ProjectWHOI Process Flow Chart

- Applicant has crowdunding idea
- Applicant completes ProjectWHOI application
- Application to DOR
- DOR confirms with Dept Admin/OTTR
  - Denied → Email sent to applicant → Suggestions to improve
    - Yes → Apply suggestions → Applicant completes ProjectWHOI application
    - No → Project not appropriate
  - Accepted
- DOR informs Dept Admin & Development
- Development notifies applicant/builds page
  - Applicant opts to create video uses 14-day grace period — Or — Applicant launches immediately and will either use a photo or include a video later
- Applicant invites Team members to fundraise
  - No → Project manager starts fundraising
  - Yes → Sends instructions to Team member → Team member joins → Team member builds page → Project manager starts fundraising
- Project manager starts fundraising
- Project manager markets page via email/social media/etc
- Donations arrive online & donor is pcknowledged by Project manager & Dev
- Payment processed
- Development enters gifts in Raiser's Edge
  - PDF batch report from RE electronically filed
  - Cash receipts report created
    - Gifts added to suspense account
    - Dev sends cash receipt to Cash Office when campaign ends → Gifts posted to CR/GL
    - Dev sends cash receipts Report to GCS upon campaign completion → Campaign total raised over $10K?
      - Yes → GCS enters into WHOIgrants / Project manager creates a budget and greensheet for GCS
      - No → GCS enters into appropriate budget in OneSolution