http://rcfdenver.fcsuite.com/erp/portal
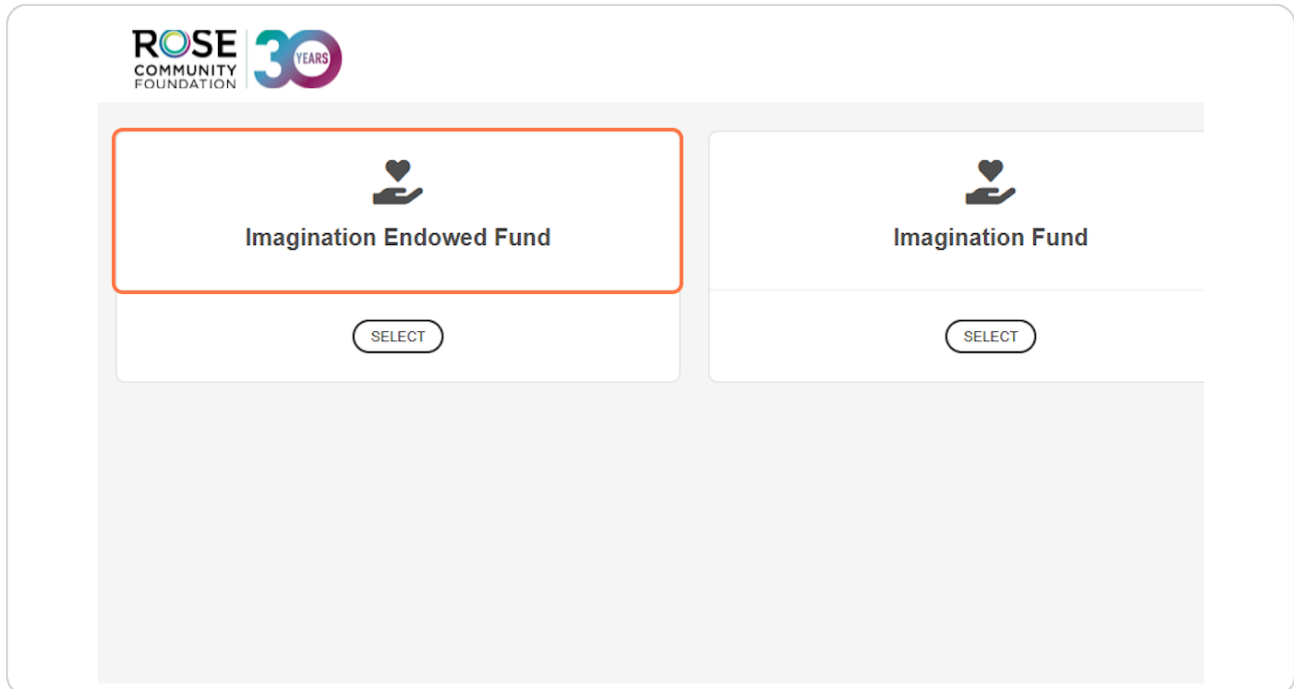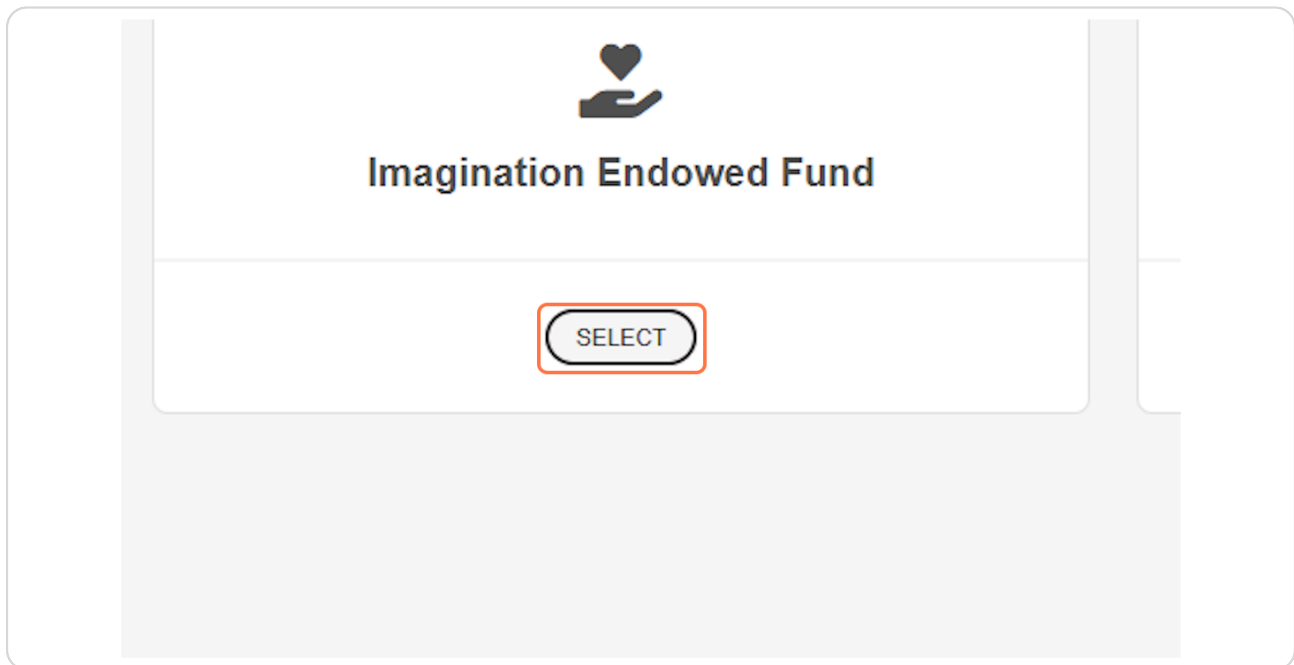

