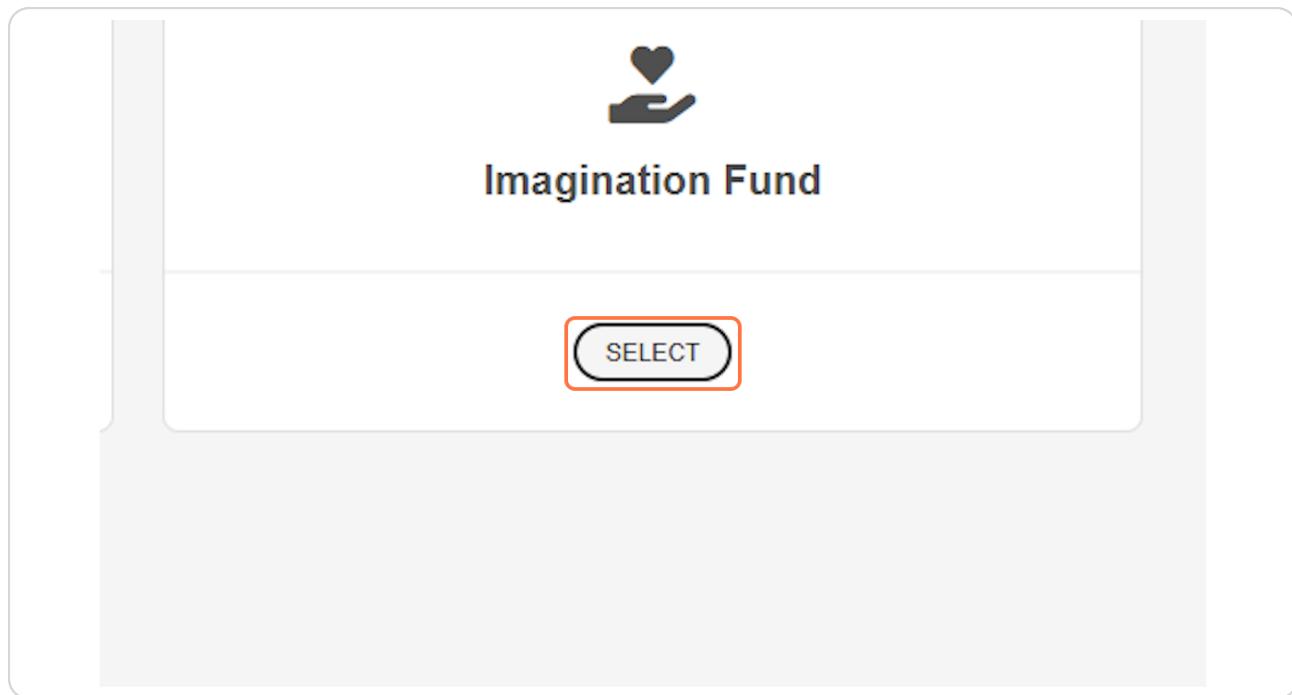


Access the fundholder portal here:
<http://rcfdenver.fcsuite.com/erp/portal>

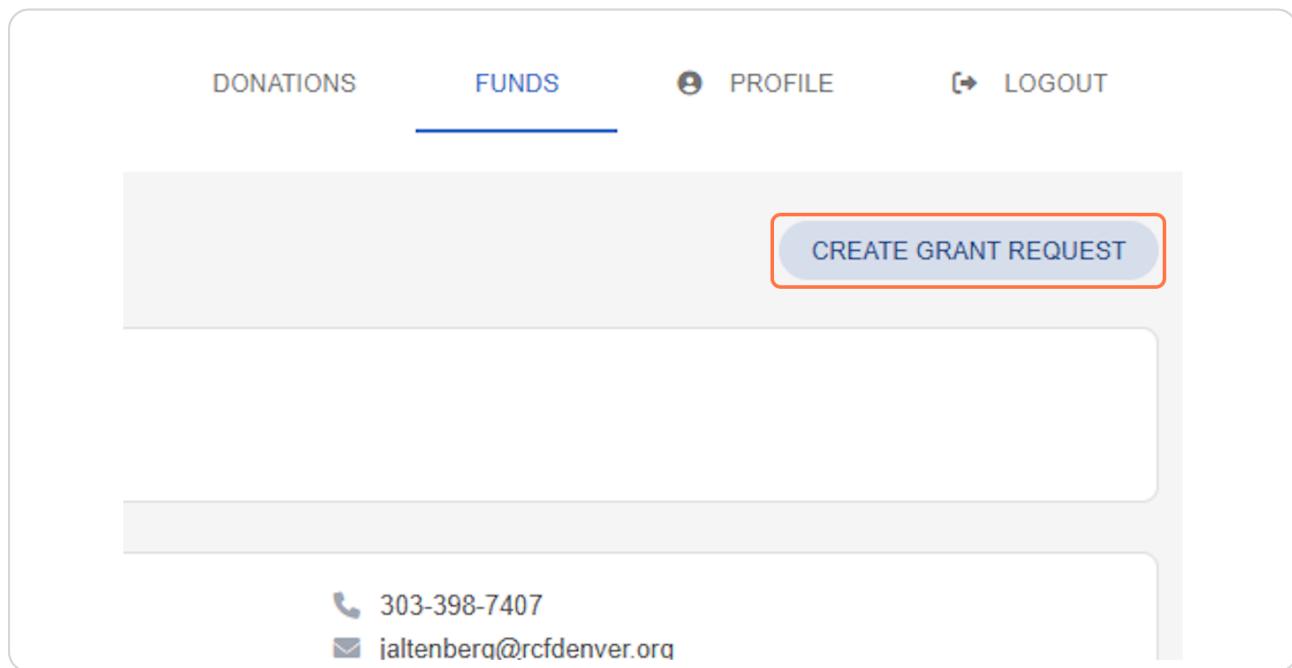
STEP 1

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



STEP 2

