hyperlink to your Organisation's Constitution and/or Climate Action Plan. Again there are supporting documents helping you prepare these

Additionally ACT have been supported by Mayo Local Enterp

Does your organisation have any existing partnerships or collaboration

- Comune di Milano
- 2023 Eleusis European Capital of Culture
- University College Dublin
- University of Patras
- Ideas for Change
- LAND

Link to your organisation constitution\* e.g. [google drive link](#) ([Writing an](#)

<https://example.com>

Link to your Climate Action Plan e.g. [google drive link](#) (Writing a climate

https://example.com

☐ Do you agree to our [terms and conditions](#)?

Submit

16

## Read and Agree to Our Terms and Conditions

Additionally ACT have been supported by Mayo Local Enterpr

Does your organisation have any existing partnerships or collaborations?

- Comune di Milano
- 2023 Eleusis European Capital of Culture
- University College Dublin
- University of Patras
- Ideas for Change
- LAND

Link to your organisation constitution\* e.g. [google drive link](#) ([Writing an](#)

<https://fund4act.com/redirect/https%3A%26%23x2F%3B%2D>

Link to your Climate Action Plan e.g. [google drive link](#) ([Writing a climate](#)

..rUoNG9EOuZmVWu\_aYT2GvA6tJ9pGsCigHk%26%23x2F

☐ Do you agree to our [terms and conditions](#)?

Submit

17 Click this button.

Additionally ACT have been supported by Mayo Local Enterprise Office.

Does your organisation have any existing partnerships or collaborations?

- Comune di Milano
- 2023 Eleusis European Capital of Culture
- University College Dublin
- University of Patras
- Ideas for Change
- LAND

Link to your organisation constitution\* e.g. [google drive link](#) ([Writing an organisation constitution](#))

<https://fund4act.com/redirect/https%3A%26%23x2F%3B%26%23x2F%3Bdrive.g>

Link to your Climate Action Plan e.g. [google drive link](#) ([Writing a climate action plan](#))

<https://fund4act.com/redirect/https%3A%26%23x2F%3B%26%23x2F%3Bdocs.g>

☒ Do you agree to our [terms and conditions](#)?

Submit

18 Click "Unverified"


Fund4Act

ACT (Unverified)

Your Actions

Create an Action

## 19 Please follow the instructions to verify your organisation



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### Verify Your Organisation


Email [james@act-studio.com](mailto:james@act-studio.com) with the below information to become verified. Only verified users may create actions.

**Requirements**

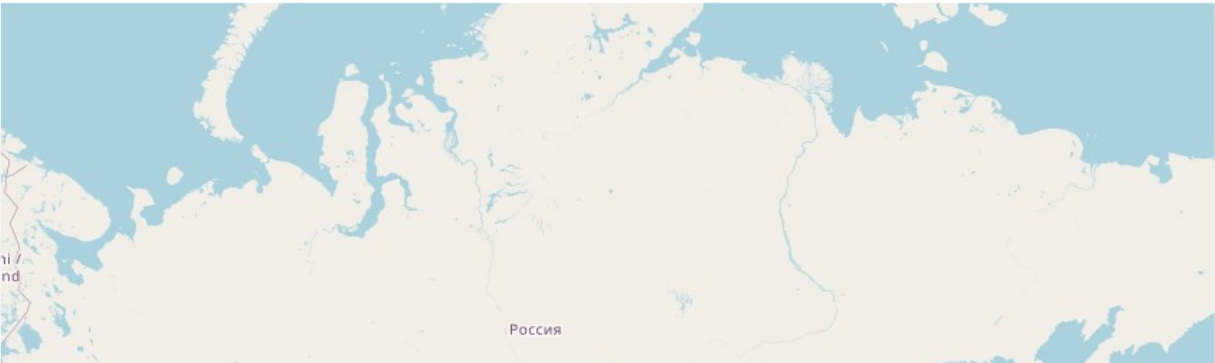
- Your Verification Code: **1216**
- Registered Office Address
- Constitution Document ([see template](#))
- Proof of Bank Account ([How to set up a bank account](#))