STEP 1

Find relevant fund (if your organization has multiple funds with Rose Community Foundation, they will all be listed on the home screen after logging in)
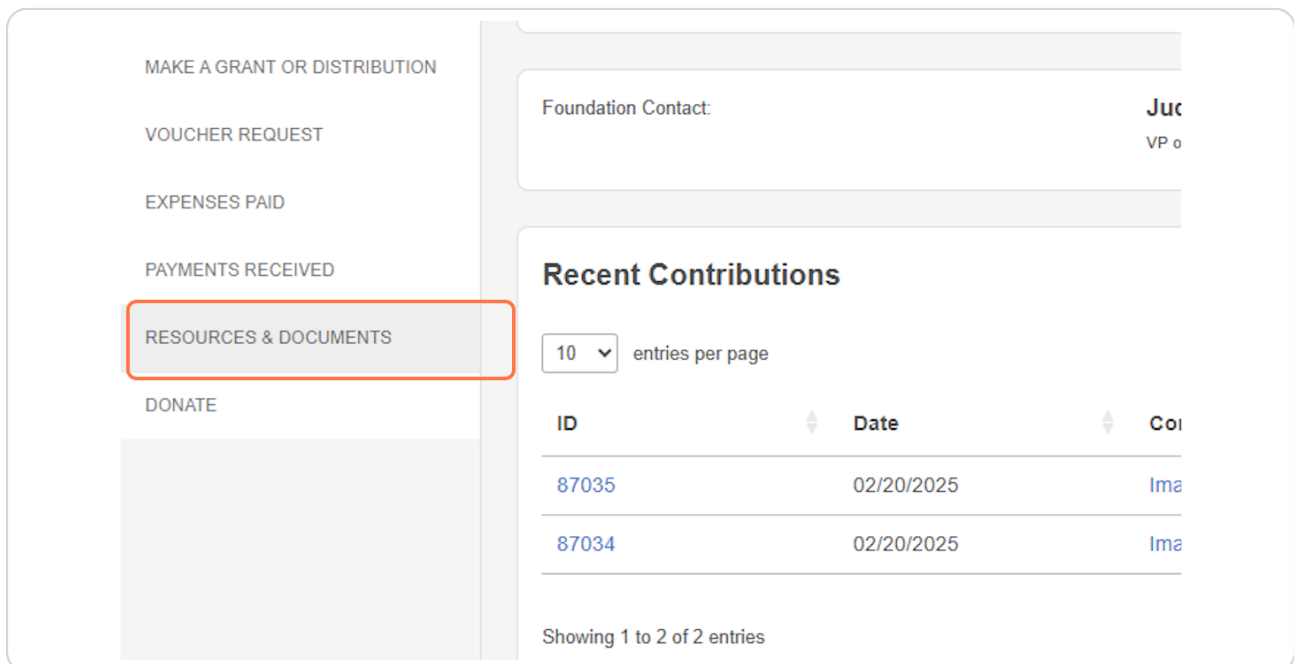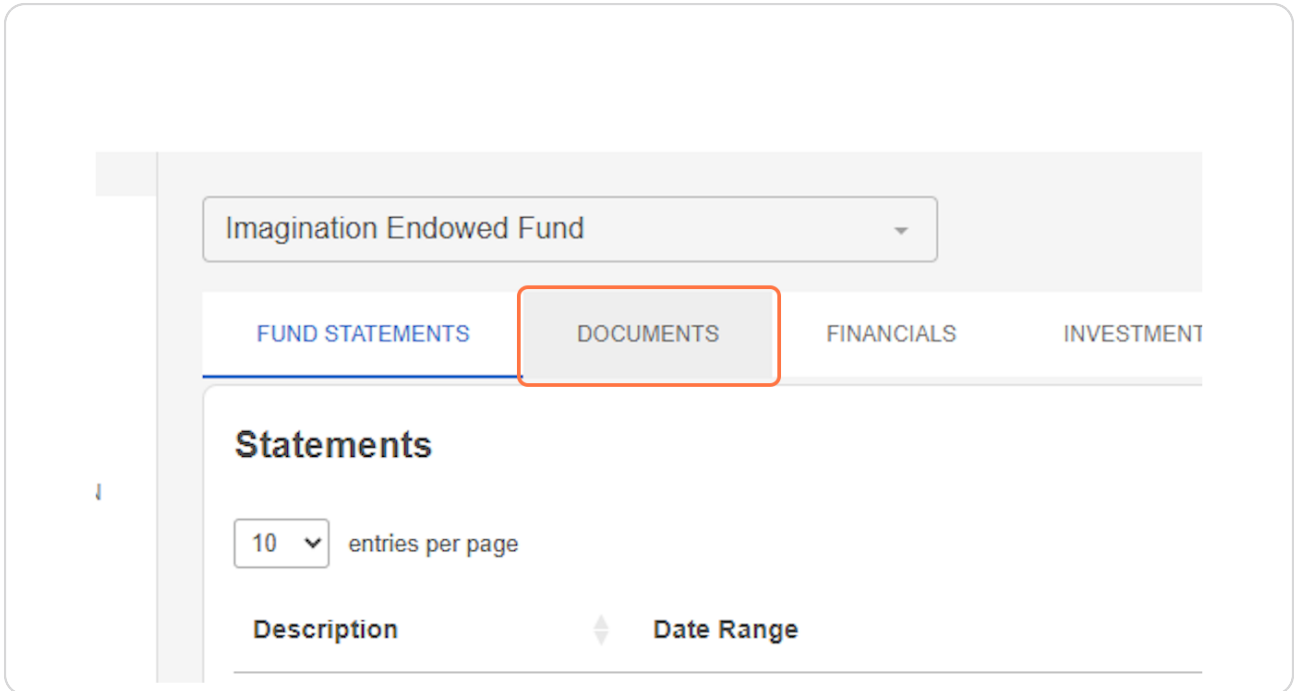
STEP 2