Click on **CREATE GRANT REQUEST**



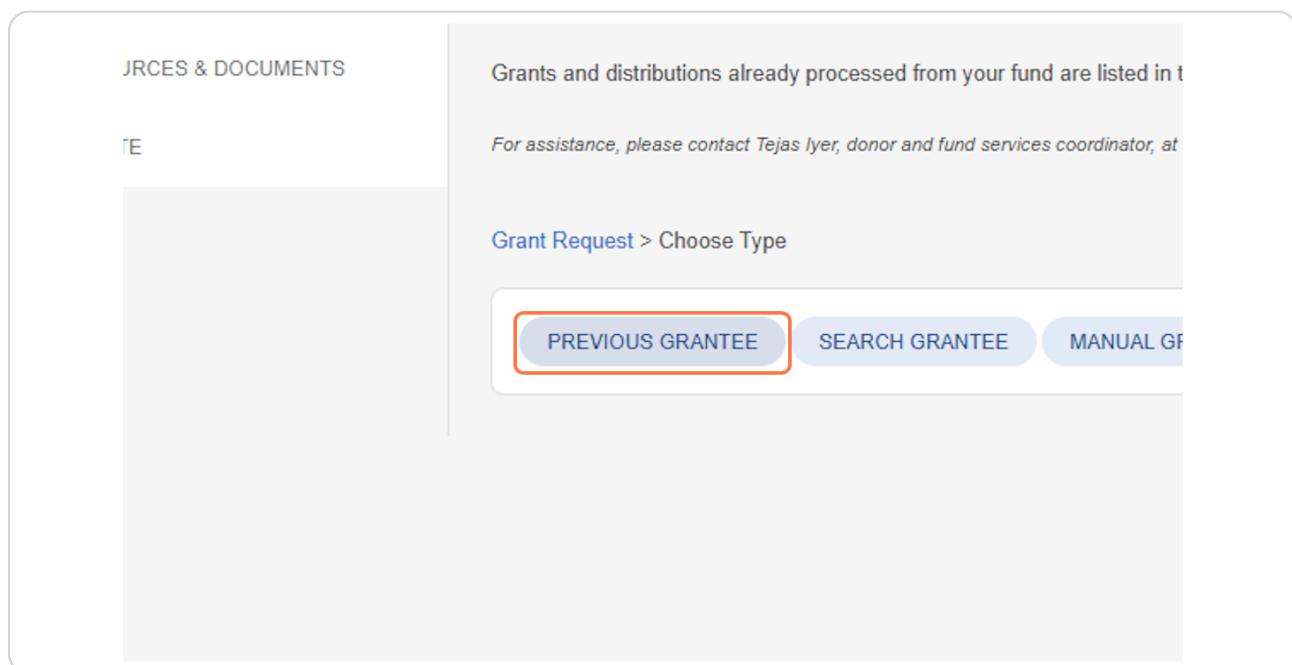
DONATIONS FUNDS PROFILE LOGOUT

CREATE GRANT REQUEST

303-398-7407
ialtenberg@rcfdenver.org

STEP 3

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



