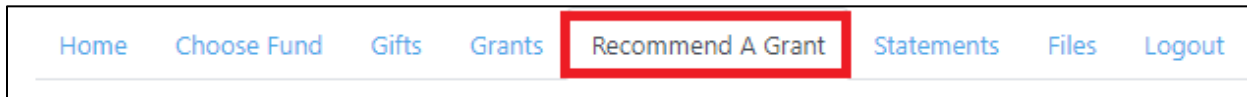


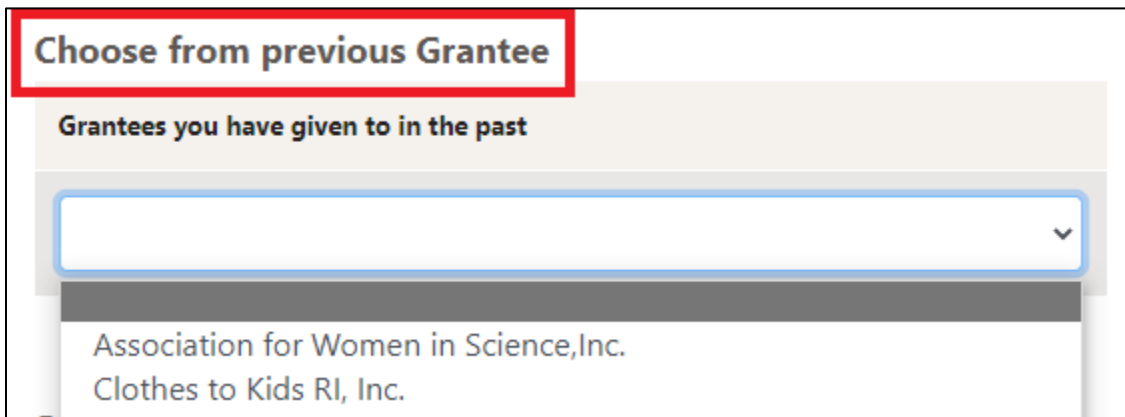
Make Grant Recommendations

To make grant recommendations, click the Recommend A Grant tab. If you have more than one fund, make sure you've selected the correct fund under Choose Fund.

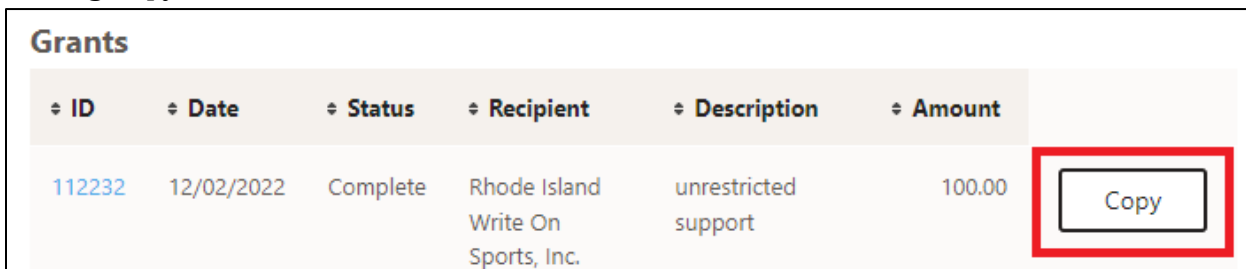


You have a few options to enter the grantee for the recommendation:

1. **Choose from previous Grantee** – look in the dropdown to select from previous grantees from your fund.

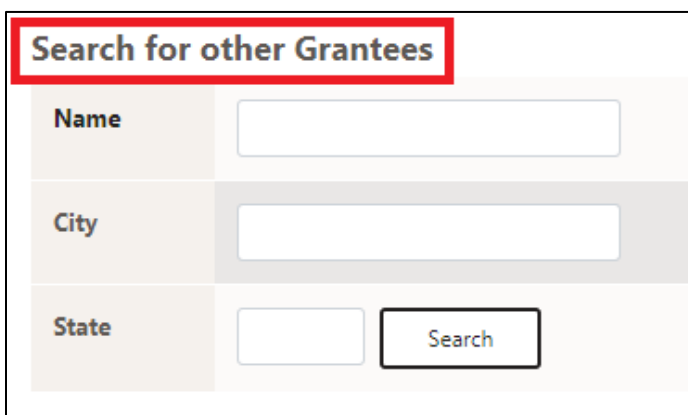
A screenshot of a web form titled 'Choose from previous Grantee' in a red-bordered box. Below the title is a section labeled 'Grantees you have given to in the past'. It features a dropdown menu with a blue border and a downward arrow. Below the dropdown, two grantees are listed: 'Association for Women in Science, Inc.' and 'Clothes to Kids RI, Inc.'.