Choose fund, click SELECT

STEP 3

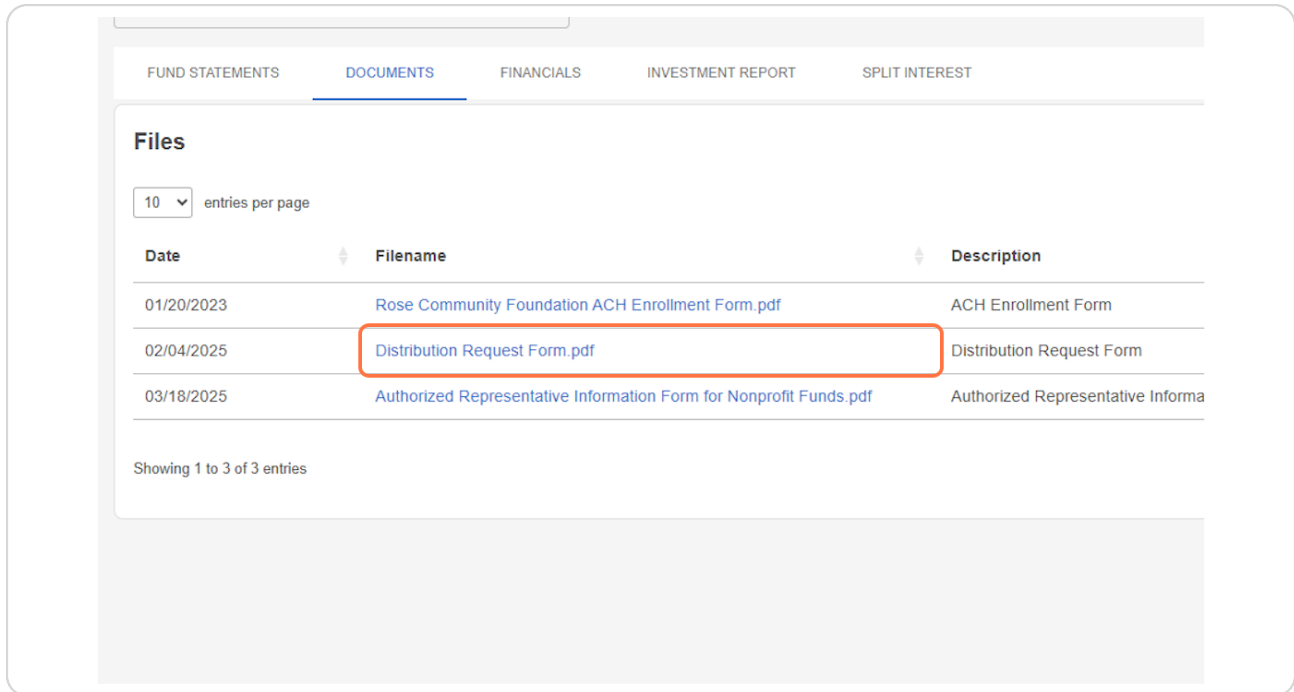## <u>Click on RESOURCES & DOCUMENTS to access the Distribution Request form</u>

