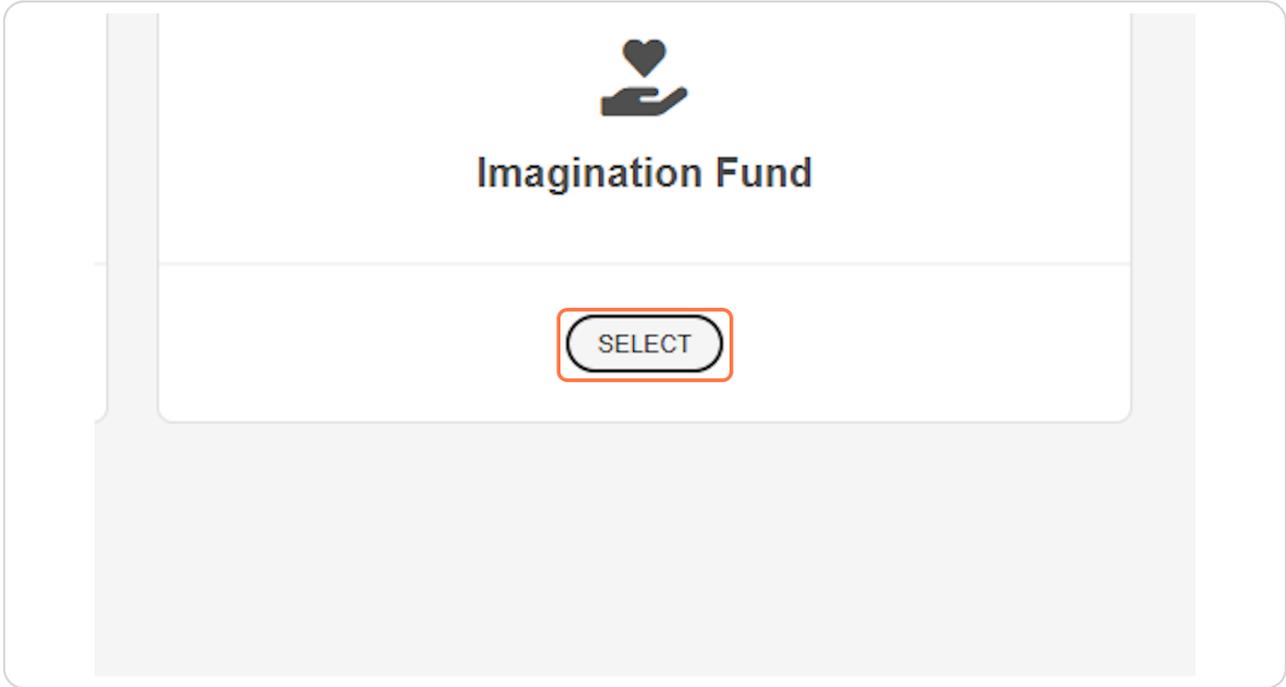


**# Access the fundholder portal here:
<http://rcfdenver.fcsuite.com/erp/portal>**

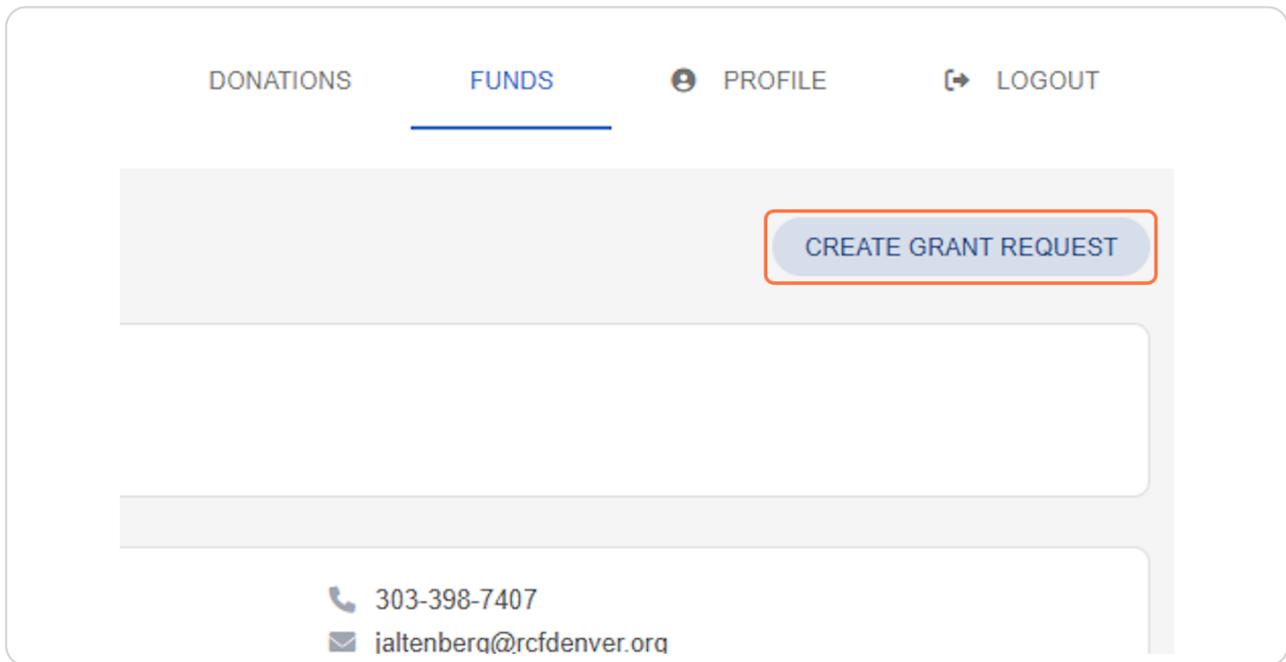
STEP 1

Select your fund. If you are an advisor on multiple funds, they will all be listed here.



