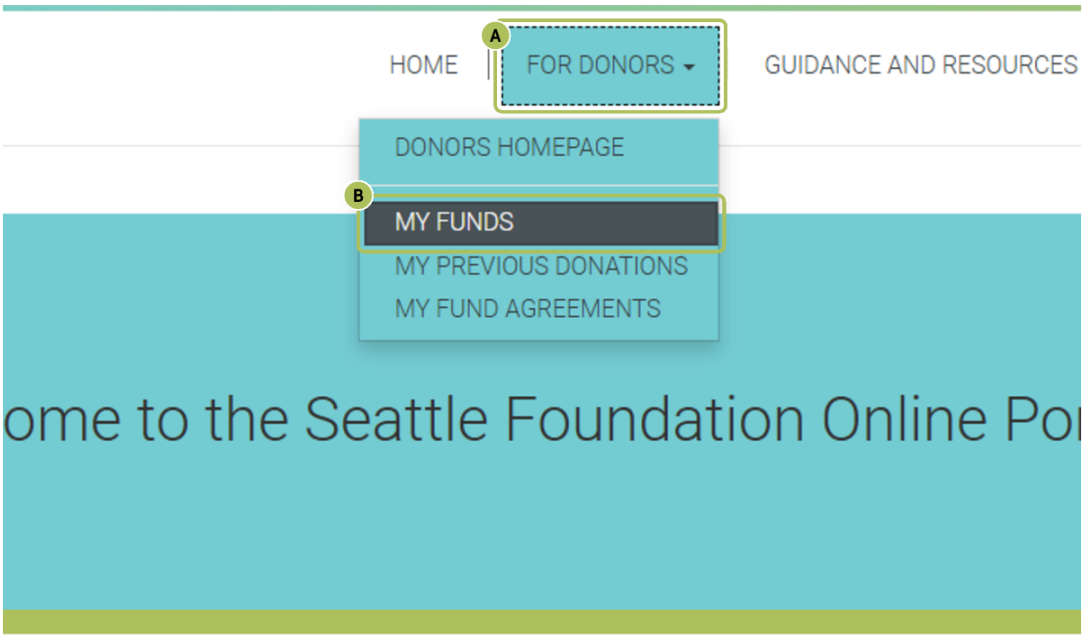
How to Make Grants on the Donor Portal

Please utilize this process for making one or more grants from your Fund.

34 Steps

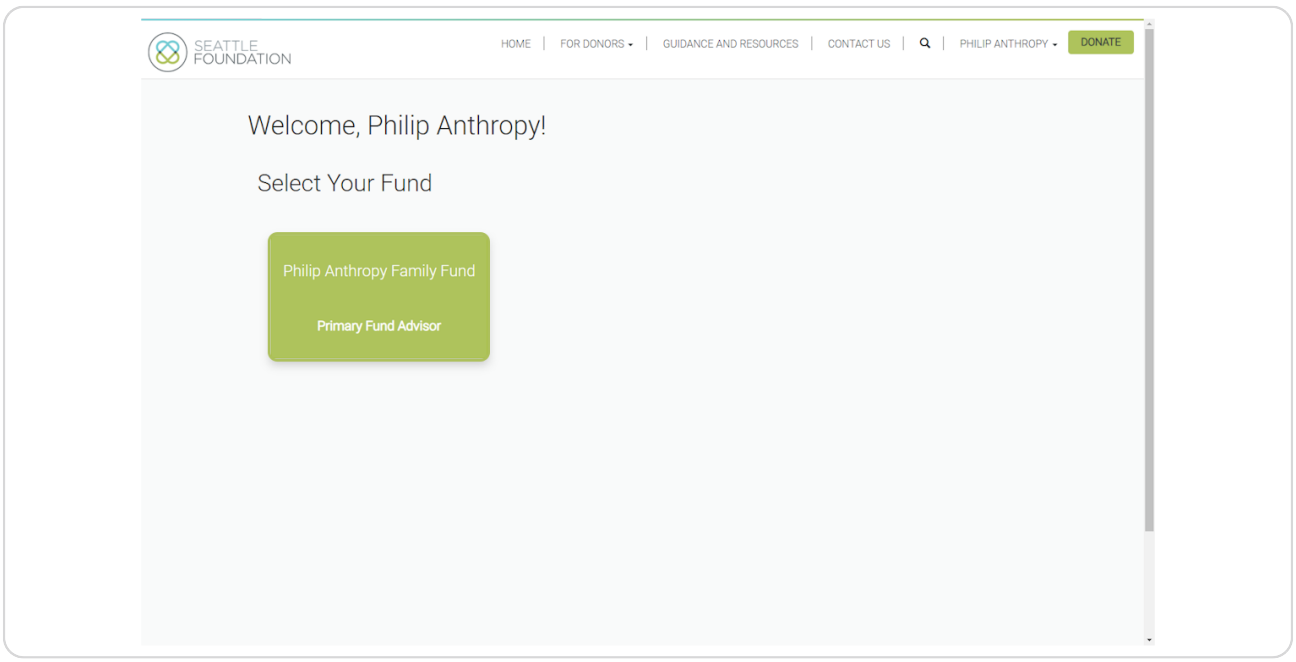
STEP 1

A. Log into your Portal account and click on FOR DONORS
B. Click on MY FUNDS



STEP 2

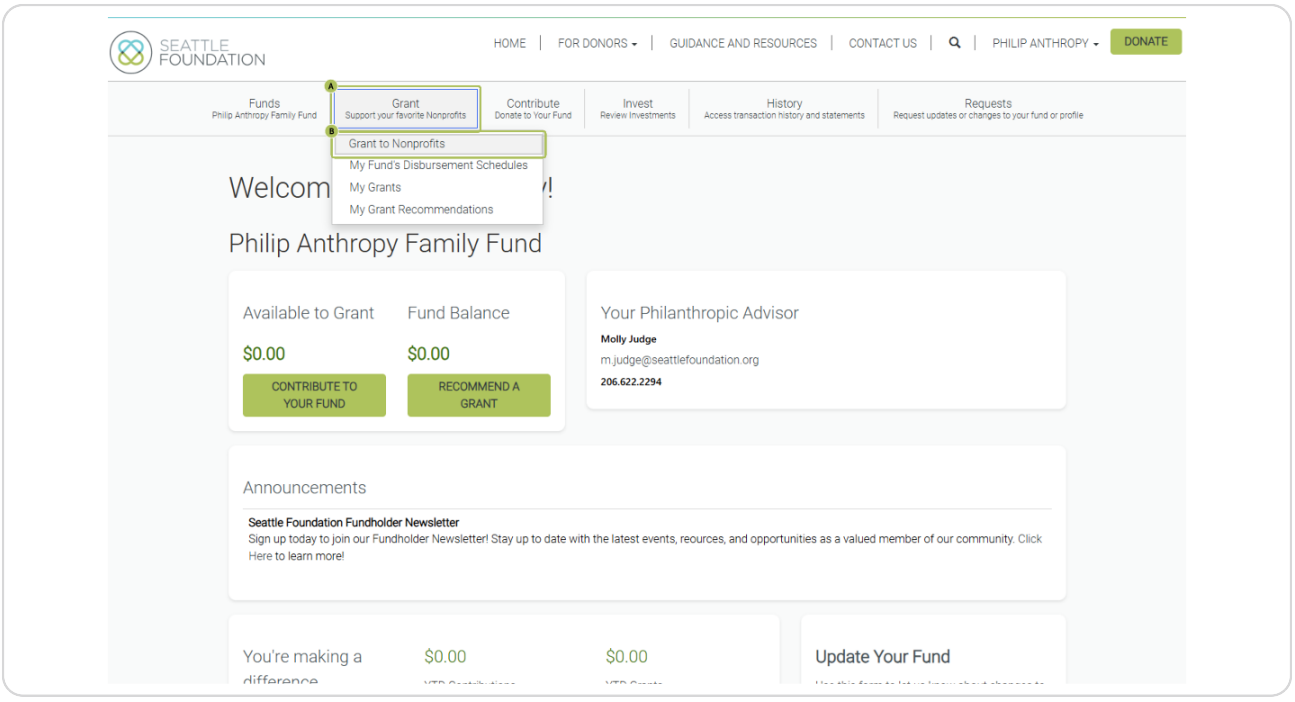
Select the Fund you would like to make a grant(s) from



STEP 3

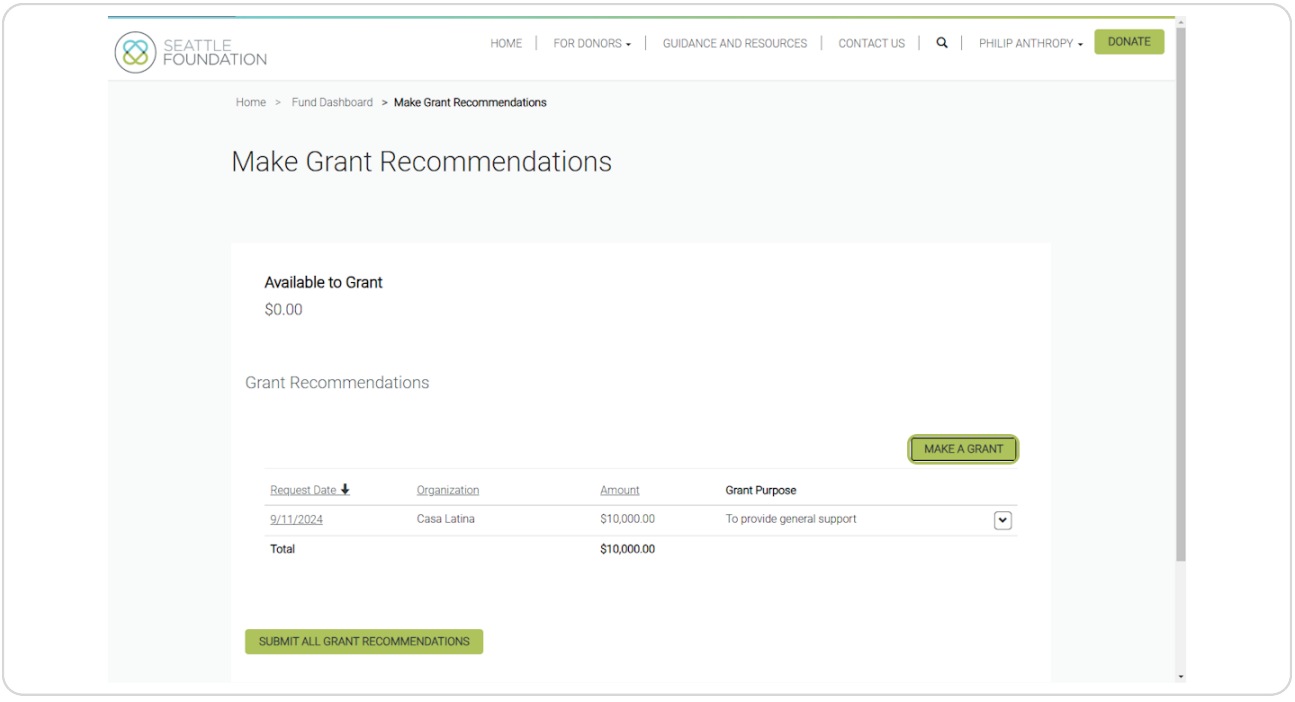
A. Click on Grant in the navigation bar
B. Click on Grant to Nonprofits

If you would like to make one quick grant, you are welcome to press "Recommend A Grant" found under your Fund Balance and follow a similar process.