Click on DOCUMENTS

Click on Distribution Request Form.pdf Download form and fill out necessary information, including signatures where required.

| | FUND STATEMENTS | DOCUMENTS | FINANCIALS | INVESTMENT REPORT | SPLIT INTEREST |

Files

10 ▾ entries per page

Date	Filename		Description
01/20/2023	Rose Community Foundation ACH Enrollment Form.pdf		ACH Enrollment Form
02/04/2025	Distribution Request Form.pdf		Distribution Request Form
03/18/2025	Authorized Representative Information Form for Nonprofit Funds.pdf		Authorized Representative Informa

Showing 1 to 3 of 3 entries

All distributions MUST be approved and signed by the Primary Fund Advisor to process the request.

ROSE COMMUNITY FOUNDATION

Distribution Request Form
- ☐ Nonprofit Endowed Fund
- ☐ Nonprofit Designated Fund

We request that Rose Community Foundation make a distribution from the following fund(s). *If requesting distributions from more than one fund, please separate fund names with commas.*

From *(Fund(s) name):* _____

_____

To *(Organization name):* _____

Amounts: _____

By signing this form, I/we acknowledge that this distribution will be used in accordance with the fund's purpose and the Nonprofit's current spending policy. I/we acknowledge that the request must be reviewed and approved by Rose Community Foundation before being processed.

Instructions: to sign, use the Adobe Fill & Sign feature or print the form, sign manually, and scan. Request your distribution via the Fundholder Portal (rcfdenver.org/login) by clicking on the "Make a Grant or Distribution" tab. Upload this document as an attachment for each distribution you are requesting.

ACH Enrollment: To pay our partners quickly and efficiently, Rose Community Foundation prefers to transmit funds via ACH. The instructions for ACH enrollment can be found on the Documents tab of the Fundholder Portal.