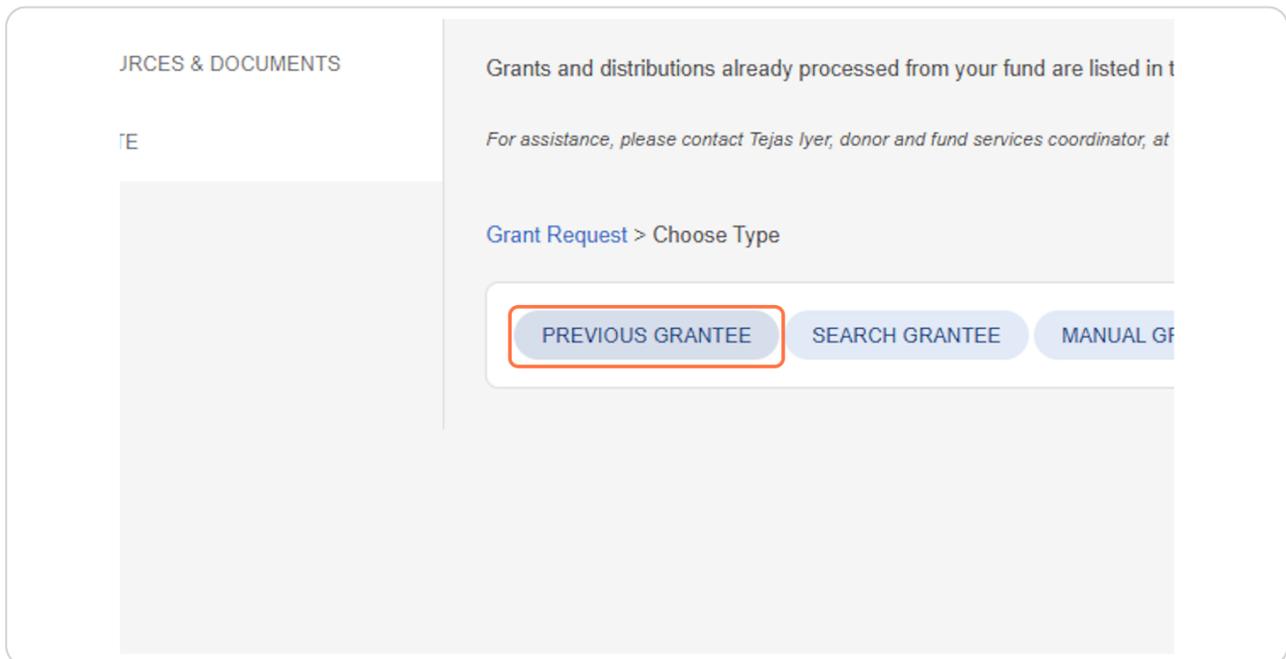
STEP 2

Click on CREATE GRANT REQUEST



STEP 3

For grants to internal RCF funds (e.g. Newcomers Fund) or projects, Click on PREVIOUS GRANTEE



STEP 4

Click on **Other foundation funds** and select the appropriate fund

Grant Request > Choose Type > Search

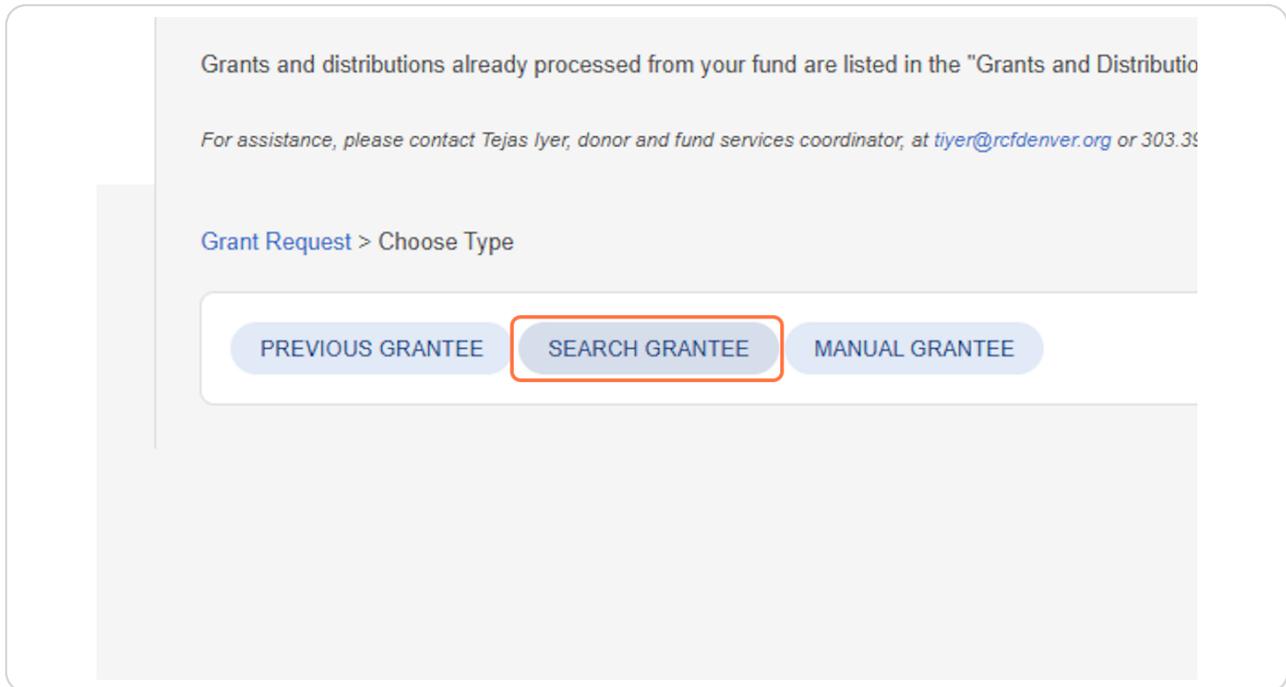
Choose from previous Grantees or Funds

Other foundation funds

[Empty dropdown menu]

STEP 5

For grants to an external organization, click on SEARCH GRANTEE. If you have previously made a grant to an organization, it will appear under PREVIOUS GRANTEE.



STEP 6

Search for the organization. Only the name is required to search. City, State, and EIN are optional. You can now also search by EIN only.