STEP 4

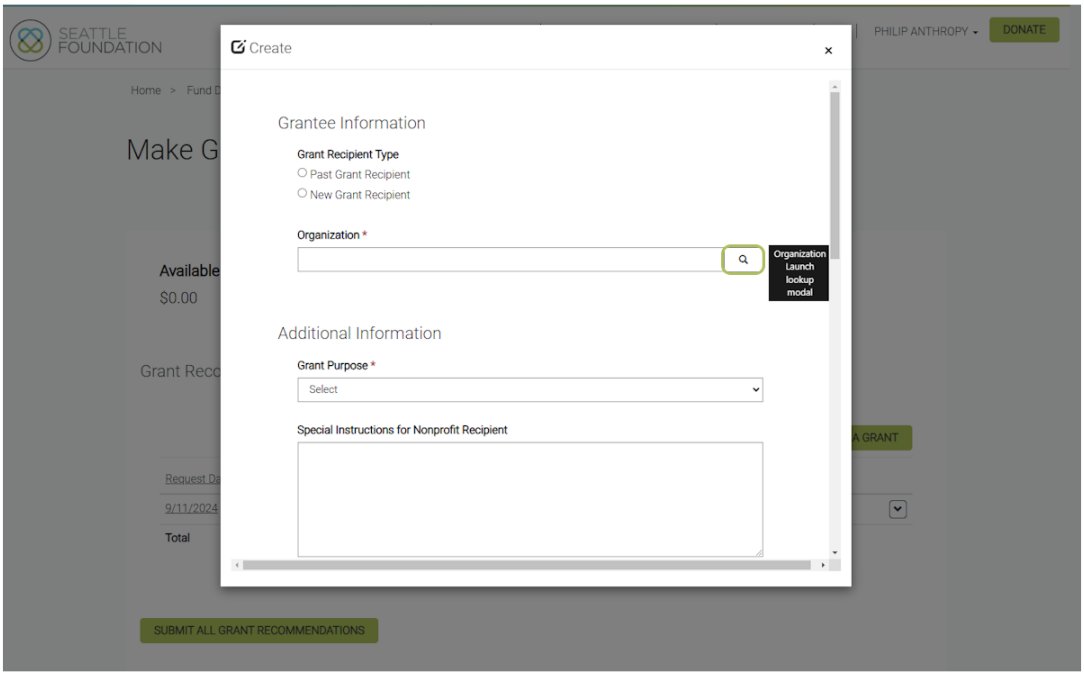
Click on MAKE A GRANT



STEP 5

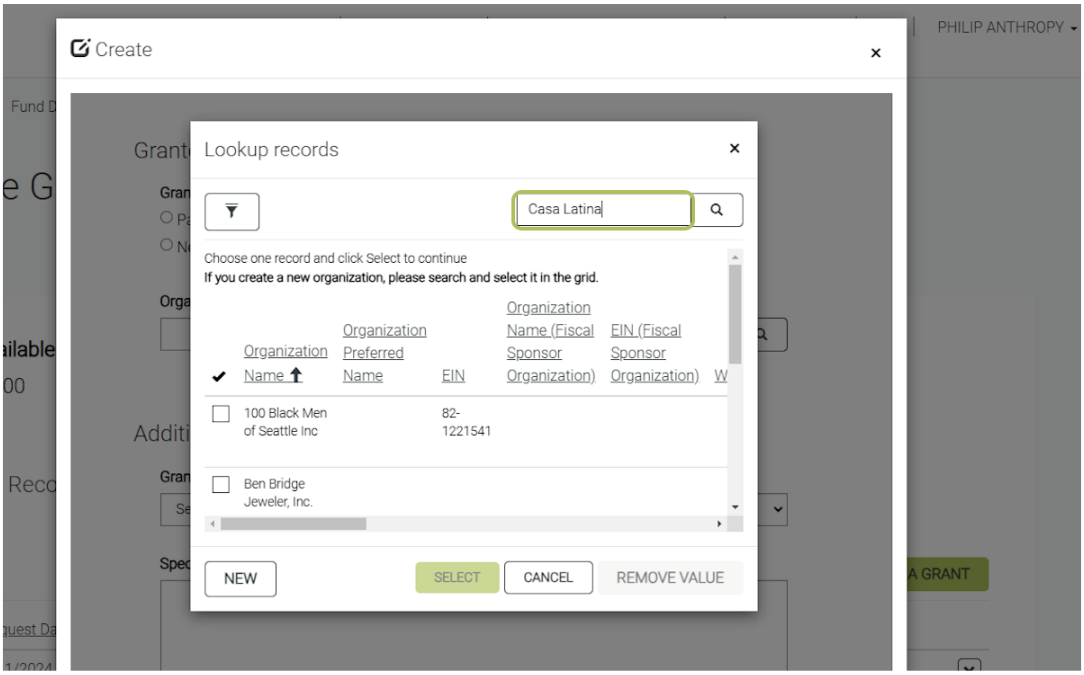
Select the magnifying glass to search for the organization you would like to grant to

Please note, if you are granting to an organization you have granted to in the past, you can press "Past Grant Recipient" and the system will filter through the organizations in your Fund's grant history. If you are granting to a new organization, you will need to provide the name of the organization and the website.



STEP 6

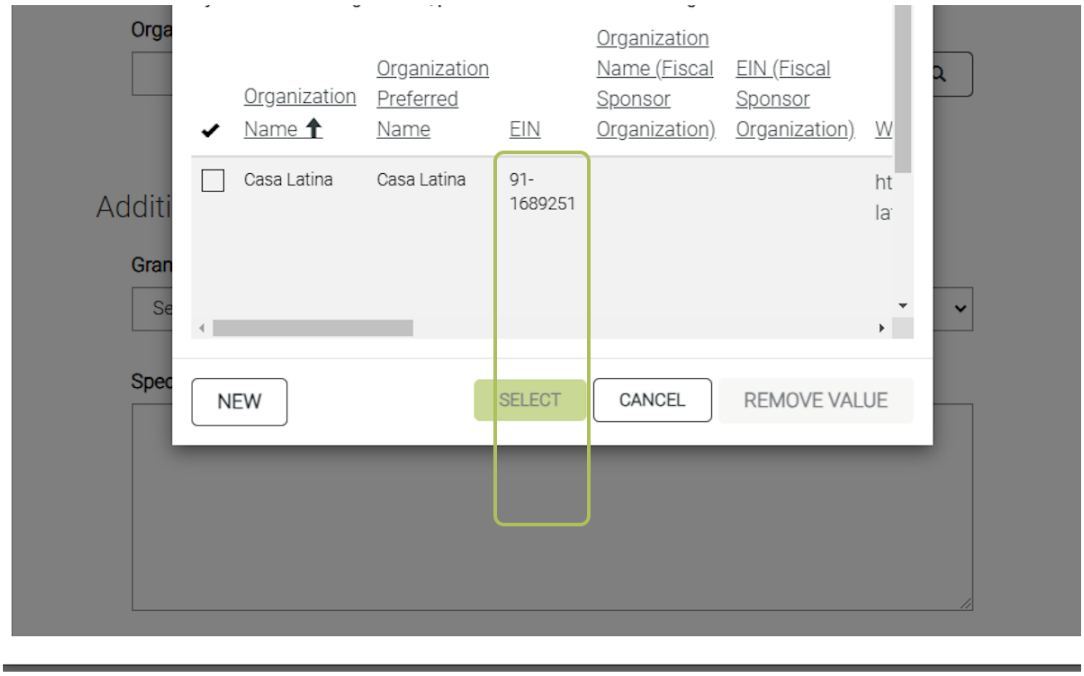
Search for the organization you would like to grant to



STEP 7

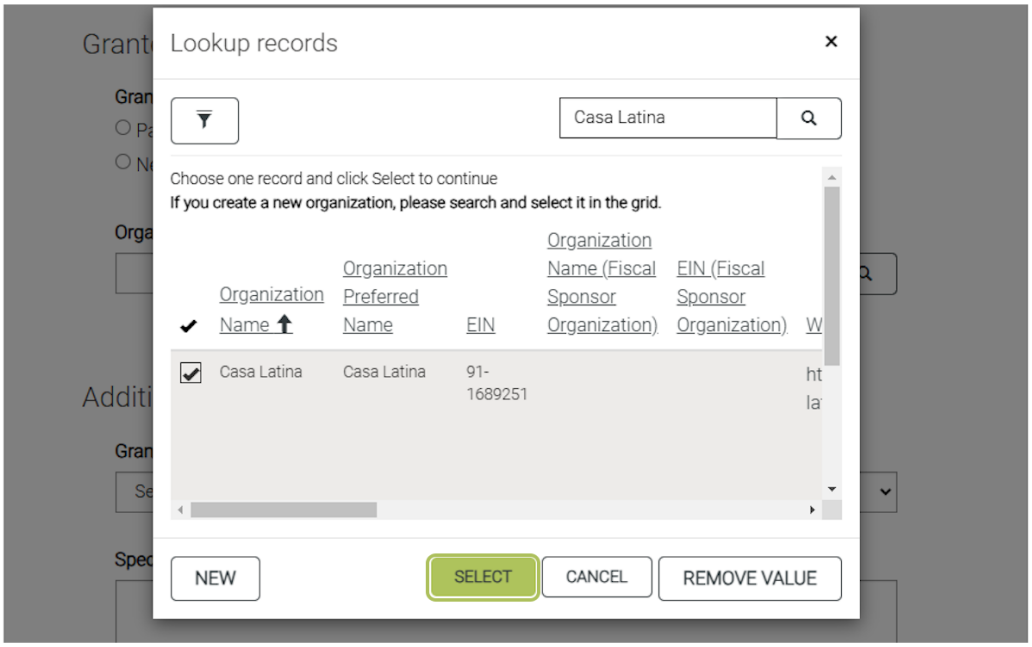
When the organization comes up, confirm it is the correct organization by reviewing it's information (City, State, EIN)

If the organization does not come up, please press NEW and add the name and website of the organization