Executive Director/CEO
_____
Print Name

_____ _____
Signature   Date

Board Chair *(Only required if nonprofit endowed fund balance is going below Historic Dollar Value)*
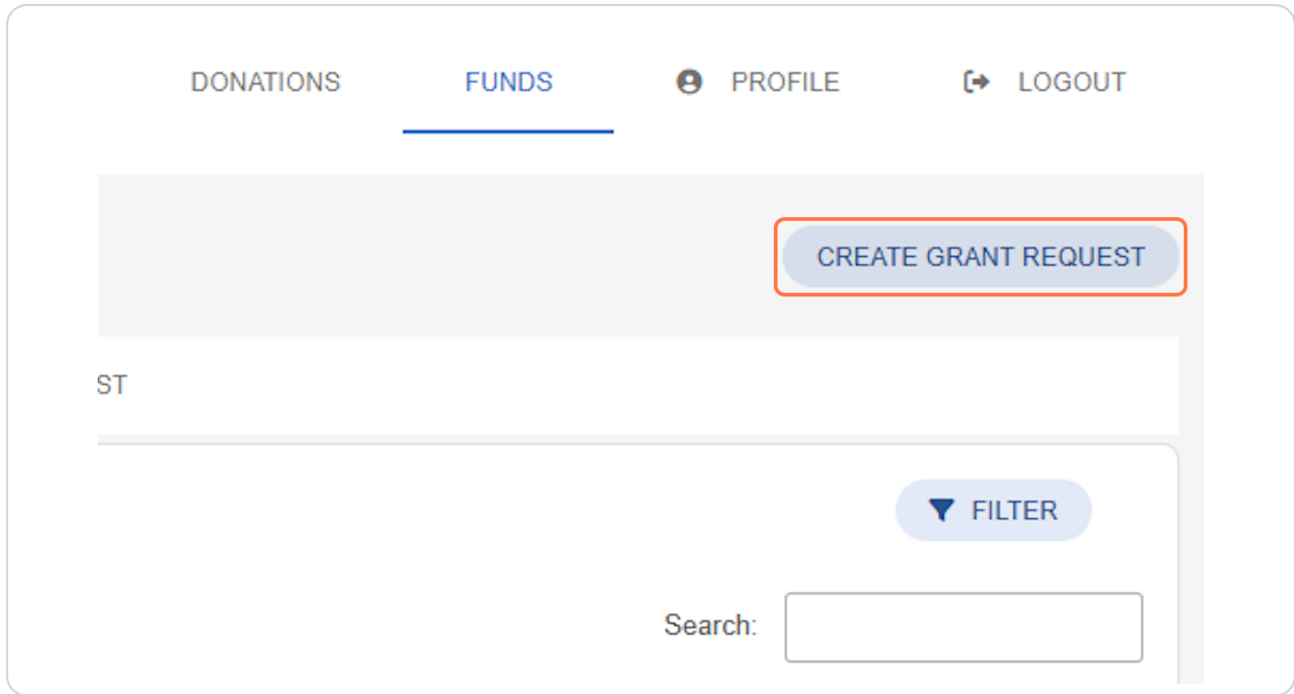_____
Print Name

_____ _____
Signature   Date

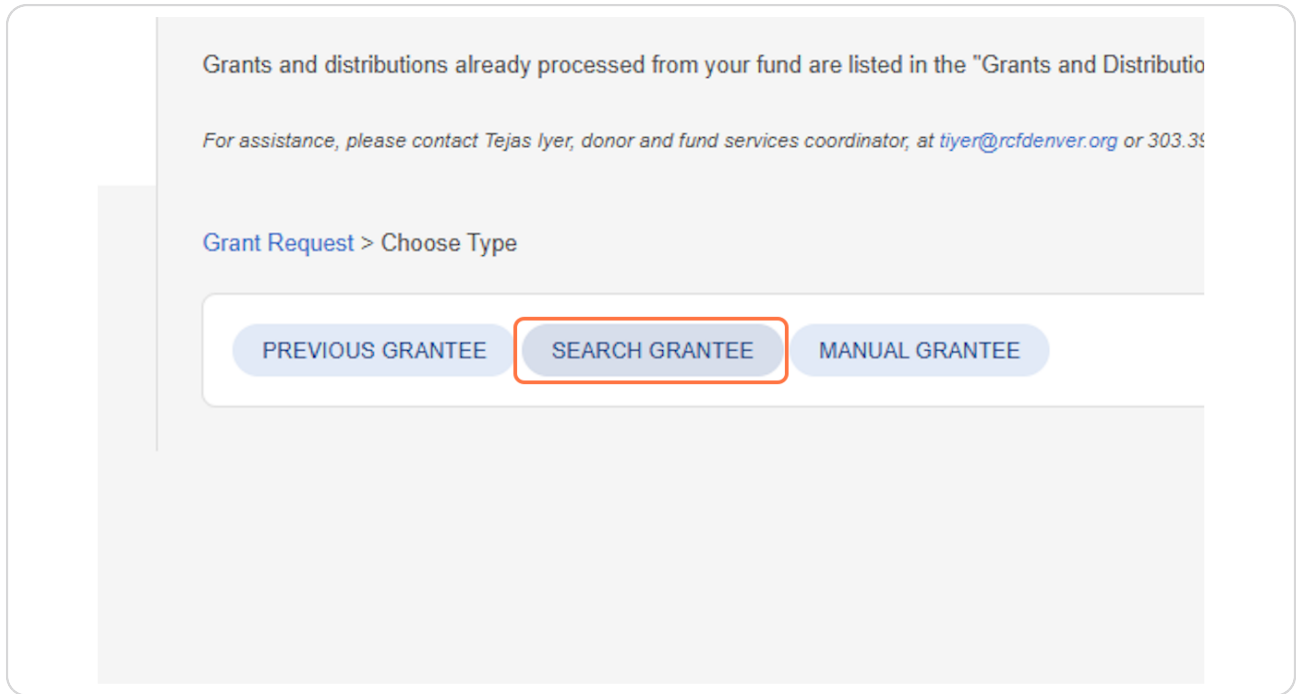**After downloading and completing the form, click on CREATE GRANT REQUEST to create the Distribution request in the portal**