## 20 Return to Homepage and Click "Start an action"

[bally - find out how](#)

[Start an action](#) 

---



21 Click "Create an Action"

## ACT

### Your Actions

Create an Action

22 Fill in the Action Creator Fields

## Create your action

Watch our video explainer of creating an action [here](#)

### OVERVIEW

Action Name\*

Action Address



## 23 You Can Type Action Address or Navigate the Pin on the Map

Watch our video explainer of creating an action [here](#)


OVERVIEW

Action Name\*


\*DEMO TEST\* Small-Scale Pavilion Structure

Action Address

|



## 24 Fill in the Remaining Action Creator Fields



Action Overview\*

|

Start Date\*

dd/mm/yyyy



25

Click the Action Category Relevant to Your Action. There are Explanations of Each Action Category in the "Read more about our categories here"

01/01/2025

End Date\*

02/01/2025

Action Category ([Read more about our categories here](#))

☐ Community Engagement

☒ Cultural Celebrations

☐ Ecosystem Conservation

☐ Education and Awareness

☐ Environmental Education

☐ Green Spaces and Biodiversity

26

Upload an Action Image

## Action Image Upload

The ideal aspect ratio is 1:1 (square). For example; an image of 500px x 500px

No file chosen

[Skip this step](#)

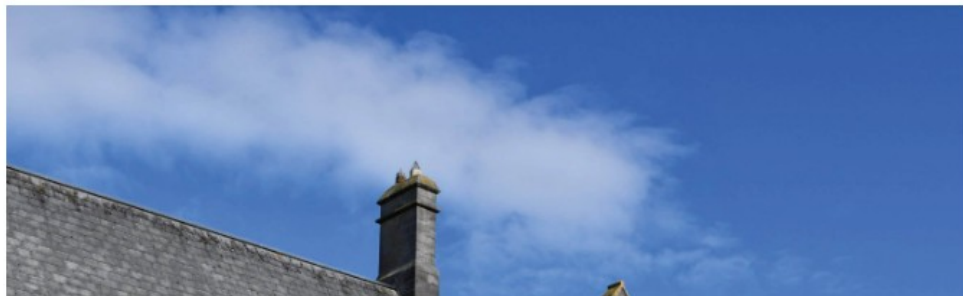
27 Click this button.

## Action Image Upload

The ideal aspect ratio is 1:1 (square). For example; an image of 500px x 500px

Framing3.jpg

[Skip this step](#)



28 On the Impact Section click the Impacts that our relevant to your Action

Fund4Act

### Create your action

Watch our video explainer of creating an action [here](#)

#### IMPACT

Completing this section will help you increase the funding you receive.

##### Beauty

- ☐ **To Activate:** This action considers sensory perceptions and or regional/local particularities in its design.
- ☐ **To Connect:** This action provides an attractive space that brings people together and gives opportunities to learn about new ideas, places or people.
- ☐ **To Integrate:** This action provides participants the opportunity to question and reimagine their way of life, potentially have a positive transformative effect on the participants' lives.

##### Sustainable

- ☐ **To Repurpose:** This action takes into account sustainability in terms of reuse, material choices, energy use and or social use.
- ☐ **To Close the Loop:** This action takes into account circular economy principles regarding the closed-loop material cycle and or looks to measure its impacts using different sustainability metrics.
- ☐ **To regenerate:** This action is paradigm shifting and gives back more than it takes in, focusing on regeneration.

##### Together

- ☐ **To Include:** This action is affordable and equally accessible to all communities.

29 Click this button.

☒ active beyond the scale of the action itself (e.g. from local to regional, from national to international)

☐ **To Work Globally:** This action aims at achieving a global transformational impact.

Transdisciplinary

☐ **Multidisciplinary:** This action involves people from different disciplines working in parallel.

