



Introduction

This document details the rigorous requirements that must be met to write, structure, and display a community project on the website www.transpamanager.com within the framework of a fundraising campaign.

When reading the summary of your project presentation on the Transpamanager platform, even before looking at your budget (in the appendixes), a donor must have a clear and direct answer to these essential questions: **why are you collecting donations for this project, and precisely what will the collected donations be used for?** How will the donations you wish to collect concretely serve the beneficiaries of your community project? Before going into detail to explain how to proceed, let us clarify what we mean by "*Community Project*".

What is a "Community Project" for Transpamanager?

By community project, we formally exclude private initiatives or commercial models aimed at generating personal gains or profits. Transpamanager defines a community project as any initiative undertaken strictly in the interest, for the direct benefit, or for the well-being of a community (neighborhood, locality, village, city, department, etc.). It involves collectively responding to a common need by mobilizing public generosity.

Note on private projects: Transpamanager also offers a technical solution for activity management and remote monitoring of all tasks performed for all types of private projects (constructions, renovations, plantations, events, workshops, sales, etc.). However, these projects are strictly confidential, handled in private mode, invisible to the public, and completely excluded from the donation collection system.

Having specified this, here are several requirements to be followed by any user who wishes to create and display a community project on www.transpamanager.com:

1. Visual Presentation and Impact Strategy

A potential donor visiting the platform must instantly understand the rationale behind your project and your approach simply by consulting the main project sheet as displayed. To reconcile quick impact with total transparency, Transpamanager imposes two complementary presentation formats:

1. **The essential presentation:** Precise, impactful, and short (displayed directly on the public project sheet).
2. **The detailed presentation:** Documented, comprehensive, and transparent (accessible via downloadable files in the appendixes).

Reference Example: To view a project presentation model on Transpamanager, go to the project titled "*Just for example (Demo project)*" on the "Projects" page at www.transpamanager.com. You can view this sample project simply by running a search using the keyword "Demo" in the search bar.

BOX 1

Keep in mind that a website visitor looking to make a donation to a project has no time to waste; they must quickly understand why it is important to make a financial contribution to your project simply by reviewing the presentation sheet (title, goal, and brief description of the project).

The website visitor, a potential donor for your project, also has the right to review all details of the project. To enable an effective presentation of a community project while ensuring website visitors have access to all project details, Transpamanager provides both presentation formats: an essential, precise, and concise presentation (the project presentation sheet as displayed publicly on the website) and a detailed presentation (available through the documents uploaded in the appendixes).

Here are several requirements regarding the short presentation of a community project on www.transpamanager.com:

2. Structure of the Short Presentation (Project Sheet)

A brief presentation of the project

The presentation of your project must be clear, precise, and concise, yet contain sufficient essential information to allow website visitors to form a clear understanding of the project. This presentation is paramount in convincing potential donors that your project deserves their contribution. It must be written with great care.

Project Title:

Your project title must be precise and concise; it must accurately reflect the objective of the project.

About the organizer:

This section appears in the project presentation sheet for visitors. It is a crucial guarantee of transparency for the donor.

This section allows the donor to see, in full transparency, who the project organizer is—that is, which institution, association, coalition, or individual is organizing this project. You must provide a brief overview of your organization, association, or group so that donors can get an idea of your fields of intervention: in which country, village, or locality you operate, which populations you serve, how long your organization has been working in this field, previously completed projects, etc. It is under this item that donors will learn about your mission, philosophy, organizational values, etc. Provide an essential description, but keep it brief. If you are an individual organizing a community project, the same applies to you. You must introduce yourself, talk about your mission, your experience, community initiatives you have previously led, etc.

MANDATORY CLAUSE: At the end of this description, you must mandatorily state the names of at least three (3) natural persons responsible for the project along with the specific role assigned to each of them (this rule also applies to individual project leads).

To write/edit the "About the organizer" section, here is how to proceed: when logged into your account, click on "Update profile", then in the form that appears at the bottom, you will see a text box to write your text. Once you have finished writing and reviewing your text, click "Submit". The text you write in this field will be displayed publicly under the "About the organizer" section of your project presentation.