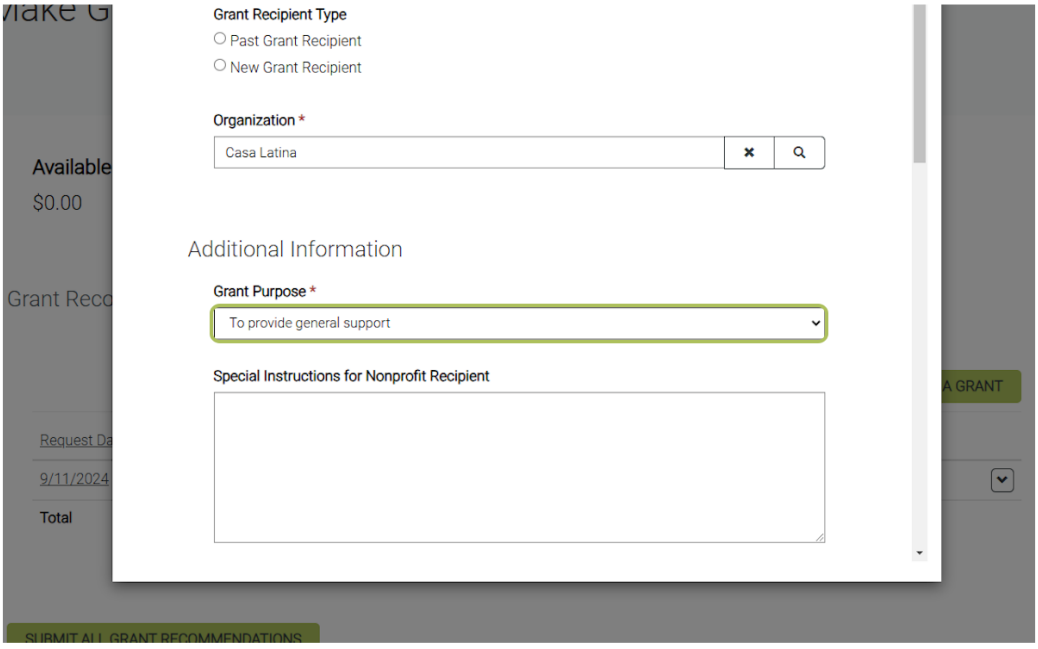
STEP 8

Once you have confirmed the organization, Click on SELECT



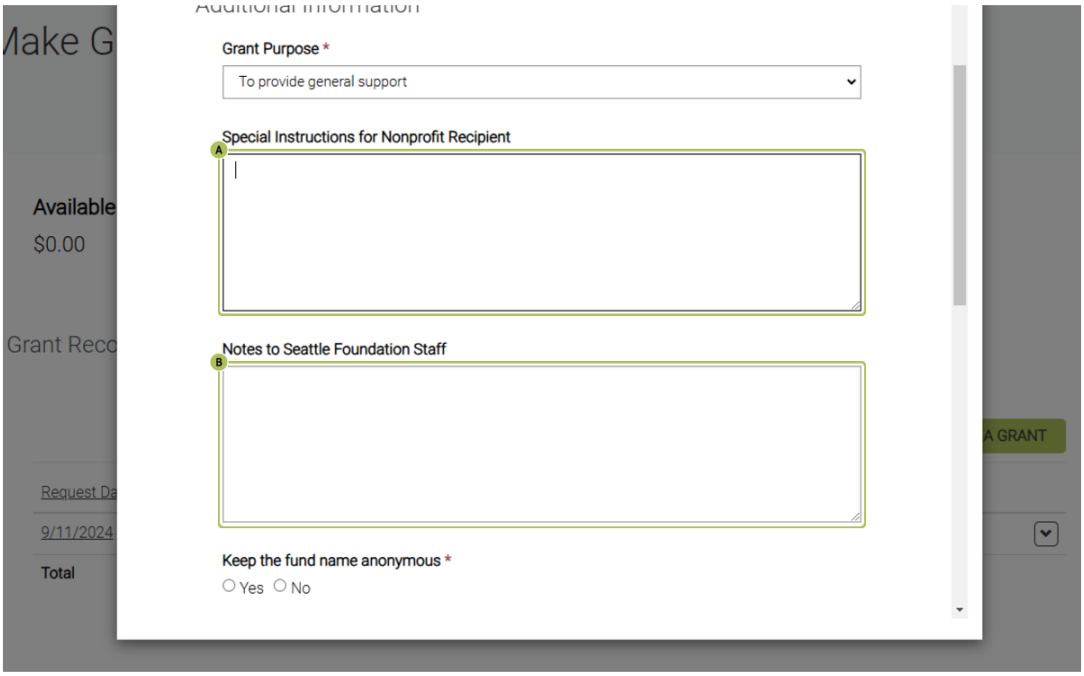
STEP 9

Select the Grant Purpose from the drop down menu



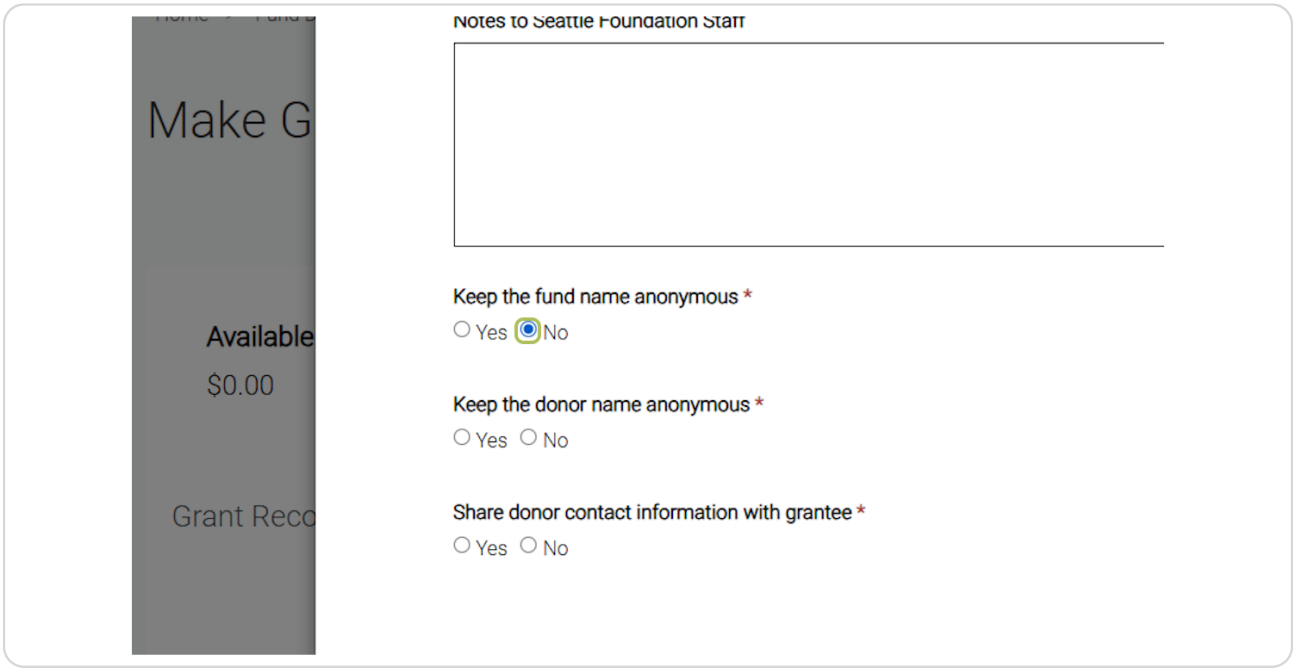
STEP 10

A. Optional: Include Instructions for Nonprofit Recipient (this will be included in the grant transmittal letter to the organization)
B. Optional: Include Notes to Seattle Foundation Staff (this will stay internal to Seattle Foundation)



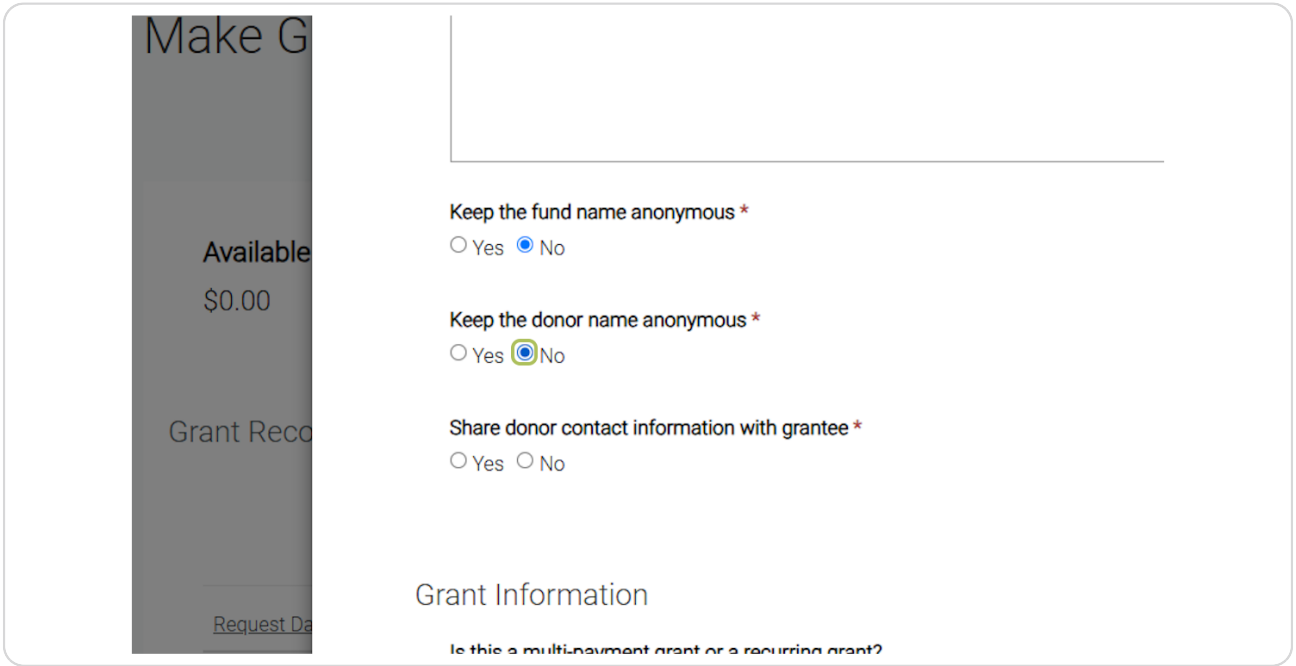
STEP 11

Specify your Anonymity Preferences for your Fund Name



STEP 12

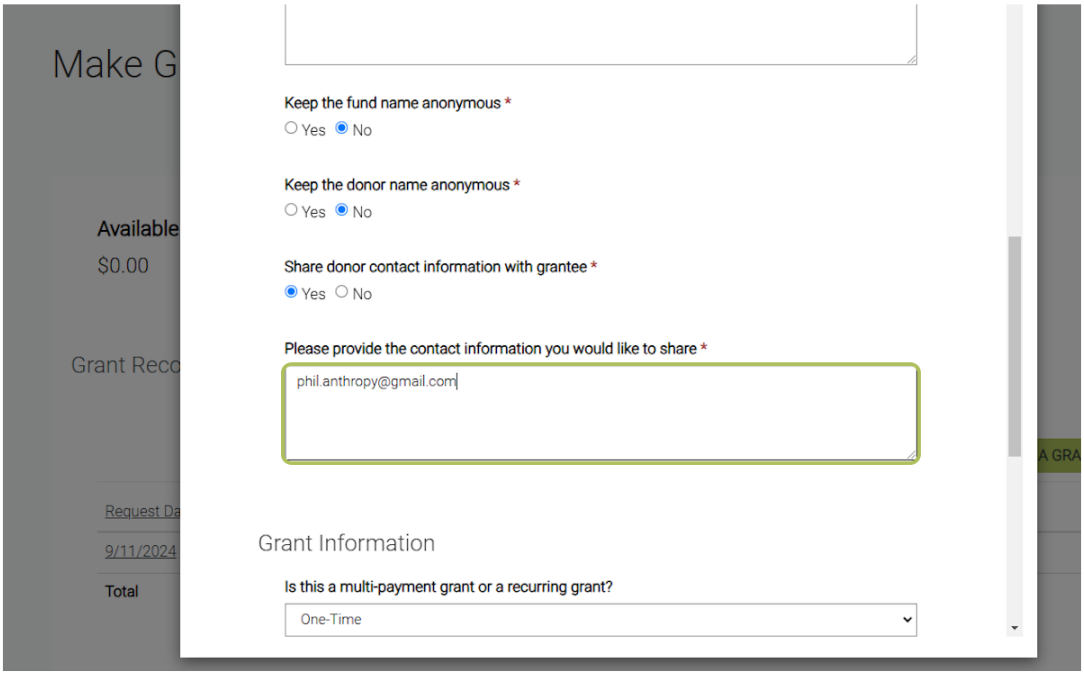
Specify your Anonymity Preferences for Donor Name