☒ **Interdisciplinary:** This action involves people from different disciplines interacting and working together on it and allows for new knowledge creation.

☐ **Beyond Disciplinary:** This action transcends the traditional discipline boundaries, giving equal value to formal and informal knowledge, and seeks a more holistic and comprehensive understanding.

Submit

30 Click the "Total Cost of Action (€)" field. Please note the Dynamic Best Practice guides which you could read before estimating the cost of the Action

### Create your action

Watch our video explainer of creating an action [here](#)

#### FUNDING

Consider Best Practice for each category

- [Community Engagement - Best Practice](#)
- [Cultural Celebrations - Best Practice](#)
- [Historic Building Preservation - Best Practice](#)

Total Cost of Action (€)

|

Fundraising Target (€)\*

Deadline\*

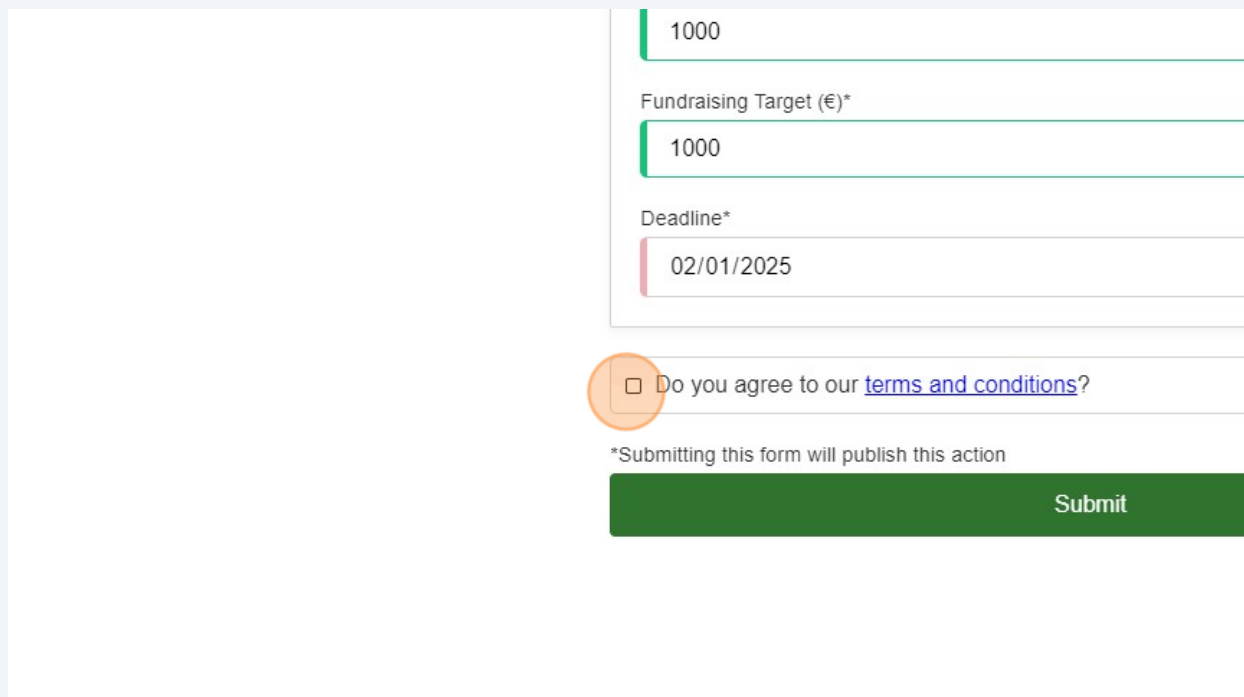
dd/mm/yyyy

☐ Do you agree to our [terms and conditions](#)?