Grant Request

Grants Paid

Grants Received

Grants & Documents

Home

Agency Endowed and Designated Funds

To request a distribution, use the "Previous Grantee" button located at the bottom of this page to select your organization. If you do not see your organization, enter the distribution request amount and attach the signed Distribution Request Form, which you can download on the Documents tab. The Distribution Request Form must be signed by the executive director of the organization. A distribution that would take an endowed fund's balance below Historic Dollar Value must additionally be approved by the Board of Directors.

To pay our partners quickly and efficiently, Rose Community Foundation prefers to transmit funds via ACH. The instructions for enrollment can be found [here](#).

Grants and distributions already processed from your fund are listed in the "Grants and Distributions" tab of the portal.

For assistance, please contact Tejas Iyer, donor and fund services coordinator, at tyer@rcfdenver.org or 303.398.7459. You can also find answers to frequently asked questions [here](#).

[Grant Request](#) > [Choose Type](#) > [Search](#)

Search for Grantees

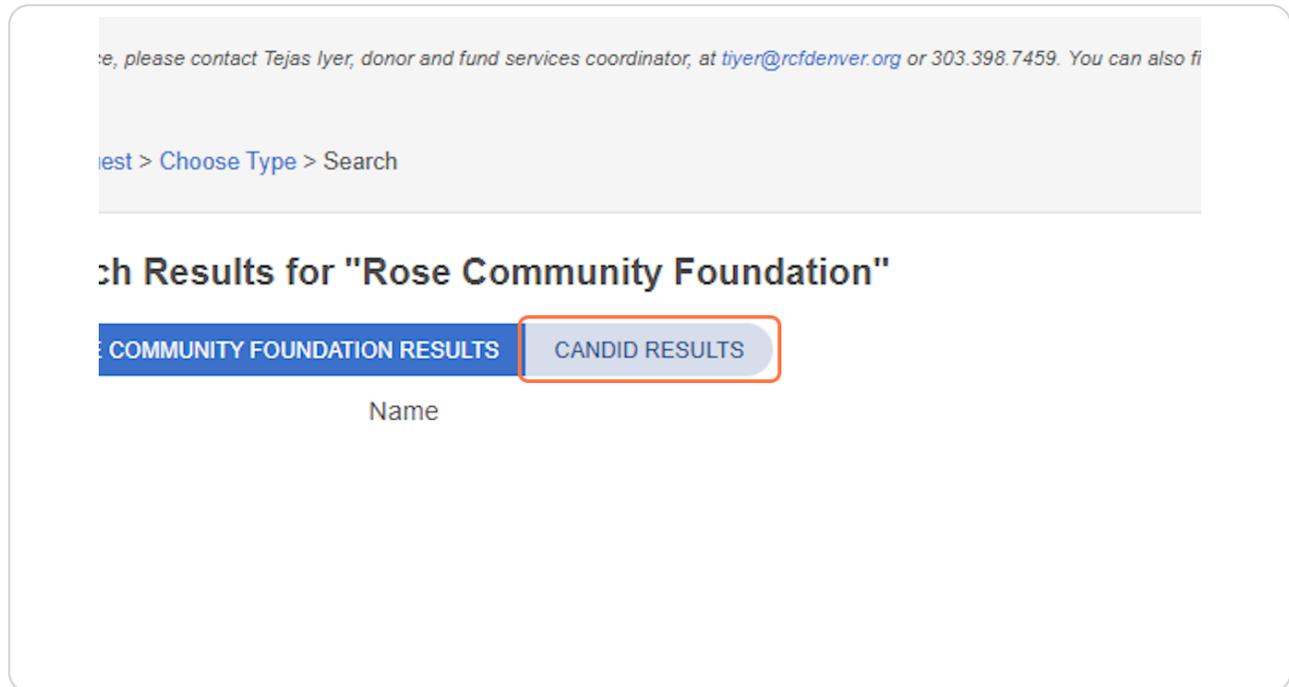
Grantee Name

City State

EIN

STEP 7

The search defaults to Rose Community Foundation results. If the organization you are looking for does not show up initially, click the Candid Results to search the national Candid nonprofit database.