JRCES & DOCUMENTS

Grants and distributions already processed from your fund are listed in t

TE

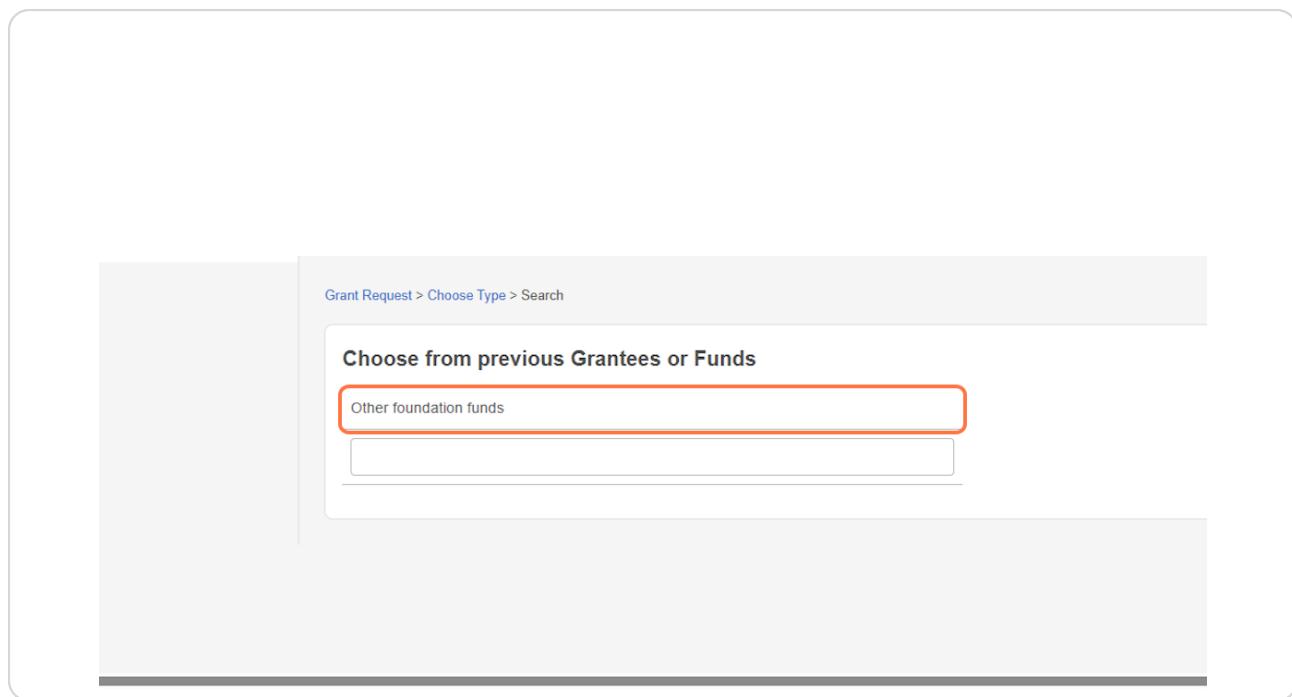
For assistance, please contact Tejas Iyer, donor and fund services coordinator, at

