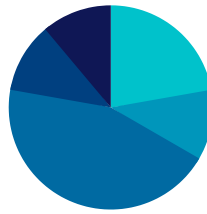


# Using Your Donor Portal

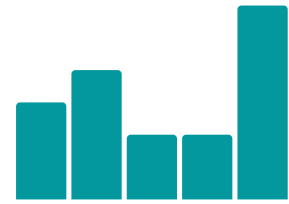
You can use your donor portal to access all your fund activity in real time, including your fund balance, and gift and grant history. You will also have access to your fund statements and documents.

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

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



Grants



Contributions

.....

## More information can be found using these tabs:

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

Questions? Contact our donor services team at 785-823-1800 or [foundationservices@gscf.org](mailto:foundationservices@gscf.org)



Greater Salina Community Foundation  
Community Foundation for Cloud County  
Heartland Community Foundation  
Jewell County Community Foundation  
Osborne County Community Foundation  
Ottawa County Community Foundation  
Post Rock Community Foundation

Republic County Community Foundation  
Smith County Community Foundation  
Smoky Hills Charitable Foundation  
Smoky Valley Community Foundation  
Solomon Valley Community Foundation  
Washington County Community Foundation

# Donor Portal: Recommending a Grant

Recommending a grant from your fund is easy! You can make a grant to a previous 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

**or** **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.



**Grants are typically processed on Fridays.** If you need your grant processed sooner, please contact the Finance Department at 785-823-1800 or [accounting@gscf.org](mailto:accounting@gscf.org) and we are happy to help!