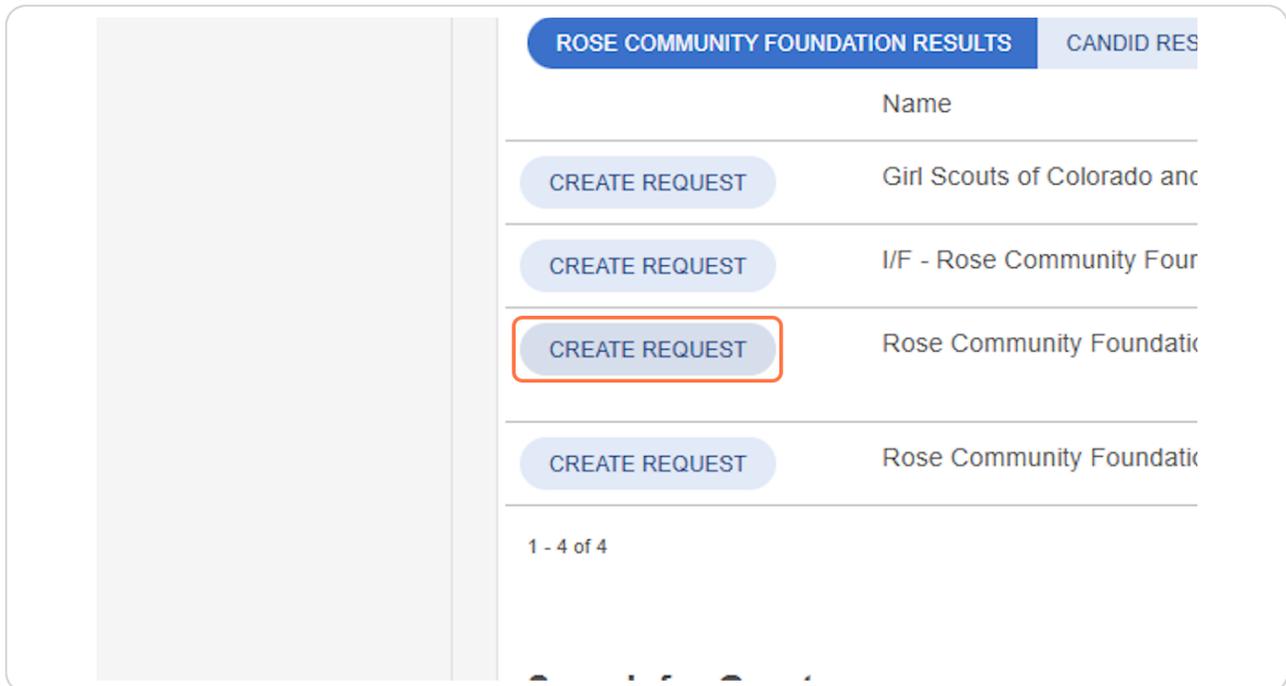


The screenshot shows a search interface. At the top, there is a grey box containing the text: "e, please contact Tejas Iyer, donor and fund services coordinator, at tiyer@rcfdenver.org or 303.398.7459. You can also fi". Below this is a breadcrumb trail: "est > Choose Type > Search". The main heading is "Search Results for 'Rose Community Foundation'". Below the heading are two buttons: "COMMUNITY FOUNDATION RESULTS" (highlighted in blue) and "CANDID RESULTS" (highlighted with an orange border). Below the buttons is a table header with the word "Name".

If the organization you are looking for still does not appear, please use the MANUAL GRANTEE option.