\*Submitting this form will publish this action

Submit

### 31 Read and Agree to Our Terms and Conditions



1000

Fundraising Target (€)\*

1000

Deadline\*

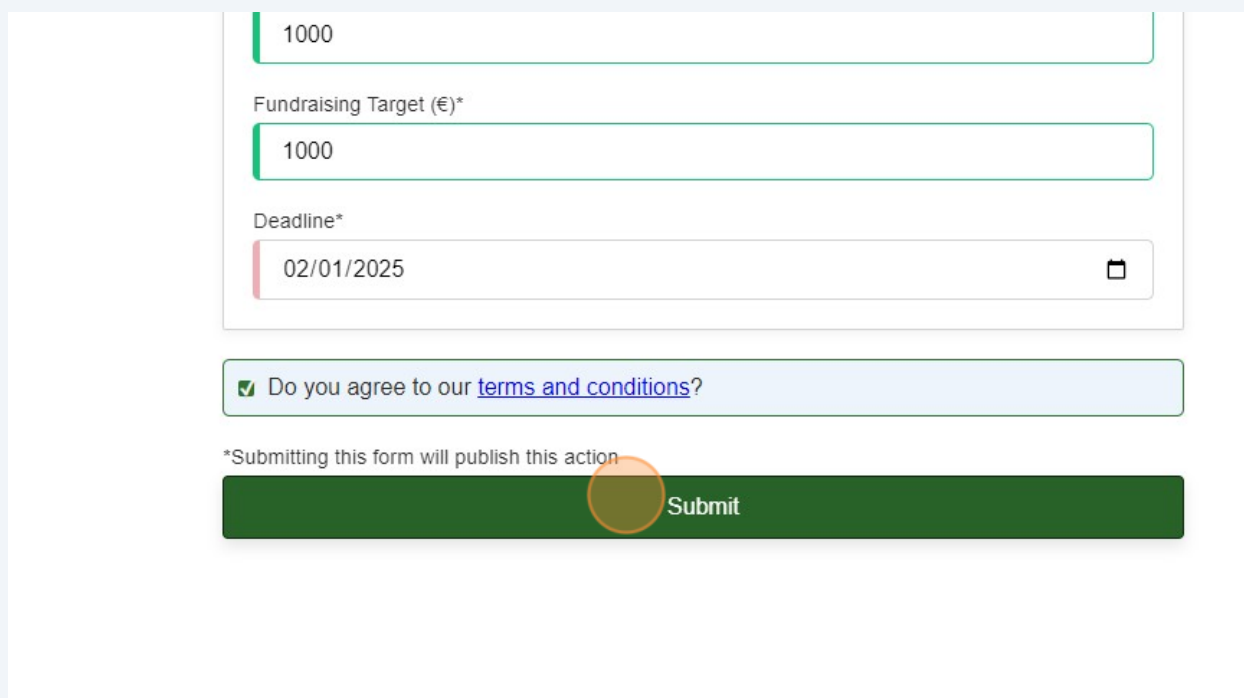
02/01/2025

☐ Do you agree to our [terms and conditions](#)?

\*Submitting this form will publish this action

Submit

### 32 Click this button.



1000

Fundraising Target (€)\*

1000

Deadline\*

02/01/2025

☒ Do you agree to our [terms and conditions](#)?

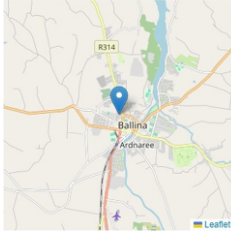
\*Submitting this form will publish this action

Submit

### 33 Your Fund4ACT action has now been uploaded!

Fund4Act

#### \*DEMO TEST\* Small-Scale Pavilion Structure



€0 pledged of €1000 target

Funding Deadline: 2025-01-02

Pledge Now

Share

No pledges yet

Organised by  
ACT [\(view profile\)](#)