DONATIONS   FUNDS   PROFILE   LOGOUT

CREATE GRANT REQUEST

ST

FILTER

Search:

Select your organization from "Previous Grantee" or search for it if it does not appear under Previous Grantee

Grants and distributions already processed from your fund are listed in the "Grants and Distributio

For assistance, please contact Tejas Iyer, donor and fund services coordinator, at tiyer@rcfdenver.org or 303.39

Grant Request > Choose Type

PREVIOUS GRANTEE   SEARCH GRANTEE   MANUAL GRANTEE

Only an organization name is required for the search. Searching by EIN is optional.

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 orga
Enter the distribution request amount and attach the signed Distribution Request Form, which you can download on the Documents tab. The Distribut
generally the nonprofit's executive director. A distribution that would take an endowed fund's balance below Historic Dollar Value must additionally be

To pay our partners quickly and efficiently, Rose Community Foundation prefers to transmit funds via ACH. The instructions for enrollment can be four

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 frequently asked que

Grant Request > Choose Type > Search
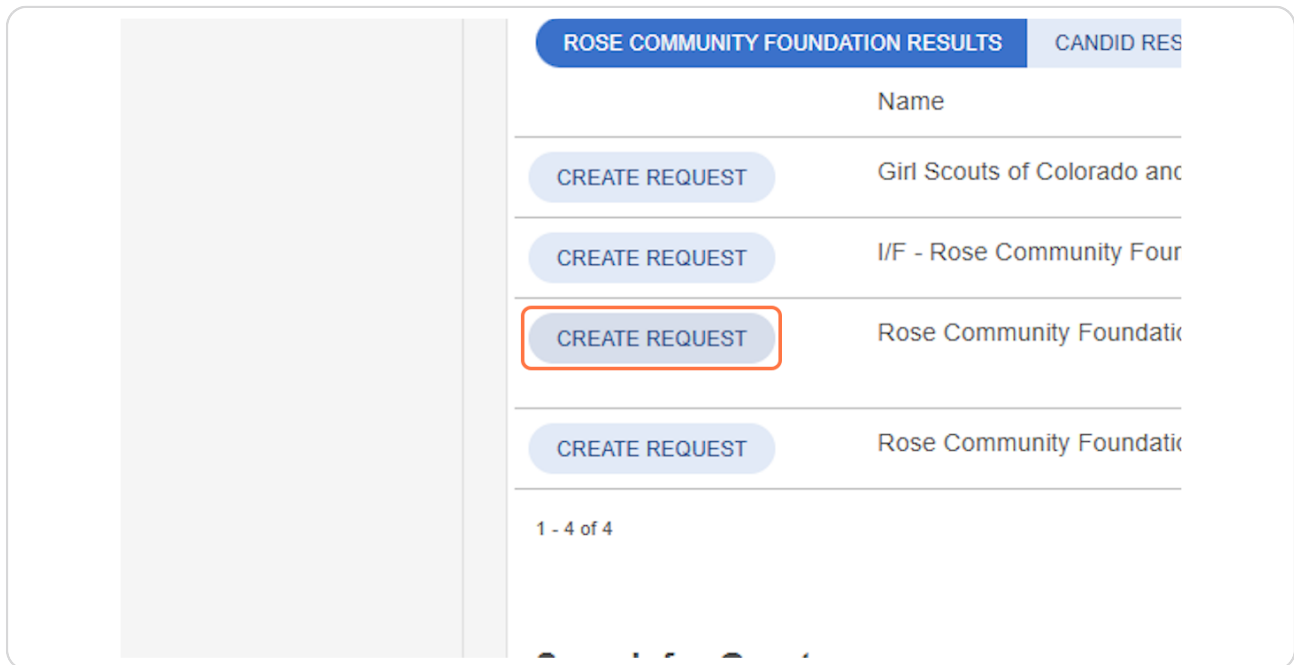
Search for Grantees