STEP 8

After finding the organization, click on **CREATE REQUEST**



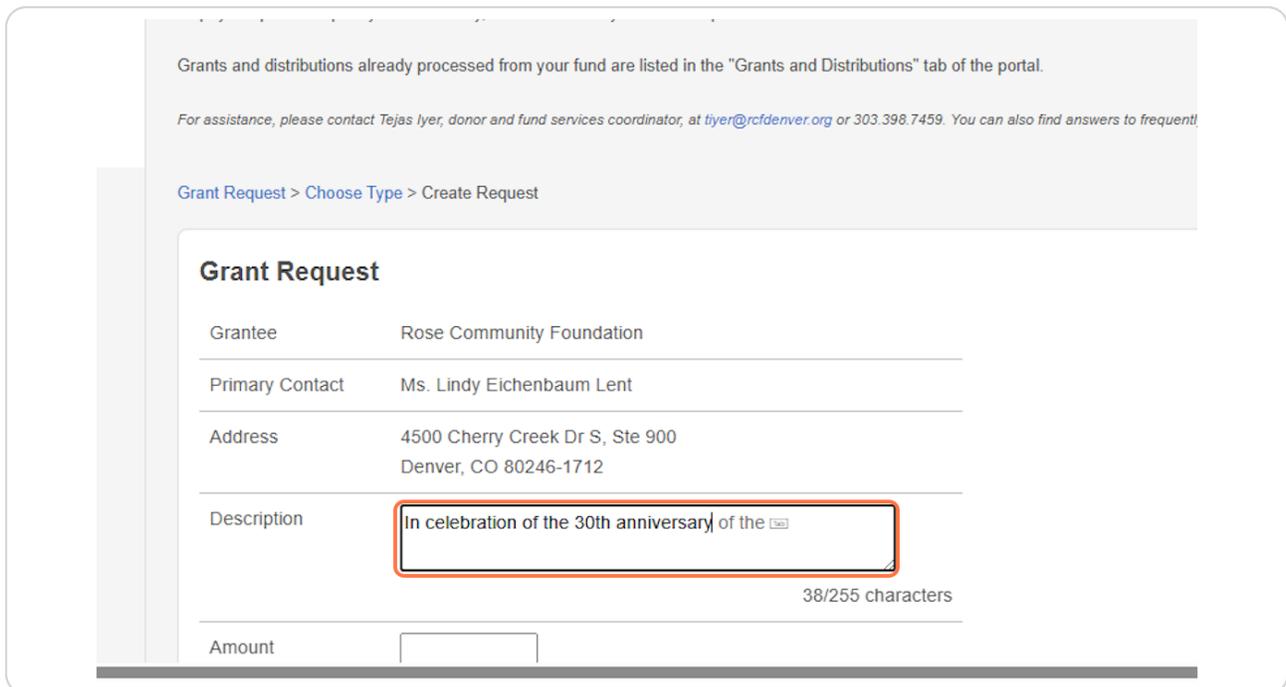
The screenshot displays a search interface with two tabs: "ROSE COMMUNITY FOUNDATION RESULTS" (active) and "CANDID RES". Below the tabs is a table with a "Name" header. The table contains four rows, each with a "CREATE REQUEST" button and a name. The third row's button is highlighted with a red border. Below the table, it shows "1 - 4 of 4" results.

Name
Girl Scouts of Colorado and
I/F - Rose Community Four
Rose Community Foundati
Rose Community Foundati

1 - 4 of 4

STEP 9

Enter the grant purpose in the description box. For unrestricted donations, enter "general operating support." If the grant is restricted for a specific fund or program, enter that here.



Grants and distributions already processed from your fund are listed in the "Grants and Distributions" tab of the portal.

For assistance, please contact Tejas Iyer, donor and fund services coordinator, at tiyer@rcfdenver.org or 303.398.7459. You can also find answers to frequent!

[Grant Request](#) > [Choose Type](#) > Create Request

Grant Request

Grantee	Rose Community Foundation
Primary Contact	Ms. Lindy Eichenbaum Lent
Address	4500 Cherry Creek Dr S, Ste 900 Denver, CO 80246-1712
Description	<input type="text" value="In celebration of the 30th anniversary of the [REDACTED]"/>
Amount	<input type="text"/>

38/255 characters

If you have an additional note, message for the organization, or other instructions for the grant, please use the "Special Instructions" box.

