STEP-BY-STEP INSTRUCTIONS:
MAKE A GRANT REQUEST

2. Follow the instructions to either login or set up a new user registration.
3. Once logged in, click My Fund(s) in the header. If you have multiple funds, please select which fund you will be recommending a grant from. Then click the purple Recommend a Grant button in the top right corner.

If you have one fund, you can also click Recommend a Grant under Quick Links.
4. If you are creating a duplicate grant, scroll down to Granting History on your fund page. Find the organization and amount you are trying to replicate (click View All in the bottom right corner to see complete grant history) and click Clone.
5. If this is a new grant or a different amount, select if you are recommending a public grant or an interfund transfer.
6. Click inside the organization field and use the look up feature. If the grantee is in our Foundation approved list, you will see a list of organization names and addresses. In the search bar at the top left, you can type in the full or partial name of the organization and click search. If the organization does not appear, click Can’t Find My Organization and manually enter the information.
7. Enter the grant amount and provide any specific requests or information you would like us to know in the Comments/Special Instructions field.
8. Click I Agree to the legal statement and hit submit.