

How to Grant from Your Fund

****We recommend you use this guide while on your account for better visibility****

1. Go to ircommunityfoundation.org, scroll to the footer and select My Fund. To log in to My Fund, enter your email and password. If you have trouble logging in, contact us at 772-492-1407. ***If this is your first-time logging in or you forgot your password, click "create or Reset Your Password"***

INDIAN RIVER
COMMUNITY FOUNDATION

Log in

Please enter your email address and password below.

Email

Password

Create or Reset Your Password

Log In

Contact us if you need help logging in:

- 772-492-1407
- donorservices@ircommunityfoundation.org

[FAQ](#) [Contact](#) [Privacy Policy / Terms and Conditions](#)

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2. Enter your email and click "Request Reset." If you're not sure which email is associated with your fund contact us at 772-492-1407.

INDIAN RIVER
COMMUNITY FOUNDATION

Log in

Email

Enter your email address to receive a link to reset your password or create a new password for first-time users.

Request Reset

Contact us if you need help logging in or resetting your password:

- 772-492-1407
- donorservices@ircommunityfoundation.org

[FAQ](#) [Contact](#) [Privacy Policy / Terms and Conditions](#)

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Follow the reset link in your email to reset your password.

Check your email inbox for a reset link. Check your spam or junk folder if the reset link is not in your inbox.

Follow the password criteria, set your password, and log in.

New Password
.....

Repeat Password
.....

security: *secure - good job!*

Please choose a password with a combination of the following:

- Minimum of 12 characters (required)
- Capital Letters (A-Z)
- Lowercase Letters (a-z)
- Numbers (0-9)
- Special Characters (@, #, \$, %, &, *, space, etc.)

Additionally, make sure your password:

- Does not contain common words
- Does not contain any part of your email address
- Is not a password you have used elsewhere
- Avoids using multiple repeating characters

Your password must meet minimum requirements before you can save it.

[Set Password](#)

Your password has been reset.

[Log In Now](#)

3. Select your Fund on the My Fund dashboard. Selecting your Fund will take you to the View Fund Info Tab.

The screenshot shows a user interface for a donor dashboard. At the top, there is a blue navigation bar with 'Home' on the left and 'Hi, Donor' on the right. Below the navigation bar, the main content area is divided into two columns. The left column features a 'Multi-Factor Authentication' section with a blue button labeled 'Enable Multi-Factor Authentication'. The right column is titled 'DASHBOARD' and displays 'Hello, Donor'. Below this, it states 'You have access to the following fund(s). Please select a fund to view fund information.' A list of funds is shown at the bottom, with 'Smith Charitable Fund' highlighted by a green circle.

- From the View Fund Info tab, click “Grants” to fund an organization you have previously supported.

Smith Charitable Fund
 Total Assets: \$14,202.25

View Fund Info | Request a Grant | Contribute to Fund

Overview | Advisors | **Grants** | Requests | Contributions | Statements

Established: March 27, 2017

| | |
|-------------------|-------------|
| YTD Grants | \$18,950.00 |
| YTD Contributions | \$20,000.00 |

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This will bring up a list of your past grants. Your most recent grants are listed first. Use the Show Filter/Sort Options to narrow the list. Find the desired organization and click “Grant Again” to bring up a grant recommendation form. Skip to step 8 to complete the form.

Smith Charitable Fund
 Total Assets: \$14,202.25

View Fund Info | Request a Grant | Contribute to Fund

Overview | Advisors | **Grants** | Requests | Contributions | Statements

The following grants have been processed and have been paid (or are in the final steps of being paid).

Show Filter / Sort Options

| ORGANIZATION | AMOUNT | PAID | |
|--------------------------------|------------|-----------|--------------------|
| ▶ Affordable Housing | \$2,500.00 | 9/1/2020 | Grant Again |
| ▶ Feeding the City | \$500.00 | 8/15/2020 | Grant Again |
| ▶ Healthy Community League | \$3,000.00 | 8/15/2020 | Grant Again |
| ▶ Human to Human International | \$100.00 | 7/1/2020 | Grant Again |
| ▶ Blood Donation Center | \$50.00 | 6/24/2020 | Grant Again |
| ▶ Regional Community Outreach | \$350.00 | 6/24/2020 | Grant Again |
| ▶ Children's Museum Foundation | \$1,000.00 | 5/12/2020 | Grant Again |
| ▶ Workforce Development Fund | \$1,500.00 | 5/12/2020 | Grant Again |
| ▶ Central Food Pantry | \$750.00 | 4/30/2020 | Grant Again |

- If you would like to make a grant to an organization you have not previously supported, click "Request a Grant."

