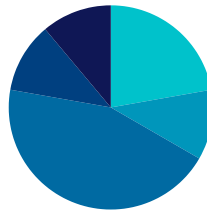


Using Your Donor Portal

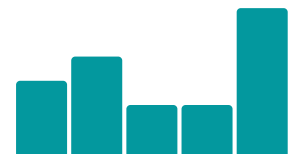
You can use your donor portal to access all your fund activity in real time, including your fund balance, and gift and grant history. You will also have access to your fund statements and documents.

The homepage gives you a quick snapshot of your fund including:

- Date Established
- Current Balance
- Available Spendable
- Total Contributions
- Total Grants



Grants



Contributions

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More information can be found using these tabs:

Gift History	<ul style="list-style-type: none">• View fund donation history
Grant History	<ul style="list-style-type: none">• View fund grant history
Recommend a Grant <i>(for organization and donor advised funds)</i>	<ul style="list-style-type: none">• Make a grant recommendation from your fund• Check the status of grant requests• See next page for step-by-step instructions
Fund Statements	<ul style="list-style-type: none">• View quarterly fund statements
Documents	<ul style="list-style-type: none">• View fund agreements and supporting documents
Donate	<ul style="list-style-type: none">• Donate to a fund at the community foundation
Tax Receipts	<ul style="list-style-type: none">• Access copies of past tax receipt letters

Questions?
Contact our donor services team at 785-823-1800
or foundationservices@gscf.org



Donor Portal: **Recommending a Grant**

Recommending a grant from your fund is easy! You can make a grant to a pervious grantee you have given to in the past, or give to a new charity by searching for other grantees using the search tool or by entering the grantee information on your own.

How to Recommend a Grant

- 1

Log into the Donor Portal and click on the "Recommend a Grant" tab.

 - **Donor advised funds** can make grants to 501(c)(3) organizations, schools, government entities or any fund at the community foundation.
 - **Organization funds** can make grants to their organization or to their fund held at the community foundation
- 2

Make a grant to a previous grant recipient or community foundation fund under "Choose previous Grantee."

Choose from previous Grantee

Grantees you have given to in the past

Foundation funds you have given to in the past

Other foundation funds

Make a grant to a new grantee under "Search for Grantee" or "Enter Grantee information manually."

Search for other Grantees

Name

City

State

Search

or

Enter Grantee information manually

Name *

3

Submit your request.

 - **For previous grantees** Select from the drop down menu, fill out the required information, click "Review" and "Submit Request."
 - **For new grantees** click on "Create Request" next to the charity's name in the search results or click "Submit" at the bottom for manually entered information.
 - Our team will follow up to make sure that any manually entered grantees are qualified charities before processing the grant.

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To ensure processing and mailing by the end of the week, requests must be received by 5pm on Wednesday. If you need your grant processed sooner, please contact the Finance Department at 785-823-1800 or accounting@gscf.org and we are happy to help!