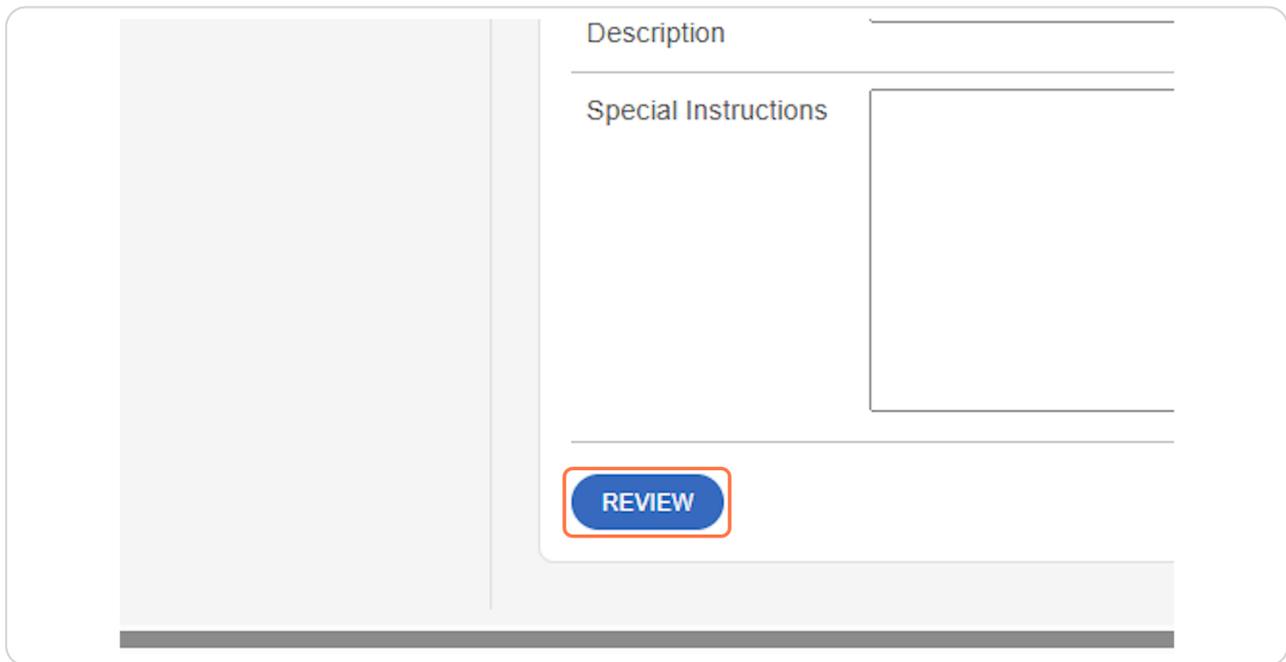
STEP 10

Enter the grant amount. \$250 is the minimum for a DAF request. Do not use dollar signs (\$). For Anonymous or Recurring grants, click those checkboxes.