Community Engagement

Cultural Celebrations

Historic Building Preservation

This Action, a "Small-Scale Pavilion Structure", aims to connect communities through an integrated and participatory approach to the cultural heritage and future of Ballina. Established as a town in 1723 with earlier origin with the foundation of the Augustinian Abbey in 1427, Ballina, Béal an Atha (mouth of the ford) is a town on the Wild Atlantic Way in County Mayo, Ireland. The topography, buildings, designed landscapes and material culture of Ballina core confirm integral relationships between the natural and built environment that will be researched and activated by the inspiration of the European Green Deal and the New European Bauhaus. Fund4ACT is being used to financial Small-Scale Pavilion Structure which is part of an artist-led, culture-led urban regeneration strategy, reintroducing spaces into the community's memory and experience of the town through an interventionist approach and demonstrating the potential of the reuse of institutional sites and buildings to transform the lived experience of all members of the community, generating a sense of belonging, attachment, and inclusion. Discover more here <https://www.heritact.eu/ballina>

Action Timeline: 2025-01-01 - 2025-01-02

#### Impact



[What is the New European Bauhaus Compass?](#)

### 34 To make a Pledge. Click "Pledge Now"

#### Small-Scale Pavilion Structure



€0 pledged of €1000 target

Funding Deadline: 2025-01-02

Pledge Now

Share

No pledges yet

- 35 Click the "Pledge Amount\* (€)" field.

## Pledge Donation

From ACT

To \*DEMO TEST\* Small-Scale Pavilion Structure

Pledge Amount\* (€)

Comment (optional)

Pledge

- 36 Add an optional comment

From ACT

To \*DEMO TEST\* Small-Scale Pavilion Structure

Pledge Amount\* (€)

Comment (optional)

Pledge

### 37 Click the Button

Pledge Amount\* (€)

50

Comment (optional)

Our business is excited to support this impactful HeritACT project.

Pledge

### 38 Contact the relevant email to organise Pledge Payment to Action.

## Pledge Accepted

Contact **hello@act-studio.com** to discuss payment

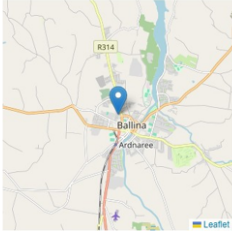
[Back to action](#)

39

Return to your Fund4ACT Action and you can use the Share Button to share link to other potential Fund4ACT pledgers!

Fund4Act

### \*DEMO TEST\* Small-Scale Pavilion Structure



€100 pledged of €1000 target

Funding Deadline: 2025-01-02

Pledge Now

Share

ACT Pledged €50 2024-02-02  
"Our business is excited to support this impactful HeritACT project."

ACT Pledged €50 2024-02-02  
"Our business is excited to support this impactful HeritACT project."

[View All Pledges](#)

Organised by  
ACT ([view profile](#))

Community Engagement

Cultural Celebrations

Historic Building Preservation

This Action, a "Small-Scale Pavilion Structure", aims to connect communities through an integrated and participatory approach to the cultural heritage and future of Ballina. Established as a town in 1723 with earlier origins as the foundation of the Augustinian Abbey in 1427, Ballina, Béal an Átha (mouth of the ford) is a town on the Wild Atlantic Way in County Mayo, Ireland. The topography, buildings, designed landscapes and material culture of Ballina's history confirm integral relationships between the natural and built environment that will be researched and activated by the inspiration of the European Green Deal and the New European Bauhaus. Fund4ACT is being used to financial support Small-Scale Pavilion Structure which is part of an artist-led &#x2F; culture-led urban regeneration strategy, reintroducing spaces into the community's memory and experience of the town through an interventionist approach and demonstrating the potential of the reuse of institutional sites and buildings to transform the lived experience of all members of the community, generating a sense of belonging, attachment, and inclusion. Discover more here <https://www.heritact.eu/ballina>

Action Timeline: 2025-01-01 - 2025-01-02



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You have now completed the Fund4ACT Step by Step Tutorial!

This page emits less CO2 than 95% of pages globally - [find out how](#)

Start an action



### Heritage actions

is commitment to your local community