Grantee Name
Rose Community Foundation

City

State

EIN

SEARCH

STEP 10

After finding your organization on the list, click on CREATE REQUEST
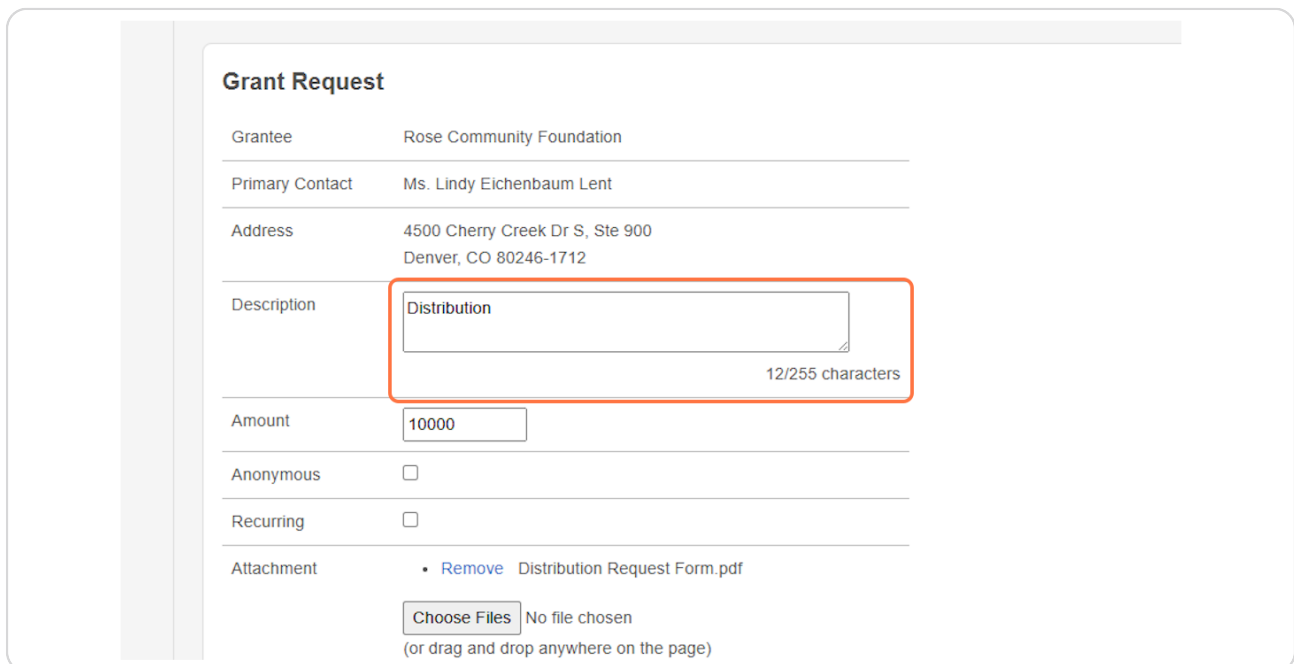
STEP 11

Type "Distribution" in the description, or other details if necessary.

Type the amount requested for distribution

Address	4500 Cherry Creek Dr S, Ste 900
	Denver, CO 80246-1712

Description	
	0/2

Amount	1000

Anonymous	☐

Recurring	☐

Attachment	Choose Files No file chosen
	(or drag and drop anywhere on the page)
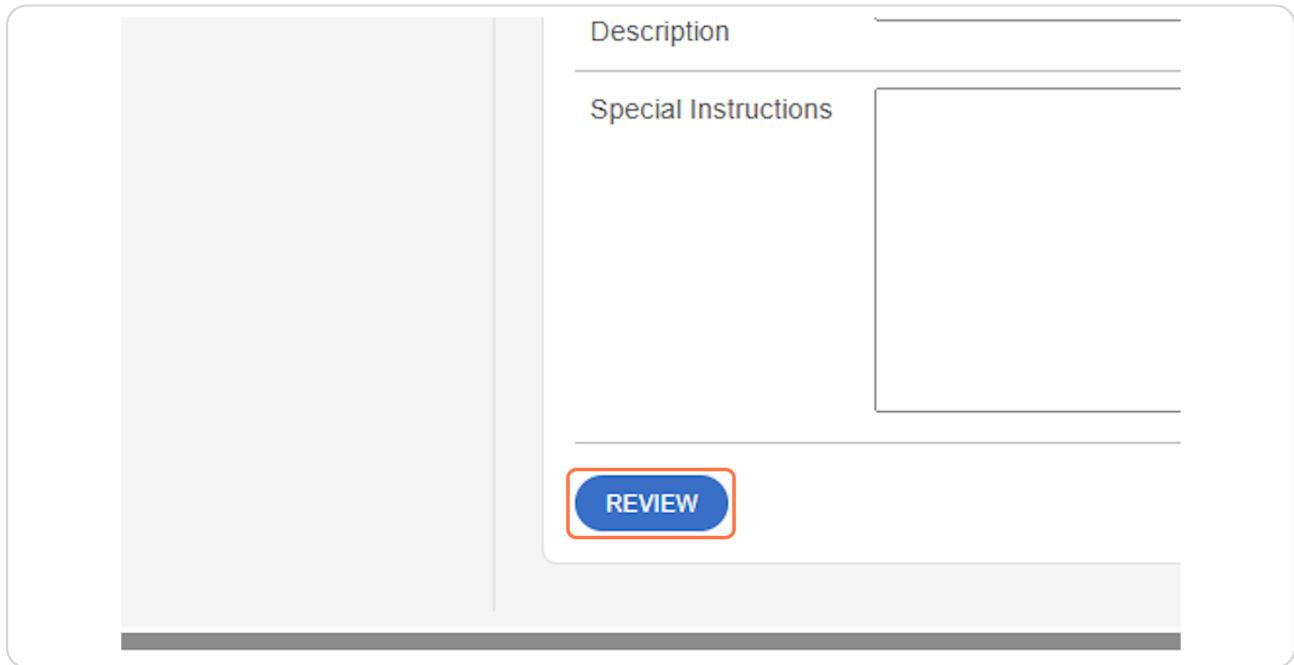
Click on "Choose Files" to attach the completed distribution request form. All distributions MUST have a distribution form approved and signed by the Primary Fund Advisor to process the request.

