

# COMMUNITY FOUNDATION

# OF NORTHERN COLORADO

# Depending on what kind of fund you advise, your online fund access will look something like this:

## **Home** (pictured below)

Shows the fund balances, lists the fund advisor(s), and shows a summary of recent gifts into the fund and grants disbursed from the fund. To see a full history, click on the Gift History or Grant History tab respectively. There you will see a full list of gifts and grants.

See below for an overview of the navigation tabs.



## **Fund Liaison** (upper right corner of each page)

Your charitable concierge! This staff member is your primary contact at the Foundation. You may click on the email address to connect with them.

#### Home

This tab shows a recent summary of donations and grants.

#### Choose Fund

If you serve as a representative to multiple funds, conveniently switch back and forth between funds using the "Choose Fund" tab.

## Gift History

Shows gifts into your fund. Clicking on a contributor's name will show their history of donations into the fund. You can export this data by clicking on the "Export" tab at the top.

#### Grant History

Shows grant distributions made from your fund. Clicking on a grantee's name will show the history of grants made to that organization. You can export this data by clicking on the "Export" tab at the top.

### **Grant Request**

Should you have this level of access, you can make grant recommendations from the fund's spendable balance to a nonprofit or to another fund. There is a \$250 grant minimum. See additional instructions in the FAQ section.

#### **Fund Statements**

Monthly fund statements generated since June 2023 will be listed here to view, download, or print. If you choose to print, a PDF file will generate in a new window of your web browser for you to save or print. (Statements prior to June 2023 are available upon request.)

#### **Donate with a Credit Card**

Make a gift to your fund or one of the Community Foundation's funds.

#### Loa Out

Exit and return to the login page. You will be automatically logged out each night, even if you forgot to do so manually.