The screenshot shows the 'Smith Charitable Fund' page. At the top, there is a blue navigation bar with 'Home' on the left and 'Hi, Donor' on the right. Below this, the page title is 'FUND DETAIL'. The main content area features the fund name 'Smith Charitable Fund' and 'Total Assets: \$14,202.25'. A horizontal menu contains three buttons: 'View Fund Info', 'Request a Grant' (circled in green), and 'Contribute to Fund'. Below this menu is a secondary navigation bar with tabs for 'Overview', 'Advisors', 'Grants', 'Requests', 'Contributions', and 'Statements'. The 'Overview' tab is active, showing 'Established: March 27, 2017' and a table with two rows: 'YTD Grants' with a value of '\$18,950.00' and 'YTD Contributions' with a value of '\$20,000.00'. At the bottom of the page, there are links for 'FAQ', 'Contact', 'Privacy Policy', and 'Terms of Services', along with a copyright notice '© 2020 Greater Horizons'.

Type the name of the organization you wish to support in the search bar. The search results will appear as you type.

This screenshot shows the 'Smith Charitable Fund' page with the 'Request a Grant' button selected. The 'Grant Request' section is active, displaying a search bar with the text 'teach for america' (circled in green). Below the search bar, a grid of search results is shown for 'Teach for America' in various locations. Each result includes the organization name, address, and tax ID. The results are as follows:

| | | |
|--|--|---|
| Teach for America - Buffalo 345 W Ferry Street Buffalo, NY, 14213 Tax ID: 13-3541913 (Primary Location) | Teach for America - Colorado 1391 Speer Boulevard, Ste. 710 Denver, CO, 80204 Tax ID: 13-3541913 (Primary Location) | Teach for America - Los Angeles PO Box 398583 San Francisco, CA, 94139 Tax ID: 13-3541913 (Primary Location) |
| Teach for America - South Louisiana 501 Government Street, Suite 100 Baton Rouge, LA, 70806 Tax ID: 13-3541913 | Teach for America - Dallas/Fort Worth 600 N Pearl Street, Suite 2300 Dallas, TX, 75201 Tax ID: 13-3541913 | Teach For America-Kansas City 2000 Baltimore Avenue, Suite 300 Kansas City, MO, 64108 Tax ID: 13-3541913 |

The location may be added to the search to narrow down results and select the organization.

Smith Charitable Fund
Total Assets: **\$14,202.25**

View Fund Info Request a Grant Contribute to Fund

Grant Request

Search for an organization.
If you cannot locate the desired recipient, you may [enter your grant request manually.](#)

teach for america kansas city

Teach For America-Kansas City
2000 Baltimore Avenue, Suite 300
Kansas City, MO, 64108
Tax ID: 13-3541913
(Primary Location)

6. If your search did not yield any results, click on “enter the request manually.”

Smith Charitable Fund
Total Assets: **\$14,202.25**

View Fund Info Request a Grant Contribute to Fund

Grant Request

Search for an organization.
If you cannot locate the desired recipient, you may [enter your grant request manually.](#)

teach for america kansas city

Teach For America-Kansas City
2000 Baltimore Avenue, Suite 300
Kansas City, MO, 64108
Tax ID: 13-3541913
(Primary Location)

7. Complete the amount, purpose of the grant (if any), any special instructions for our staff, a desired frequency of this grant (if any), uncheck the box if you want to grant anonymously, select your delivery option, agree to the terms, and click submit to complete the request.

View Fund Info **Request a Grant** Contribute to Fund

Grant Request

Teach For America-Kansas City ×

2000 Baltimore Avenue, Suite 300
 Kansas City, MO, 64108
 Tax ID: 13-3541913
 (Primary Location)

Grant Amount
 \$ 100

Purpose
 Unrestricted/General Operating Support

This information will appear on the grant as typed. For additional information on the types of grants the IRS allows, review our Grant Guidelines in the FAQ.

Instructions

Special processing instructions; this information will not appear on the grant.

Schedule

| | |
|-----------|---|
| Frequency | Date |
| Once | As soon as possible. Edit |

Privacy

Include the name of my fund on the grant. (Uncheck this option if you want to grant anonymously.)

Delivery

Send the grant directly to the organization.

Attention:

Additional Email Recipients

You will receive an email receipt of this request. Would you like to email a receipt of this request to other people? Separate multiple emails with a comma.

I agree to the following:

To keep the IRS happy, in relation to this grant, I agree that every penny of this grant will be used for a charitable purpose, and neither I nor anyone I know will receive anything more than a coffee mug or any other incidental benefit in return.

[Submit](#)

8. You have submitted your grant request.

Smith Charitable Fund

Total Assets: **\$14,202.25**

View Fund Info **Request a Grant** Contribute to Fund

✔ **Thank you. We have received your grant request.**

We review each grant suggestion upon receipt and issue grants as soon as possible.

In some cases, we may need to contact you and/or the suggested grant recipient for additional information.

If you need to make any changes to the grant you submitted, please contact us at donorservices@ircommunityfoundation.org

[View All Grant Requests](#)