Grant Request > Choose Type

PREVIOUS GRANTEE SEARCH GRANTEE MANUAL GR

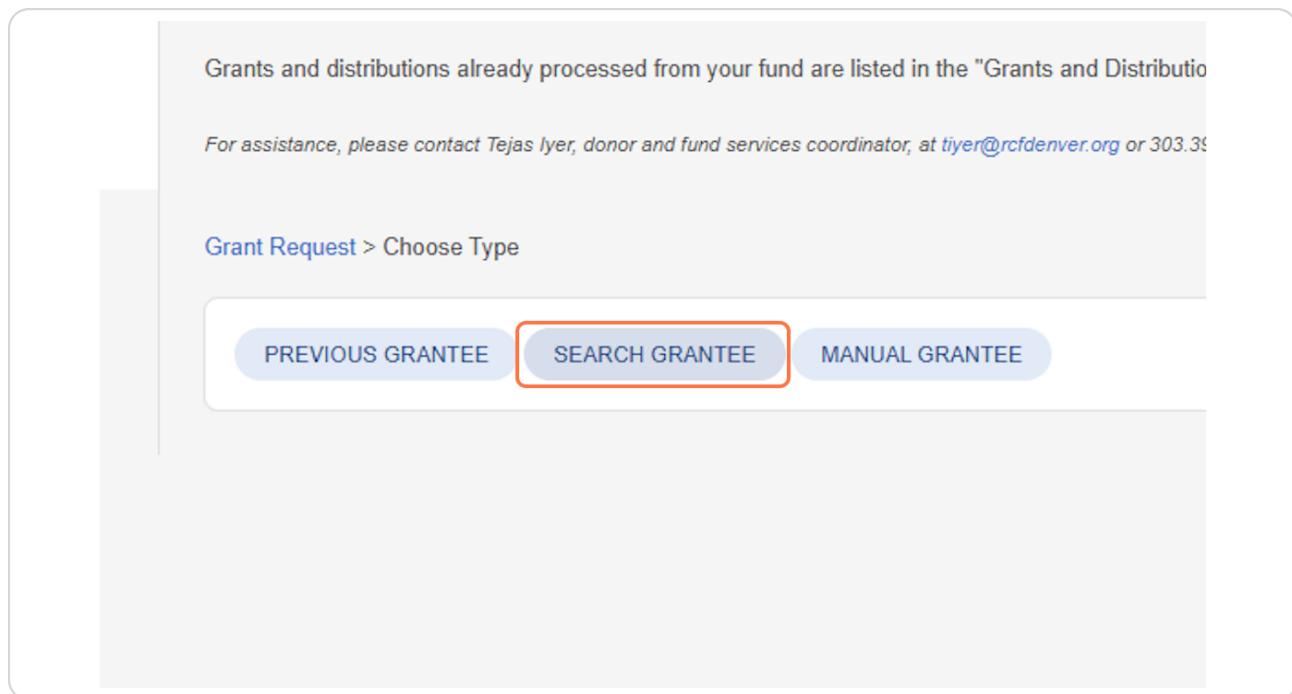
STEP 4

Click on Other foundation funds and select the appropriate fund



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 303.399.1500.

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 > Choose Type > Search

Search for Grantees

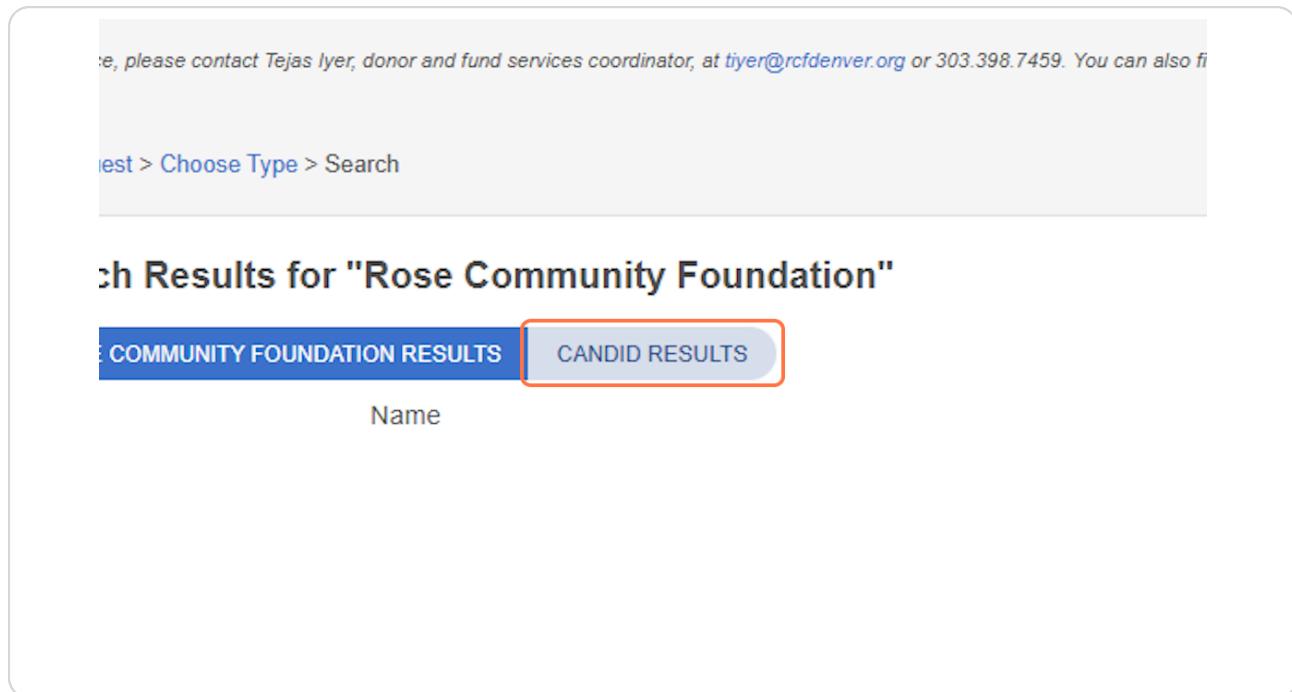
Grantee Name:

SEARCH

GRANT REQUEST
ISES PAID
INTS RECEIVED
JRCES & DOCUMENTS
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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.

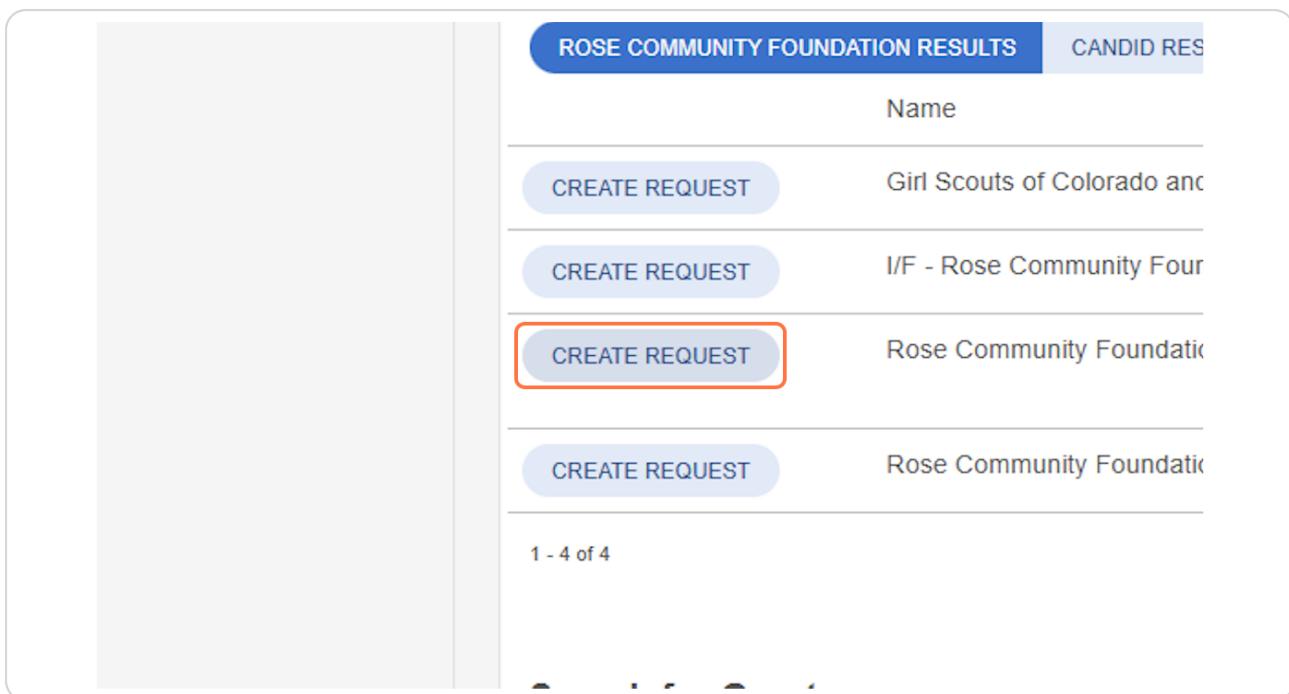


The screenshot shows a search interface for the Rose Community Foundation. At the top, there is a message: "If the organization you are looking for does not appear, please contact Tejas Iyer, donor and fund services coordinator, at tiyer@rcfdenver.org or 303.398.7459. You can also fi". Below this is a breadcrumb navigation: "Home > Search > Choose Type > Search". The main search results are for "Rose Community Foundation". There are two tabs at the top of the results: "COMMUNITY FOUNDATION RESULTS" (which is blue and has a white border) and "CANDID RESULTS" (which is grey and has an orange border). Below the tabs, the word "Name" is visible. The rest of the page is a large, empty white space.