Project's Goal:

The project's goal must be clear and precise. Clearly articulate the general objective, then succinctly list the specific objectives.

About the project:

Present a summary of the social, economic, environmental (and other relevant) context in which the project will take place. Specify the needs identified within this context and justify how this project is warranted under these circumstances. Demonstrate how this project will make a difference in relation to the identified needs—that is, indicate what change is targeted by executing this project. In clear terms, outline the expected results if the project is carried out as designed. Wherever possible, use quantitative data from reliable studies (citing your sources).

In this section, you must show why a donor should contribute to this project, emphasizing the positive impact it will have on beneficiaries in the targeted area. Be frank and honest. Keep this section brief nonetheless, as potential donors can access all full details in the project document you attach in the appendixes.

3. Requirements for Appendixes (Complete Dossier)

The appendixes list the supporting documents and credentials essential for reassuring major donors and institutional partners. It is in the appendixes that all project documents must be added as attachments, regardless of their length. Donors who wish to examine the details of the project can do so by reading essential documents such as your operational plan, budget, and progress reports displayed in the appendixes.

The Operational Plan (Your Strategic Guide)

The operational plan is the document that details all aspects of your project. In the sample project provided on www.transpamanager.com (the project titled *"Just For Example (Demo project)"*), you can review a sample operational plan. Consider it your guide. It is not mandatory to present your project's operational plan in as much detail as the provided template, but certain points must strictly be included in your project document. These are:

- The items under **"Part 1: Project Definition"**;
- Overall project feasibility;
- General execution strategy and project schedule;
- Projected budget;
- Management, tracking, and control strategy.

Budgetary Transparency

The budget may be integrated into the operational plan or provided separately as an appendix.

- Each budget line item must be detailed down to the unit level (cost per product, per activity, or per service).
- Allowances or fees allocated to organization members working in the field must be reasonable, transparent, and explicitly calculated.
- If you already have co-funding or equity/own funds, state it clearly to specify that fundraising is intended to cover the remaining balance.

Zero Tolerance: Strict execution of a rigorous budget is the best safeguard against misappropriation. Embezzlement, lack of transparency, and corruption are strictly prohibited and result in the immediate ban of the offending entity from the Transpamanager platform.

BOX 2

Include real prices and costs. If, as part of this project, your organization intends to allocate fees to a member actively working on the project, list and clearly calculate them in the budget. Be reasonable with fees allocated to organization members working on the project. In the budget, ensure costs are calculated for each product, service, activity, etc.

Be clear, transparent, and honest from the outset in your budget. A well-planned and detailed budget helps prevent misappropriation of funds.

Transpamanager reserves the right to contact an organizer before, during, or after the execution of community project activities to gather further information regarding its content, feasibility, and implementation strategies.

4. Monitoring and Accountability Obligations

From the moment your project collects its first funds and operations begin, the obligation to report becomes active:

1. **Visual Updates:** Regular publication of real photographs demonstrating the physical progress of project activities.
2. **Partial Progress Reports:** Drafting summary reports describing completed tasks, expenditure status, technical difficulties encountered, solutions deployed, and the schedule for the upcoming period (next activities).
3. **Final Execution Report:** Mandatory closing report at the end of the project evaluating the attainment of all initial objectives.

IMAGE RIGHTS AND LIABILITY: In accordance with the general terms of use of the www.transpamanager.com platform, the project organizer assumes full legal responsibility for obtaining necessary distribution permissions for all published images and visuals. Transpamanager disclaims all liability regarding the nature of content shared by its users.

BOX 3

How to account to donors? This is done through your regular updates (real images of activity progress and partial reports). Partial reports are progress reports describing completed activities, explaining project advancement, what has been done, partial results, difficulties encountered, problem-solving strategies, next steps, upcoming activities, etc. At the end of the project, you must upload a final report in the appendixes. Donors can review the final project report to verify whether all initial objectives have been met.

Ensure you have the right to publish the images and content displayed for your project.

Important Note:

Even if a community project meets all the requirements outlined above, our team may contact you to schedule discussions in order to verify and evaluate the feasibility of your community project. Following this step, the Transpamanager team may provide recommendations regarding the design and implementation of the project.