STEP 13

Specify if you would like to share your contact information with the grantee within the grant transmittal letter

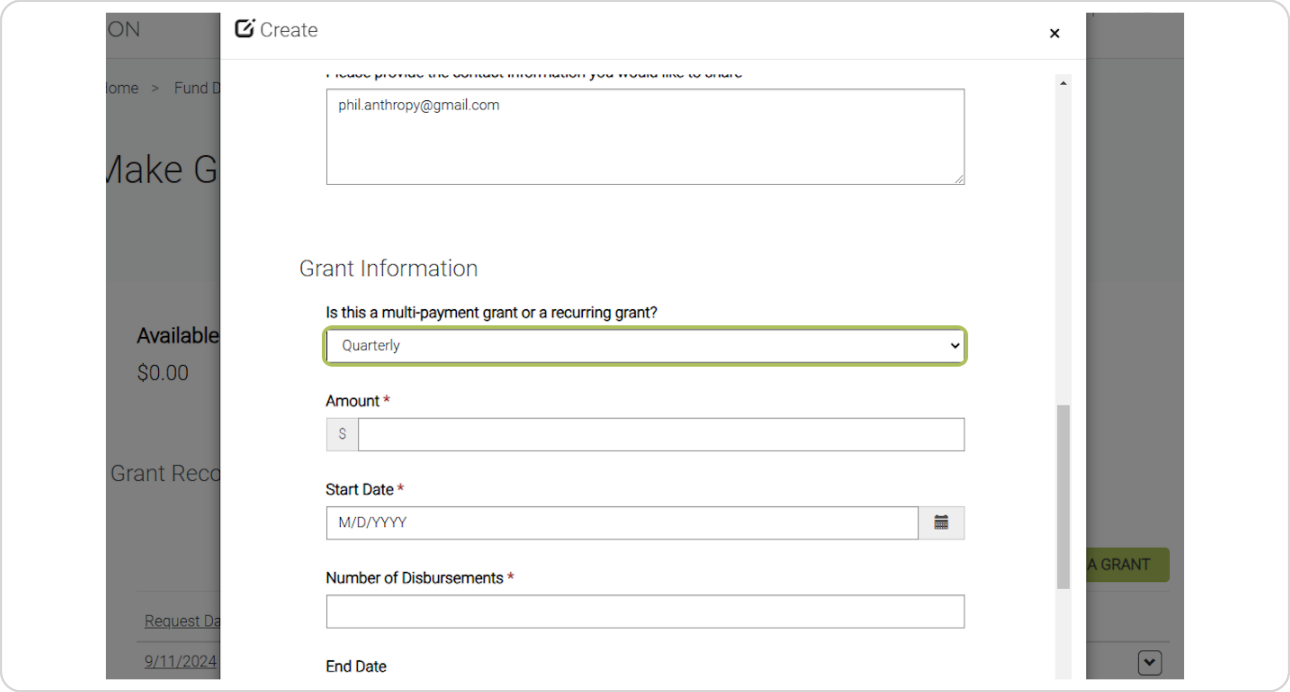
If you press yes, a dropdown menu will appear and you will be asked to provide your preferred contact information (email, phone number or address) with the organization in the grant transmittal letter.



STEP 14

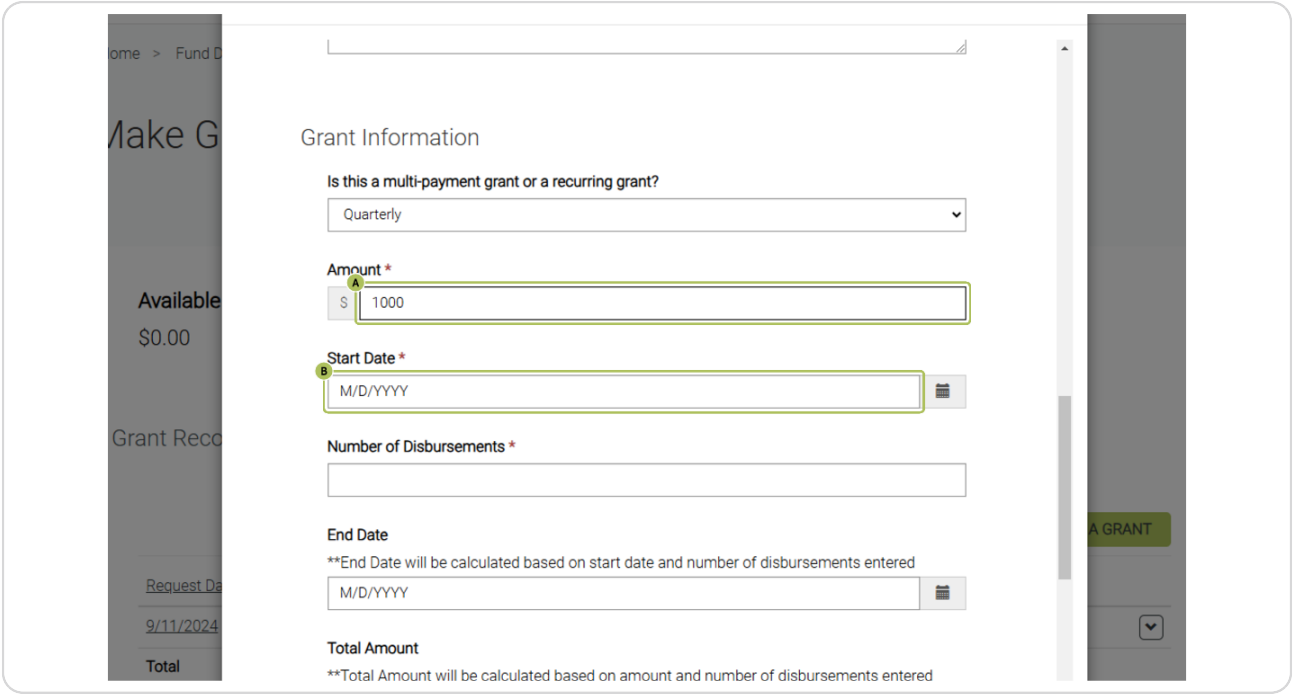
Please specify whether this grant will be a one-time grant or recurring

This grant is an example of a multi-payment grant.