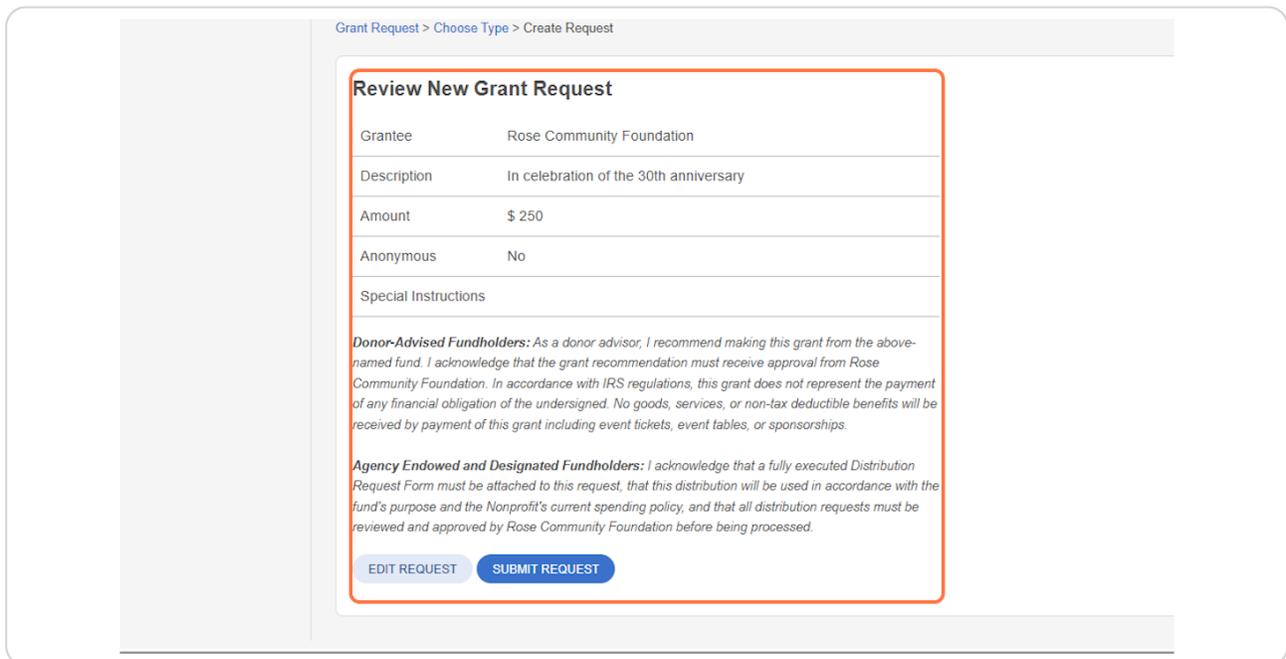
Primary Contact	Ms. Lindy Eichenbaum Lent
Address	4500 Cherry Creek Dr S, Ste 900 Denver, CO 80246-1712
Description	In celebration of the 30th anniversary
	38/2
Amount	250
Anonymous	<input type="checkbox"/>
Recurring	<input type="checkbox"/>

STEP 11

Click on Review to ensure details are correct



A screenshot of a web form. On the right side, there are two text input fields. The top one is labeled "Description" and the bottom one is labeled "Special Instructions". Below these fields, a blue button with the word "REVIEW" in white capital letters is highlighted with a red rectangular border. The rest of the form area is empty.



A screenshot of a web form titled "Review New Grant Request". The breadcrumb trail at the top reads "Grant Request > Choose Type > Create Request". The form contains the following fields:

Grantee	Rose Community Foundation
Description	In celebration of the 30th anniversary
Amount	\$ 250
Anonymous	No
Special Instructions	

Below the form fields, there are two paragraphs of text:

Donor-Advised Fundholders: As a donor advisor, I recommend making this grant from the above-named fund. I acknowledge that the grant recommendation must receive approval from Rose Community Foundation. In accordance with IRS regulations, this grant does not represent the payment of any financial obligation of the undersigned. No goods, services, or non-tax deductible benefits will be received by payment of this grant including event tickets, event tables, or sponsorships.

Agency Endowed and Designated Fundholders: I acknowledge that a fully executed Distribution Request Form must be attached to this request, that this distribution will be used in accordance with the fund's purpose and the Nonprofit's current spending policy, and that all distribution requests must be reviewed and approved by Rose Community Foundation before being processed.

At the bottom of the form, there are two buttons: "EDIT REQUEST" and "SUBMIT REQUEST". The "SUBMIT REQUEST" button is highlighted with a red border.

STEP 12

Click on Submit Request

Special instructions

***Donor-Advised Fundholders:** As a donor advisor, I recommend making this grant from named fund. I acknowledge that the grant recommendation must receive approval from Community Foundation. In accordance with IRS regulations, this grant does not represent any financial obligation of the undersigned. No goods, services, or non-tax deductible received by payment of this grant including event tickets, event tables, or sponsorships.*

***Agency Endowed and Designated Fundholders:** I acknowledge that a fully executed Request Form must be attached to this request, that this distribution will be used in accordance with the fund's purpose and the Nonprofit's current spending policy, and that all distribution requests must be reviewed and approved by Rose Community Foundation before being processed.*

[EDIT REQUEST](#) [SUBMIT REQUEST](#)

Questions

For any other questions, please reach out to:
Tejas Iyer, donor and fund services coordinator
Tiyer@rcfdenver.org
303.398.7459