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	
Girl Scouts of Colorado and	CREATE REQUEST
I/F - Rose Community Four	CREATE REQUEST
Rose Community Foundation	CREATE REQUEST
Rose Community Foundation	CREATE REQUEST

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 questions in the [FAQs](#).

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 style="border: 2px solid red; width: 100%; height: 40px; padding: 5px; margin-bottom: 5px;" type="text" value="In celebration of the 30th anniversary of the ROSE Community Foundation"/> 38/255 characters
Amount	<input style="width: 100%; height: 30px; margin-bottom: 5px;" 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
Amount	250
Anonymous	<input type="checkbox"/>
Recurring	<input type="checkbox"/>

STEP 11

Click on Review to ensure details are correct

Grant Request > Choose Type > Create Request

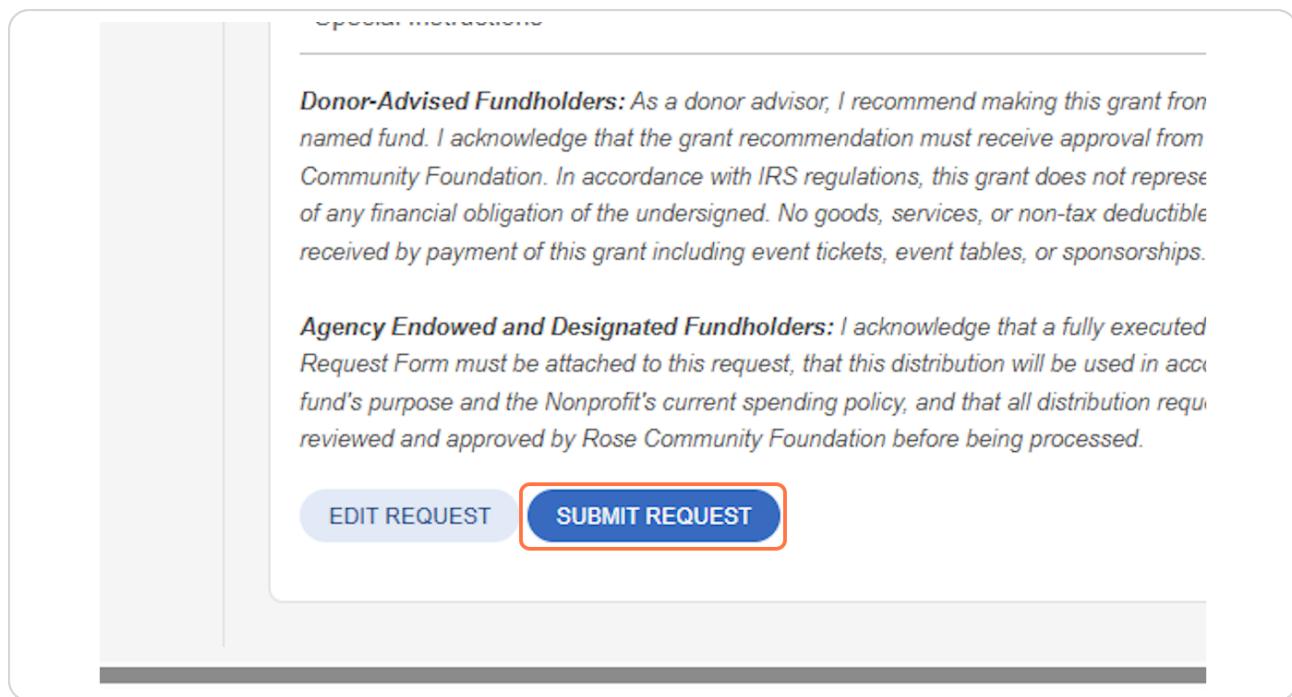
Review New Grant Request

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

EDIT REQUEST **SUBMIT REQUEST**

STEP 12

Click on Submit Request



Donor-Advised Fundholders: As a donor advisor, I recommend making this grant from my named fund. I acknowledge that the grant recommendation must receive approval from the Rose Community Foundation. In accordance with IRS regulations, this grant does not represent a financial obligation of the undersigned. No goods, services, or non-tax deductible amounts 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 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 will 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