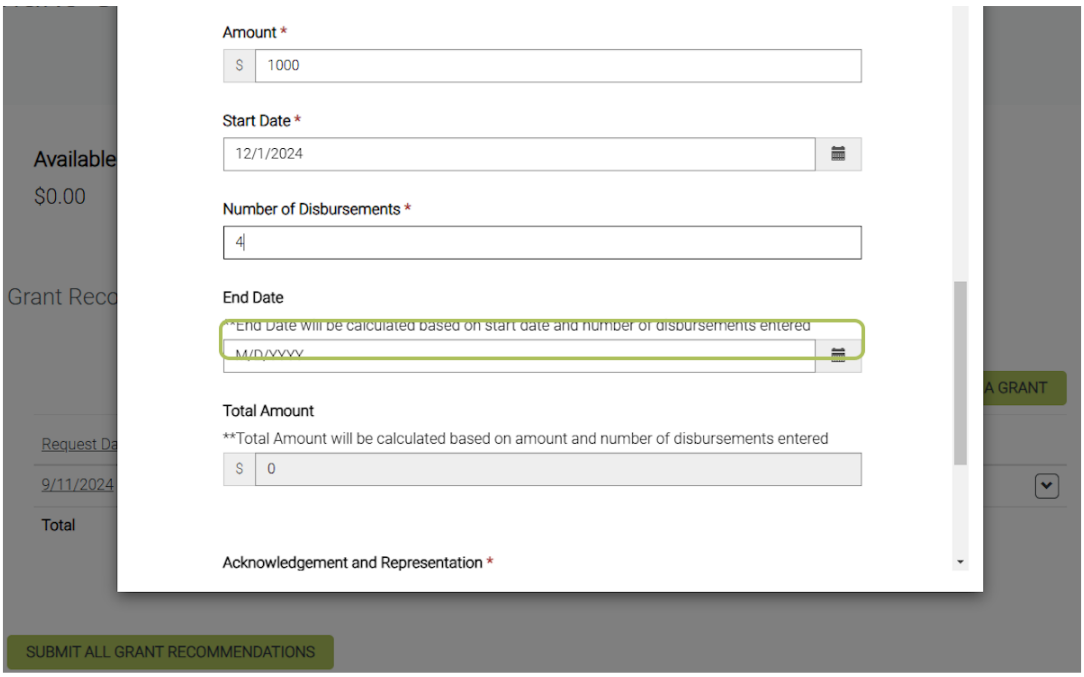
STEP 15

A. Type Amount
B. If you are setting up a multi-payment grant, please provide a Start Date



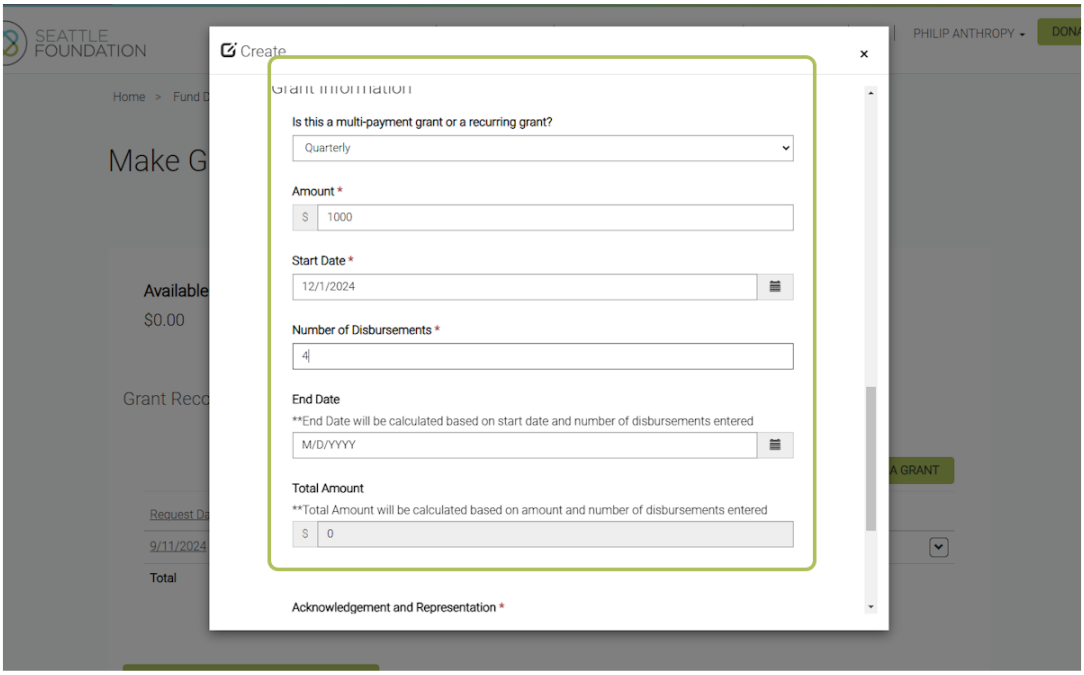
STEP 16

For multi-payment grants, please specify the Number of Disbursements



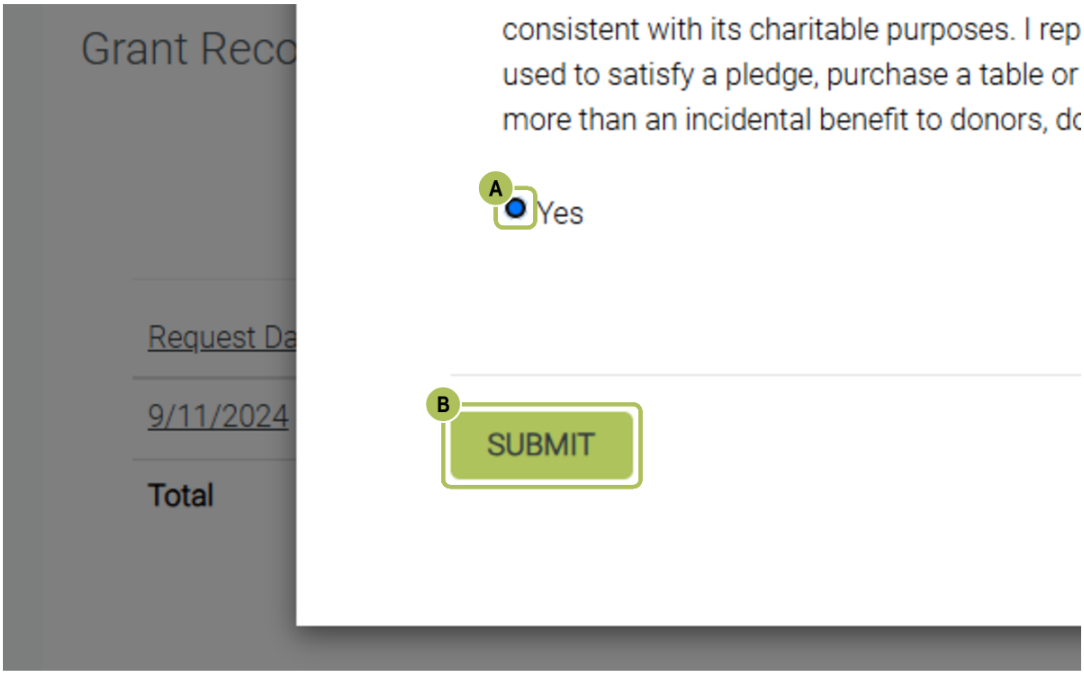
STEP 17

The system will automatically generate an End Date and Total Amount for your multi-payment grant. Please review.



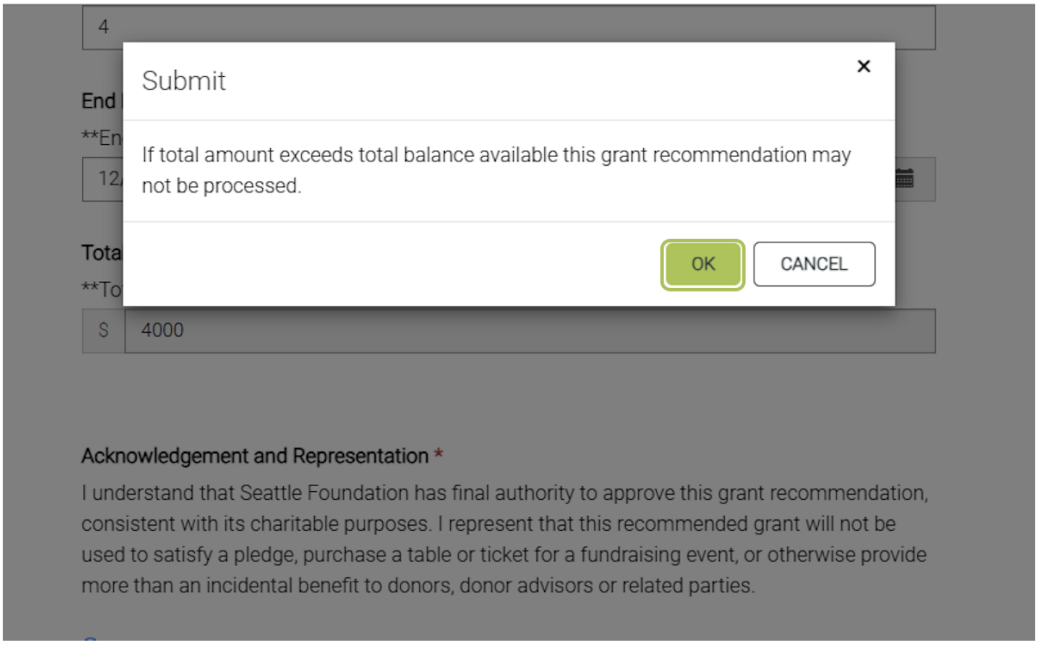
STEP 18

A. Please acknowledge the statement
B. Click on Submit



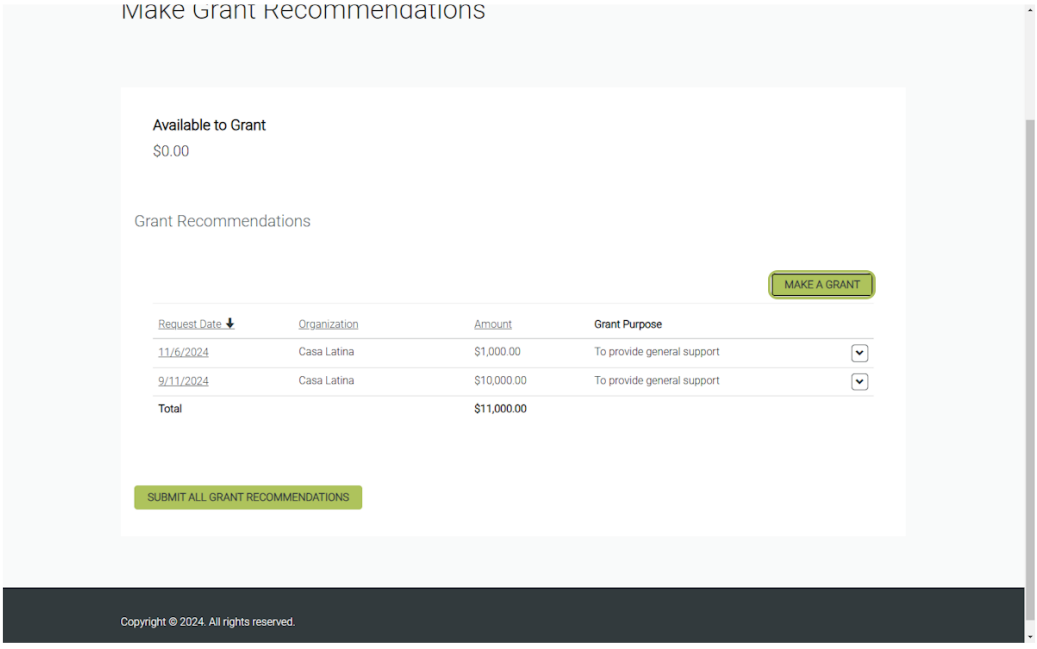
STEP 19

A warning will pop up, Click OK



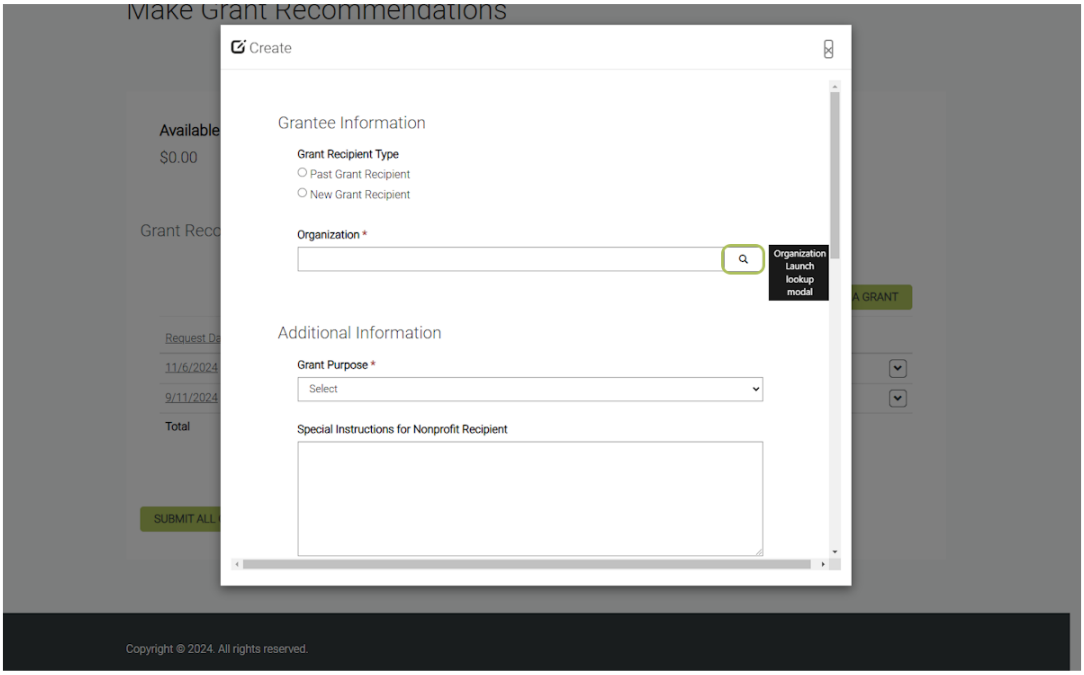
STEP 20

To make another grant, Click on MAKE A GRANT



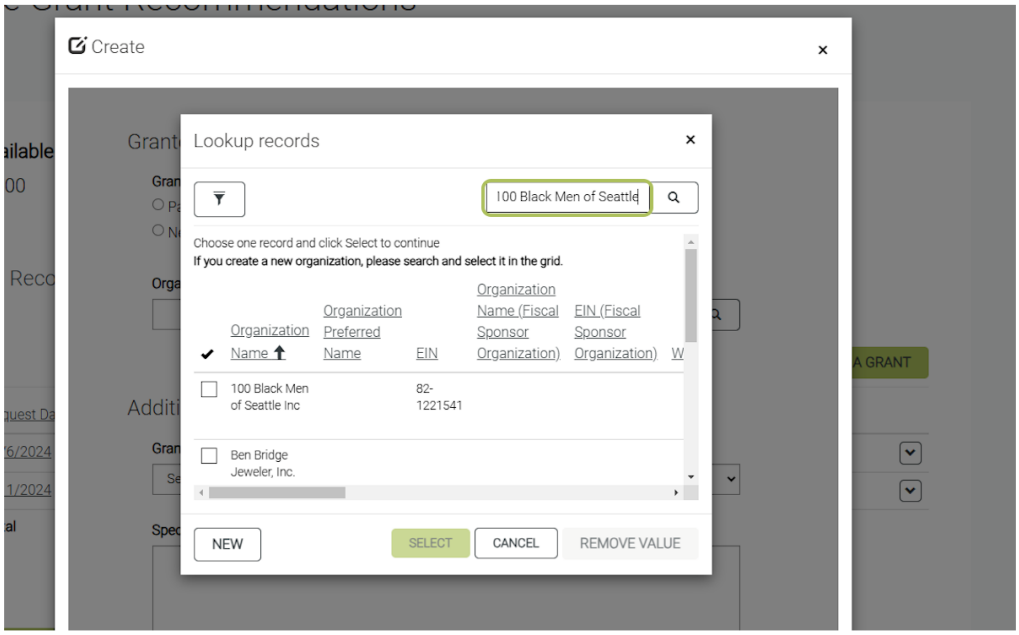
STEP 21

Select the magnifying glass to search for the organization you would like to grant to