Description	Distribution
	12/255 characters
Amount	10000
Anonymous	☐
Recurring	☐
Attachment	• Remove Distribution Request Form.pdf Choose Files No file chosen (or drag and drop anywhere on the page)
Attachment Description	
Special Instructions	

STEP 14
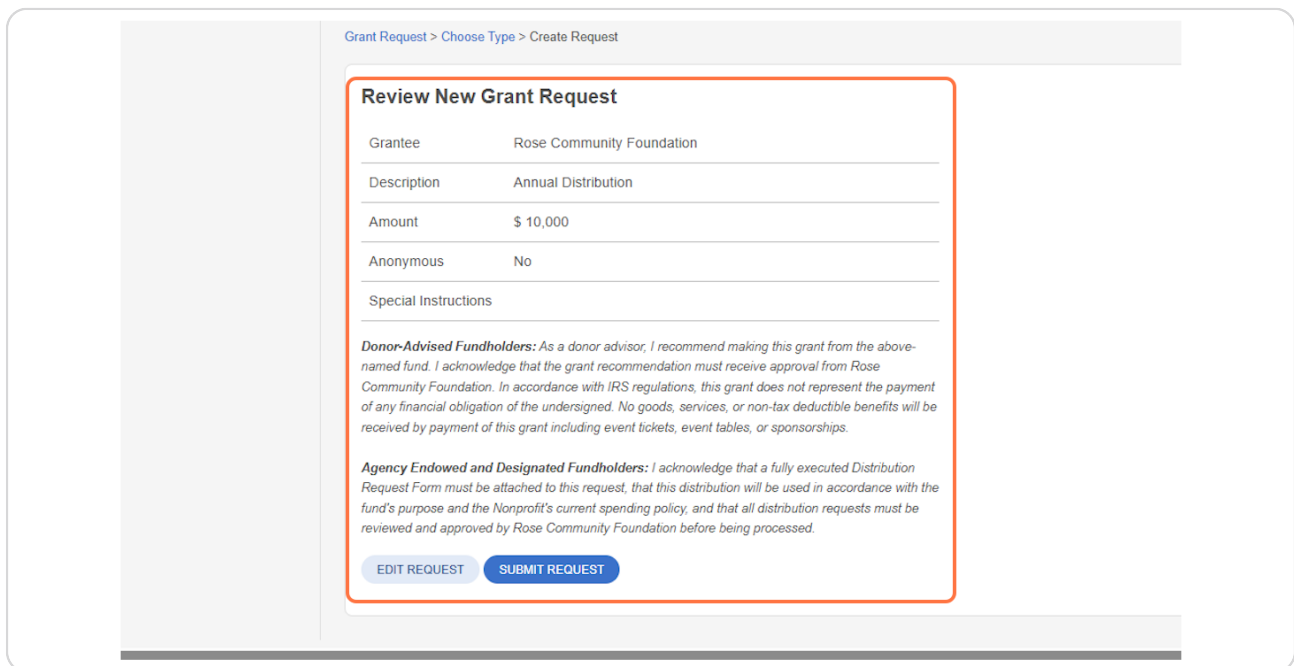
Click on Review to confirm details

STEP 15

Click on Review to ensure the details are correct.

Click on Submit Request to finalize.

Questions

For any other questions, please reach out to:

Jill Henden, Director of Nonprofit Funds and Legacy Giving
jhenden@rcfdenver.org
303.398.7452