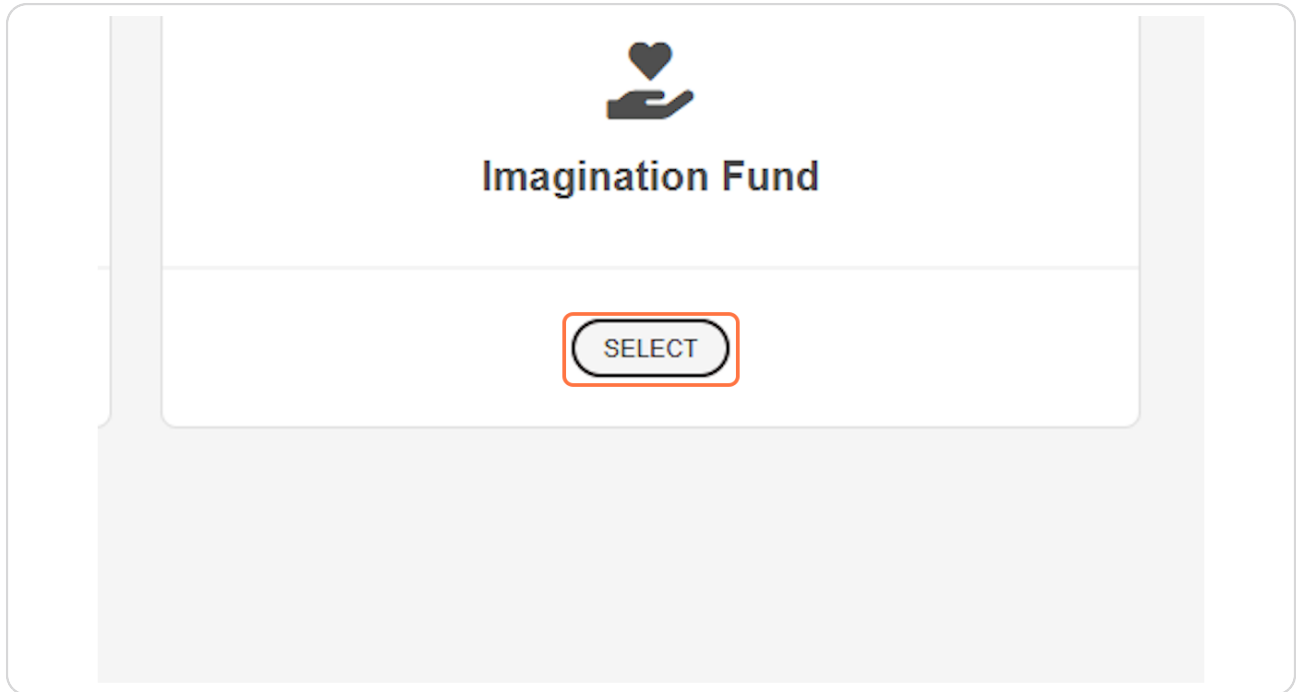


Access the fundholder portal here:
<http://rcfdenver.fcsuite.com/erp/portal>

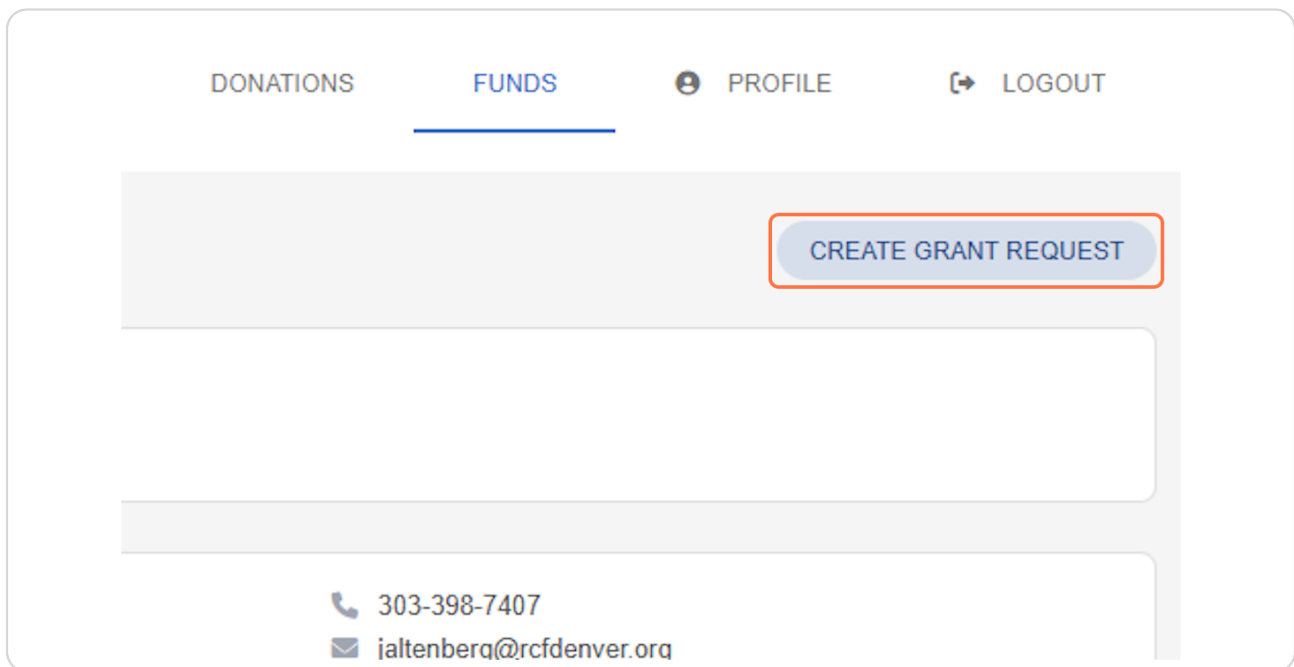
STEP 1

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



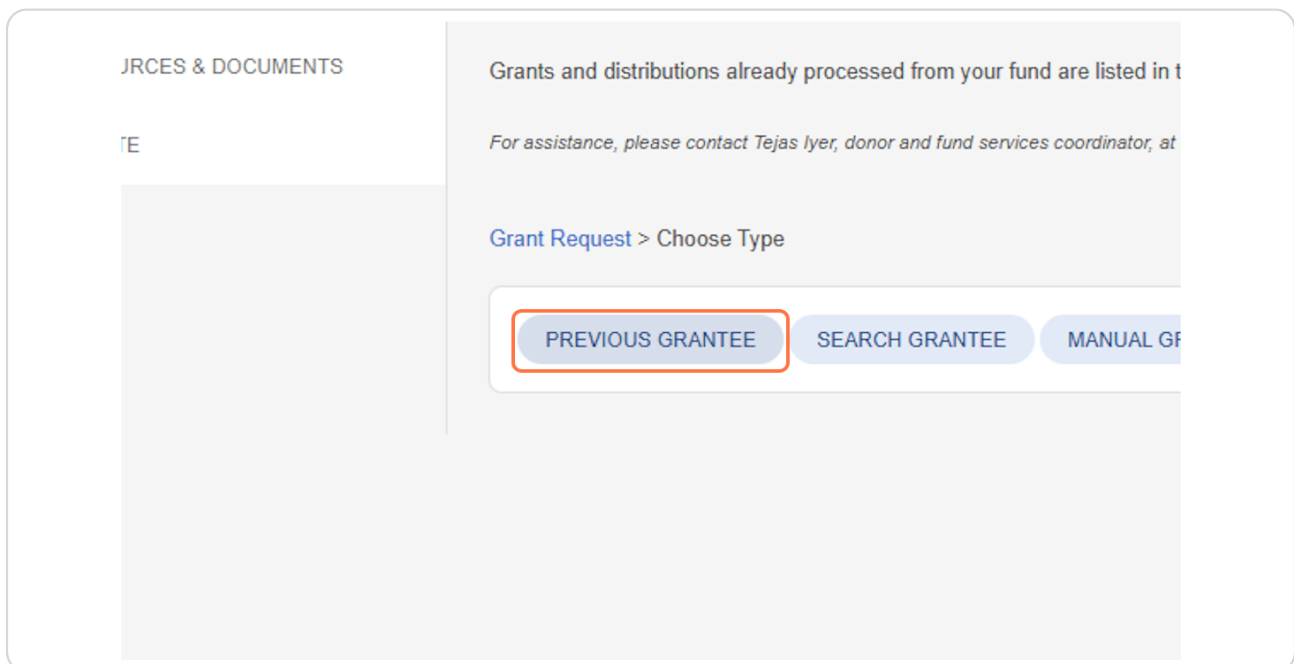
STEP 2

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

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.

Grants and distributions already processed from your fund are listed in the "Grants and Distribution" section.

For assistance, please contact Tejas Iyer, donor and fund services coordinator, at tiyer@rcfdenver.org or 303.393.1234.

[Grant Request](#) > Choose Type

PREVIOUS GRANTEE SEARCH GRANTEE MANUAL 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

GRANTS

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 is generally the nonprofit's executive director. 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 tiyer@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

Rose Community Foundation

City

State

EIN

SEARCH

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.

...e, please contact Tejas Iyer, donor and fund services coordinator, at tiyer@rcfdenver.org or 303.398.7459. You can also fi

[Test](#) > [Choose Type](#) > Search

Search Results for "Rose Community Foundation"

COMMUNITY FOUNDATION RESULTS

CANDID RESULTS

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**

ROSE COMMUNITY FOUNDATION RESULTS

CANDID RES

Name

CREATE REQUEST

Girl Scouts of Colorado and

CREATE REQUEST

I/F - Rose Community Four

CREATE REQUEST

Rose Community Foundatio

CREATE REQUEST

Rose Community Foundatio

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 frequentl

[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	<div>In celebration of the 30th anniversary of the </div> <div>38/255 characters</div>
Amount	<input type="text"/>

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

This screenshot shows a portion of a web form. On the left is a large, empty light gray rectangular area. To its right, there are two stacked text input fields. The top field is labeled 'Description' and the bottom field 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.

This screenshot shows a web page with a breadcrumb trail at the top: 'Grant Request > Choose Type > Create Request'. The main content is a form titled 'Review New Grant Request' enclosed in a red border. The form contains the following fields and text:

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

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 are two buttons: 'EDIT REQUEST' (light blue) and 'SUBMIT REQUEST' (dark blue).

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:
Elise Collins, donor and fund services
coordinator at ecollins@rcfdenver.org or
303.398.7459