STEP 22

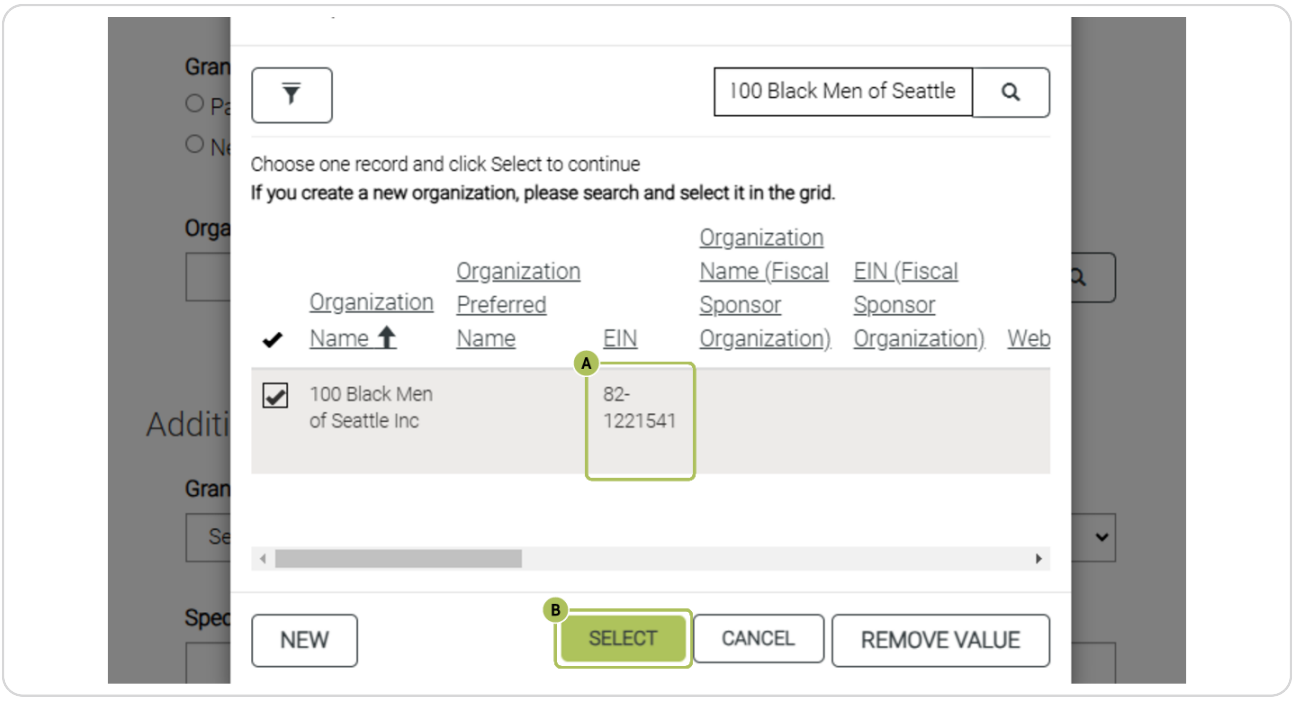
Search for the organization



STEP 23

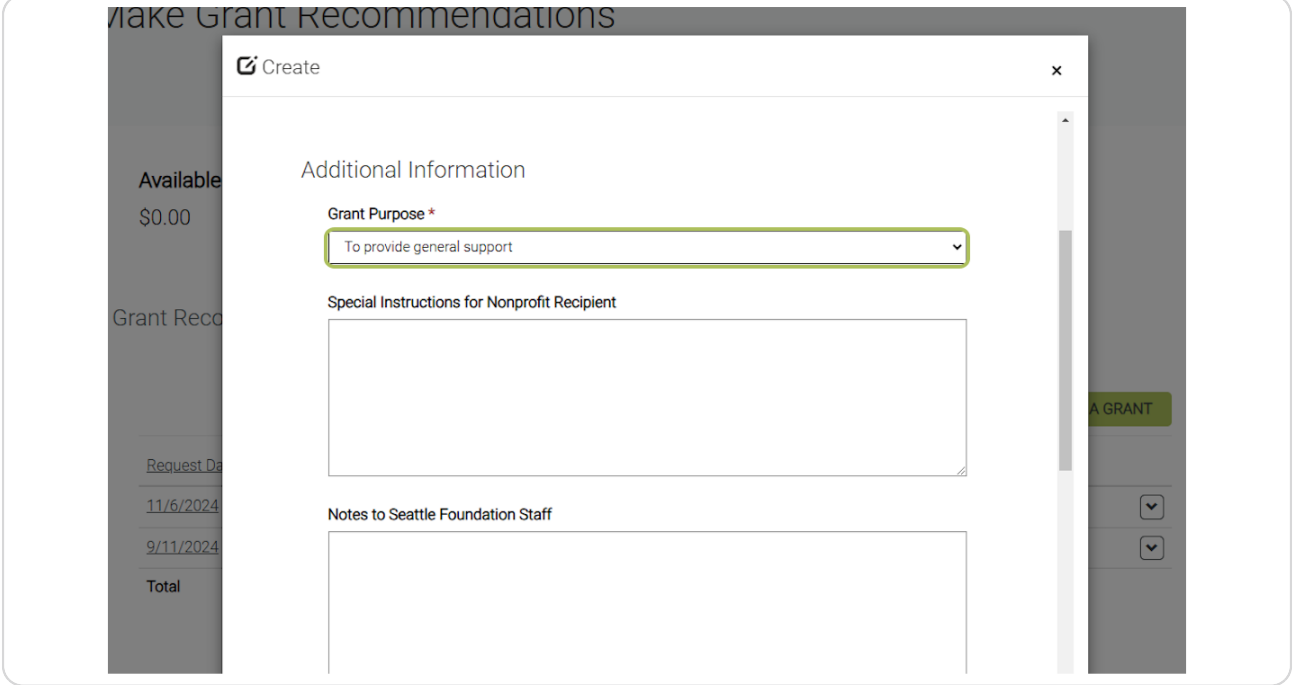
A. Review the information to confirm it is the correct organization (City, State, EIN)
B. Click on SELECT

If the organization does not come up, please press NEW and add the name and website of the organization