You can also select from previous grantees under the Grants tab in the Grants section by clicking Copy.



Grants						
÷ ID	÷ Date	÷ Status	÷ Recipient	÷ Description	÷ Amount	
112232	12/02/2022	Complete	Rhode Island Write On Sports, Inc.	unrestricted support	100.00	<div>Copy</div>

2. **Search for other Grantees** – Enter a grantee name to search. You can also provide City and State to provide better search results. When searching for names, you'll have better results entering the words for the organization name in the correct order.

A screenshot of a web form titled 'Search for other Grantees' in a red-bordered box. The form has three input fields: 'Name', 'City', and 'State'. The 'Name' field is on the first line. The 'City' and 'State' fields are on the second line, with the 'State' field being smaller. A 'Search' button is located to the right of the 'State' field.

The search results will list any matching grantees in the Rhode Island Foundation system and GuideStar. Click on each button to see the results.

Grantee Search Results for "Rhode Island"

Rhode Island Foundation Results GUIDESTAR RESULTS

Name

If you see a match, click Create Request.

Name

Create Request Rhode Island Community Food Bank

3. **Enter Grantee information manually** – enter the information for the grantee and click Submit. Required fields have asterisks.

Enter Grantee information manually

Name *

Address *

Enter the information listed under Grant Request:

Grant Request

Grantee Rhode Island Community Food Bank

Additional Grantee Contact ☐

Description

Amount

- **Additional Grantee Contact** – click the checkbox if you want to specify a contact at the organization.

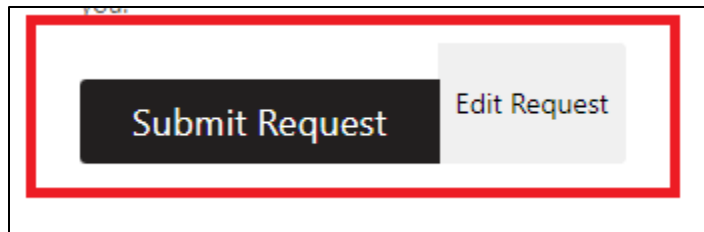
- **Description** – provide a description for the grant.
- **Amount** – provide the grant amount.
- **Anonymous** – select if you wish to remain anonymous.
- **Recurring** – if you would like the grant to be recurring, select the start date, recurrence interval, and number of recurrences (leave blank if there is no end date).
- **Attachment** – provide any files you would like to include with the recommendation.
- **Attachment Description** – provide a description for any attached files.
- **Additional Instructions** – provide any special request information. If you'd like the donor name(s) to appear differently in the grant letter, please provide it here.

When all information has been entered, click the Review button.



A screenshot of a form section titled "Additional Instructions" in a light blue header. Below the header is a text input field. At the bottom right of the section is a button labeled "Review", which is enclosed in a red rectangular box.

Review the information on the Review New Grant Request screen and click Submit Request. If you need to make changes, click Edit Request.



A screenshot showing two buttons side-by-side: "Submit Request" (a dark blue button) and "Edit Request" (a light blue button). Both buttons are enclosed within a red rectangular box.

After submitting, you'll see the message "Grant Request Submitted". Click Continue to return to the Recommend A Grant main page.



A screenshot of a confirmation message "Grant Request Submitted" displayed in a light green box. Below the message is a button labeled "Continue", which is enclosed in a red rectangular box.

Your recommendation will now be listed on the Recommend A Grant page with it's current status. The status will change as it moves through the grant process. To view when a grant recommendation has been paid, check back to this page or the Grants tab to view the status.

Recommend A Grant	Statements	Files	Logout
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fund. We will receive notification of your
e the grant has been completed.

Grants

± Date	± Status	± Recipient	± Description	± Amount	±
05/13/2023	Request	Rhode Island Community Food Bank		750.00	Cancel

If at any point before the grant has been paid you would like to cancel the recommendation, click the yellow Cancel button.

± Amount	±
750.00	Cancel

If you have any questions related to the grant recommendation process, please contact Paula O'Brien, Advised Grants Officer, at 401-427-4018 or pobrien@rifoundation.org.