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.

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

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

If you see a match, click Create Request.

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

Enter the information listed under Grant Request:

- **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.

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

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

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

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.