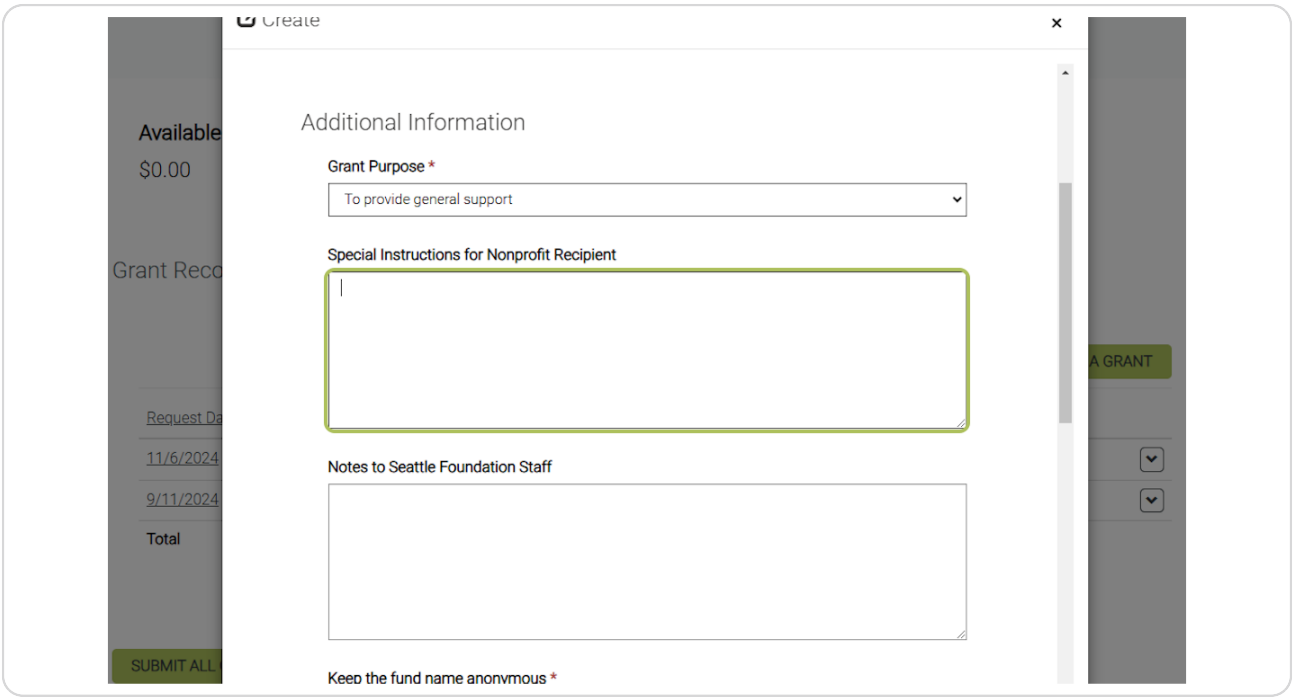
STEP 24

Select the Grant Purpose



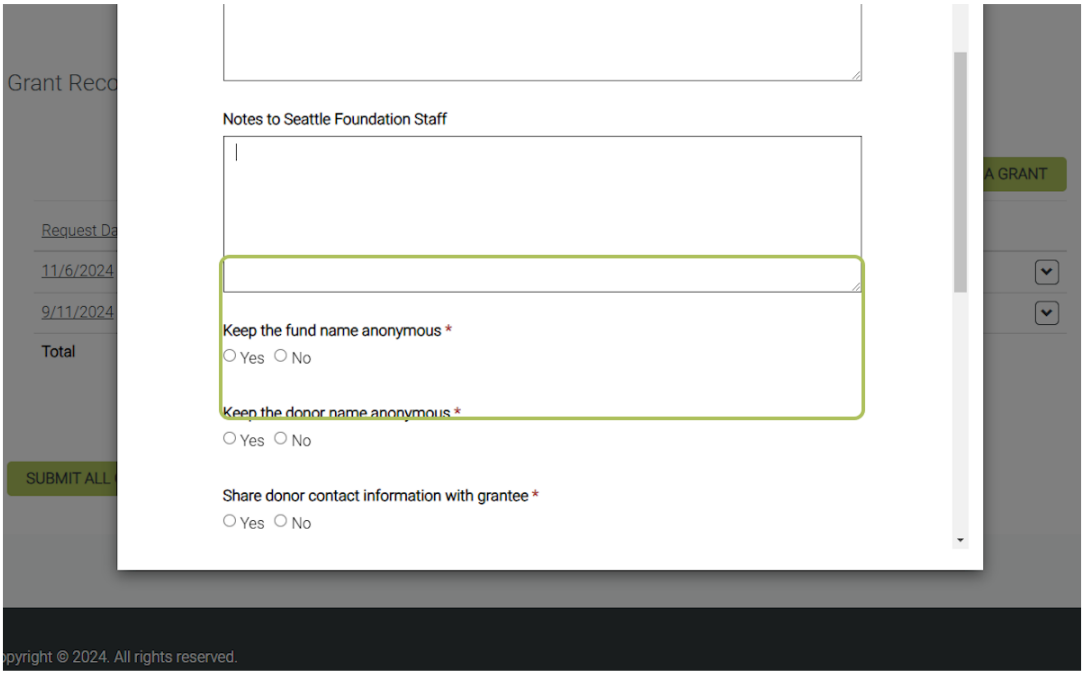
STEP 25

Optional: Include Instructions for Nonprofit Recipient (this will be included in the grant transmittal letter to the organization)



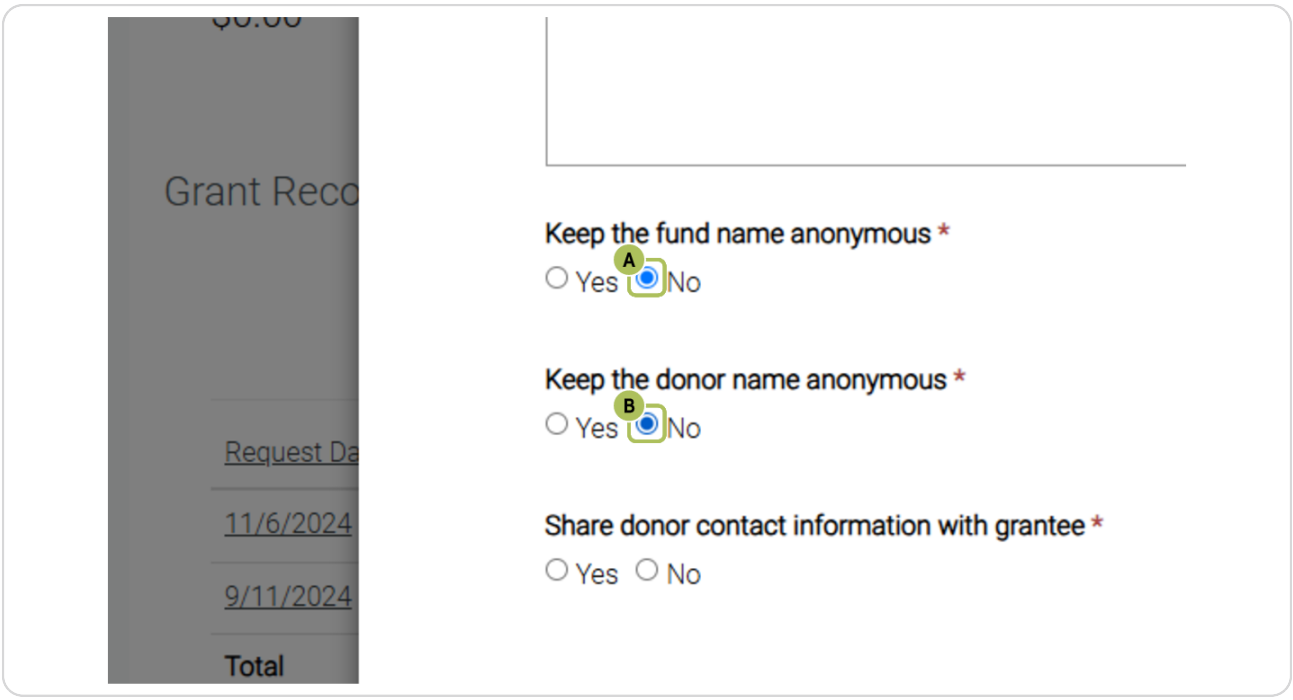
STEP 26

Optional: Include Notes to Seattle Foundation Staff (this will stay internal to Seattle Foundation)



STEP 27

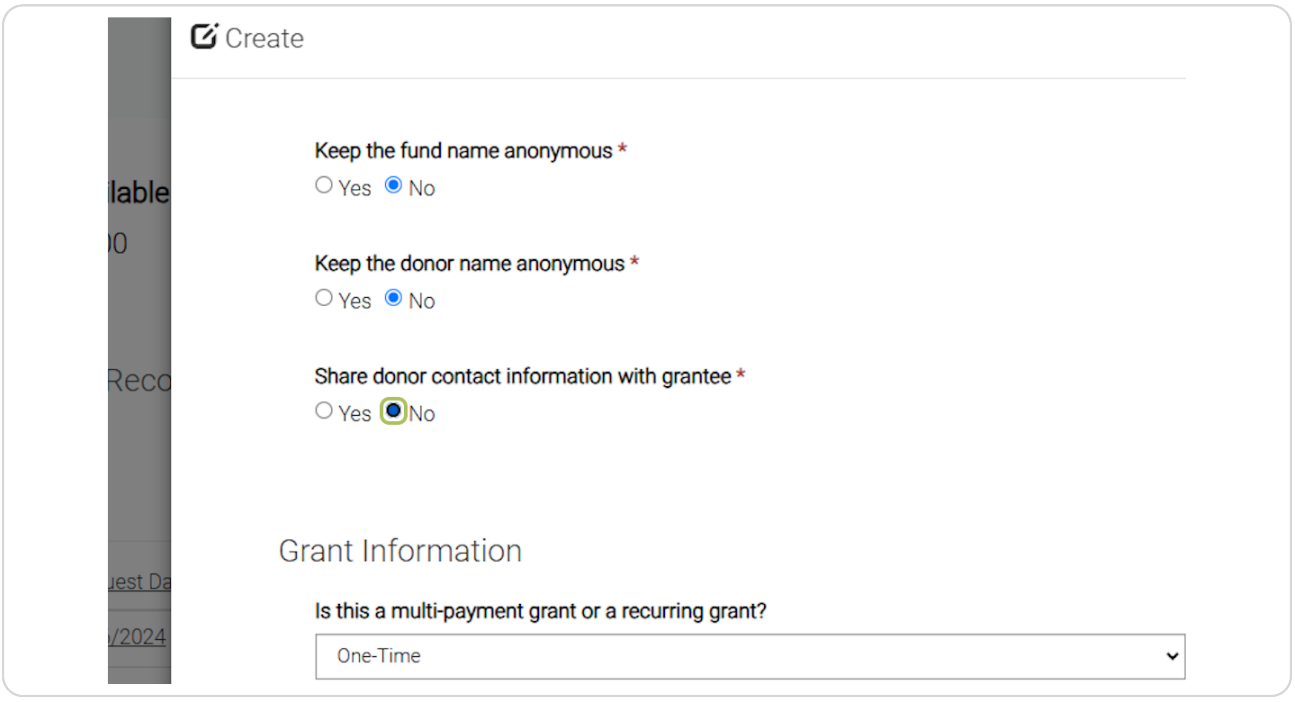
A. Specify your Anonymity Preferences for Fund Name
B. Specify your Anonymity Preferences for Donor Name



STEP 28

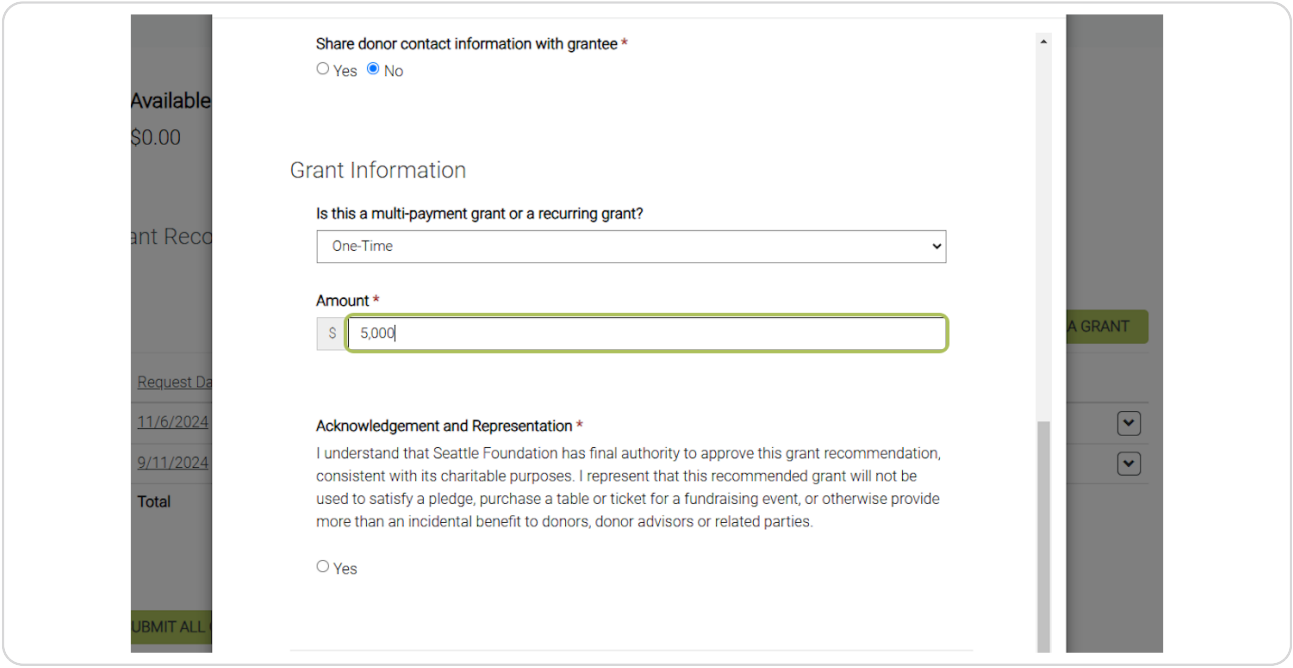
Specify if you would like to share your contact information with the organization grantee

If you press yes, a dropdown menu will appear and you will be asked to provide your preferred contact information (email, phone number or address) with the organization in the grant transmittal letter.



