

STEP-BY-STEP INSTRUCTIONS: MAKE A GRANT REQUEST

1. Click *Access My Fund* on our homepage (www.jaxcf.org).
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.

The screenshot shows a web browser window with the URL <https://myfund.jaxcf.org/s/>. The header includes the logo for 'THE COMMUNITY FOUNDATION FOR NORTHEAST' with the tagline 'Giving Back. Giving Forward.' and navigation links for 'My Fund', 'Events', and 'Website'. A pink arrow points to the 'My Fund' link. The main content area features a large blue banner with the text 'Access My Fund'. Below the banner, there are three columns: 'Number of Grants All Time' with a large purple '2', 'Number of Contributions All Time' with a large purple '1', and 'My Relationship Manager' with a circular profile picture of Tom Caron. To the right, a 'Quick Links' section lists: 'Recommend a Grant', 'Contribute to My Fund', 'View My Fund Statements', 'View Granting History', and 'View Contribution History'. A pink-bordered box on the right contains the text: 'If you have one fund, you can also click *Recommend a Grant* under Quick Links.' The Windows taskbar at the bottom shows the time as 3:19 PM on 6/29/2023.

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*.

Fund Balances do not reflect earnings and fees for the current quarter. Earnings and fees are not finalized until the end of the month following the close of a quarter, therefore Fund Balances may not include last quarter's earnings and fees.

Granting History Contribution History Fund Statements Investment Allocation Fund Roles Files

Granting History

[View All/Export Granting History as CSV](#)

(2)

2 items • Updated 2 minutes ago

	Funding Requ... ▾	Applying Organization ▾	Grant Type ▾	Awarded Am... ▾	Awarded Date ▾	Purpose ▾	Clone Grant ▾
1	23-041792	Test Arrielle Household	Advised	\$30,000.00	6/1/2023	Demo time	CLONE
2	22-041951	Test Arrielle Household	Advised	\$20,000.00	6/1/2022		CLONE

[View All](#)

5. If this is a new grant or a different amount, select if you are recommending a public grant or an interfund transfer.

Fund: Sandra's Cat Haven x Interfund Selection x Donate Now - Contribution Form x +

https://myfundjaxcf.org/s/interfund-selection?outfunds_Funding_Request_c.Grant_Recommender_c=0058c0000DZxPUAA1&GAUName=Sandra%27s%20Cat%20Have...

THE COMMUNITY FOUNDATION FOR NORTHEAST FLORIDA
Giving Back. Giving Forward.

Home My Fund Events Website

Not syncing Tyson Testing

Which type of Grant?

[Recommend Public Grant](#) [Interfund Transfer](#)

A public grant is a standard grant to another organization, or an interfund grant from a fund you have advisory rights to another fund at The Community Foundation that you don't have advisory rights to. Public grants are the most common grant type.

An interfund transfer is moving funds from a fund you have advisory rights to another fund you have advisory rights to.

If you need assistance in understanding the difference, please reach out to us at 904.356.4483.

THE COMMUNITY FOUNDATION FOR NORTHEAST FLORIDA
Giving Back. Giving Forward.

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[f](#) [t](#) [in](#)

Type here to search

USD/JPY +0.88%

4:50 PM 6/22/2023

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.

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Fund: Sandra's Cat Haven, Advised Fund Grant Recommendation, Donate Now - Contribution Form.
- Address Bar:** https://sandbox.formstack.io/E20C9?outfunds__Funding_Request__c.Grant_Recommender__c=0058c0000DZxPUAA1&GAUName=Sandra%27s%20Cat%20Haven&fundId=...
- Form Title:** Advised Fund Grant Recommendation Form
- Grant Origin:** A dropdown menu with "--select an item--".
- Fund Providing the Grant:** A text input field containing "Sandra's Cat Haven".
- Organization*:** A text input field with a magnifying glass icon, highlighted by a red oval.
- Can't Find My Organization:** A checkbox that is currently unchecked.
- Grant Information:**
 - Amount:** A text input field starting with a "\$" symbol.
 - Minimum amount for which a grant may be recommended is \$250.00**
 - I wish to have this grant made anonymously:** A checkbox that is currently unchecked.
 - If grant is for a purpose other than general operating support, please specify purpose:** A text input field.

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.

Minimum amount for which a grant may be recommended is \$250.00

I wish to have this grant made anonymously

If grant is for a purpose other than general operating support, please specify purpose:

Comments - Special Instructions

Legal Statement

I recommend the above grant(s) to the Board of Trustees from the above named fund. I acknowledge that I am a named advisor to the above named fund, that these recommendations do not represent payment of any legally enforceable pledge, nor do I expect or will I accept any goods or services as a result of these charitable distributions.*

I Agree

* - required

Save & Resume Later **Submit**