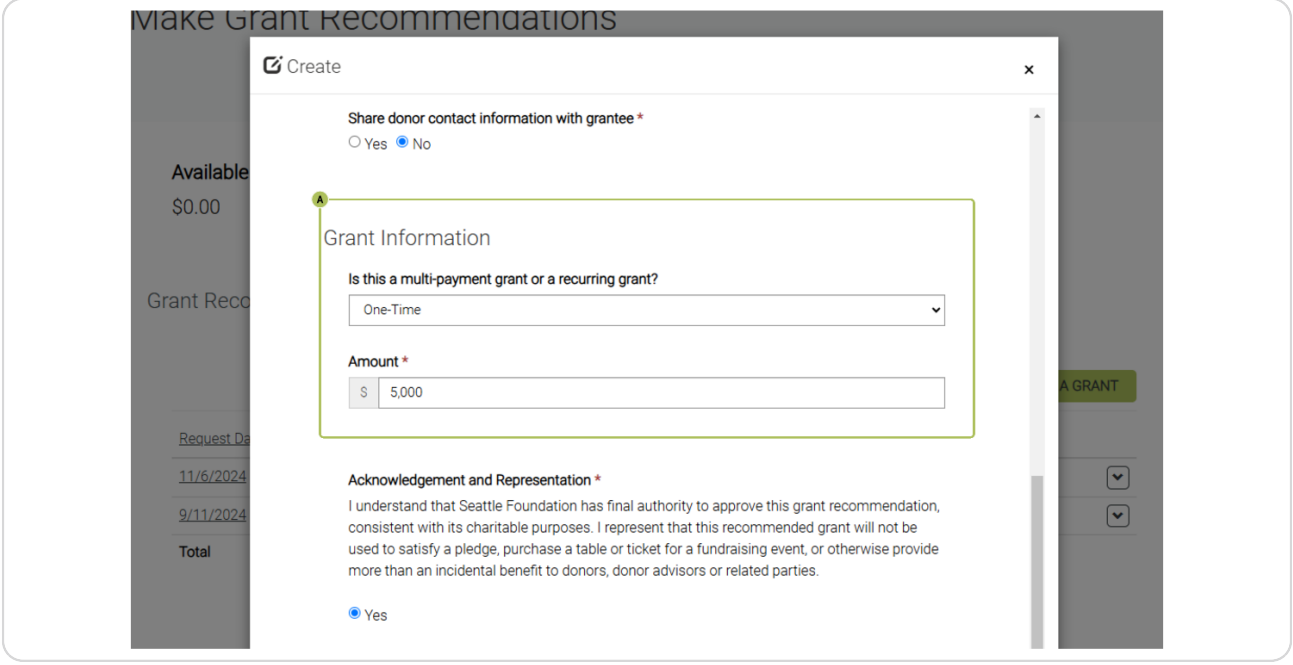
STEP 29

Type Amount



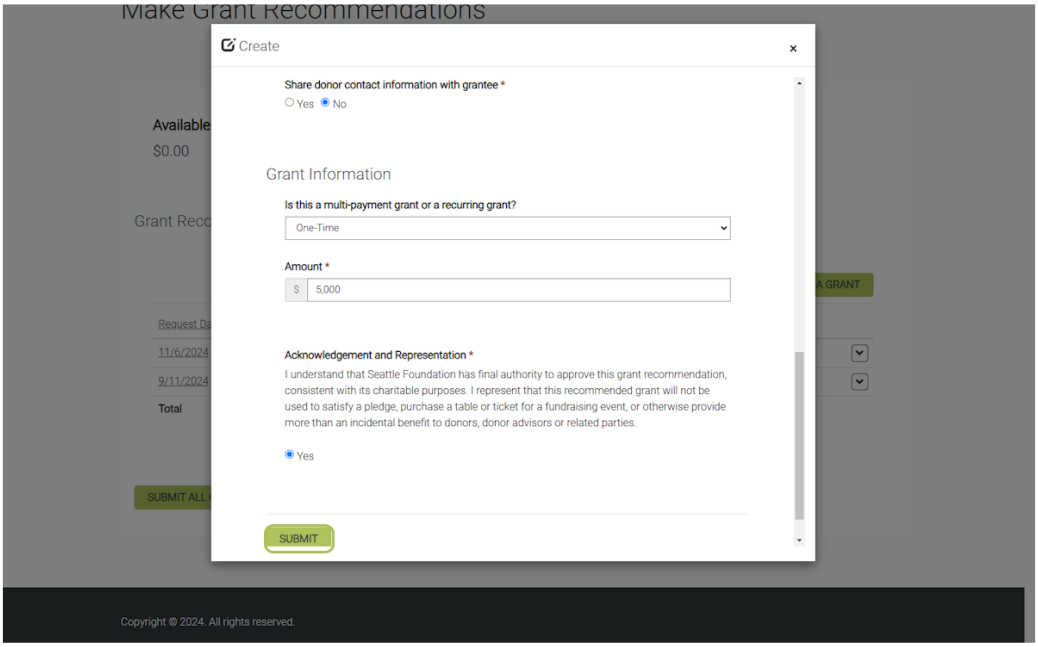
STEP 30

A. Review the grant information



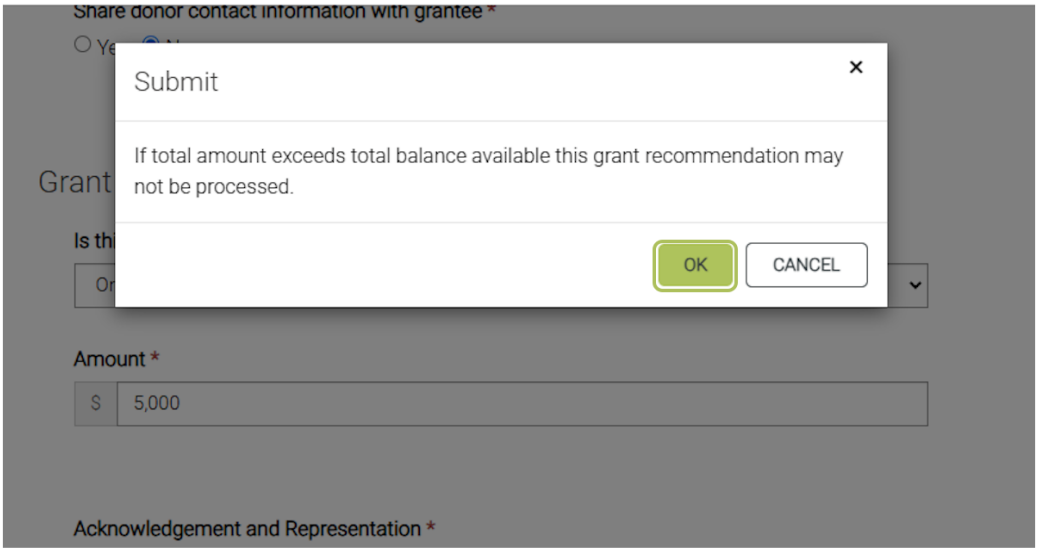
STEP 31

Please acknowledge the statement and Click on Submit



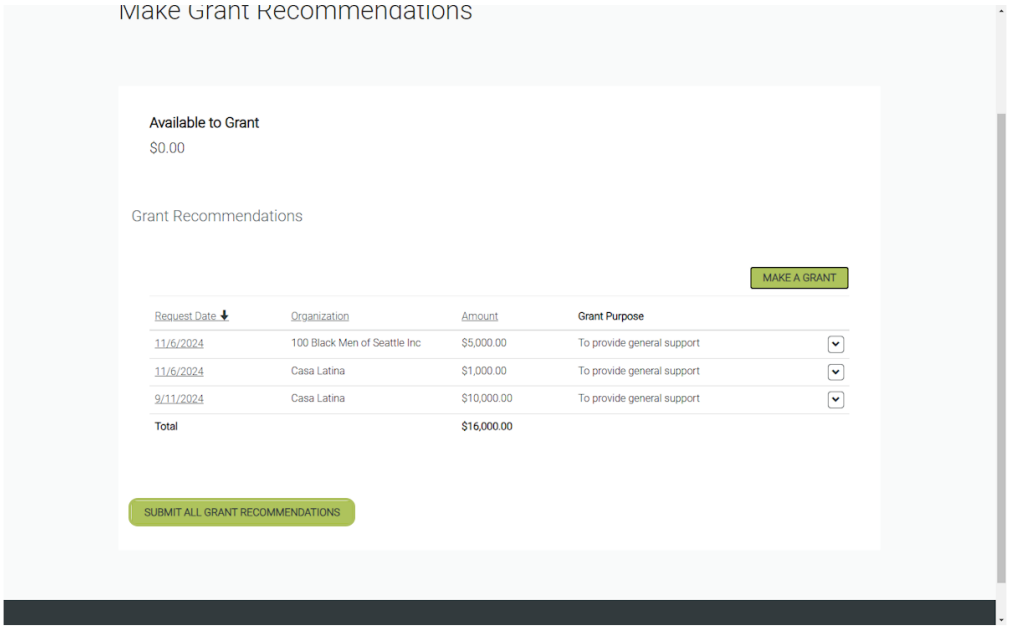
STEP 32

A warning will pop up, Click OK



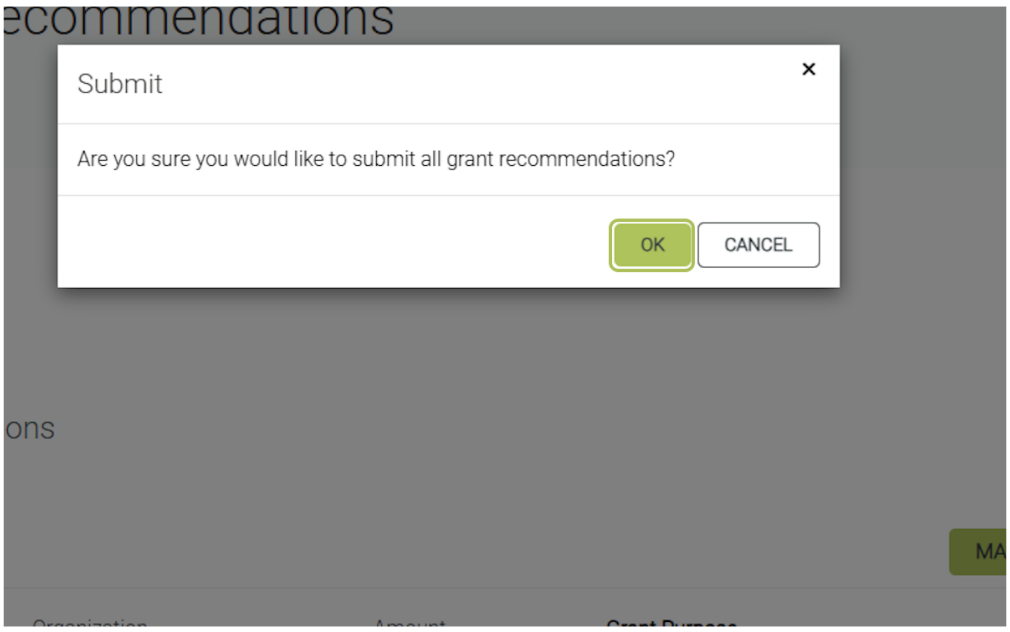
STEP 33

Please review all of your the grant recommendations and Click on Submit All Grant Recommendations



STEP 34

Click on OK



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