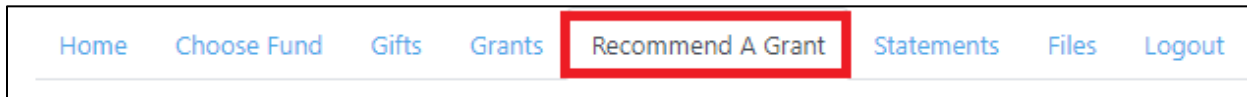


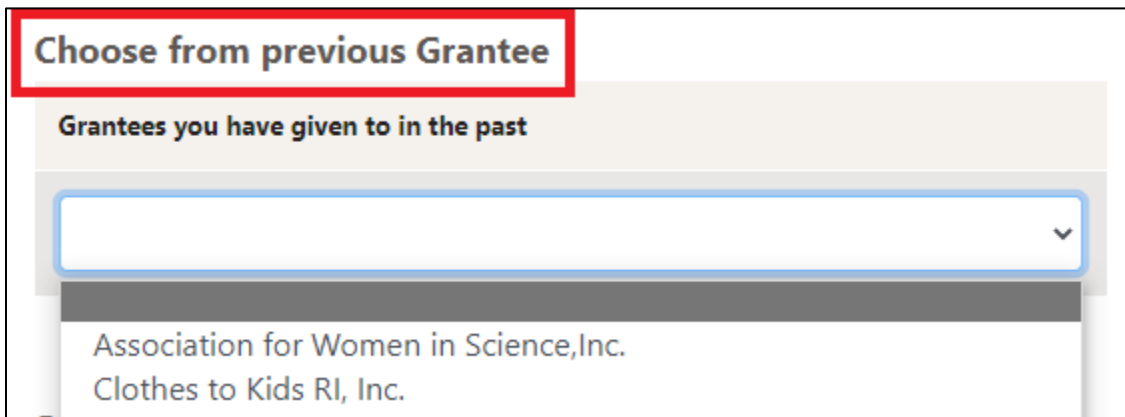
Make Grant Recommendations

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.

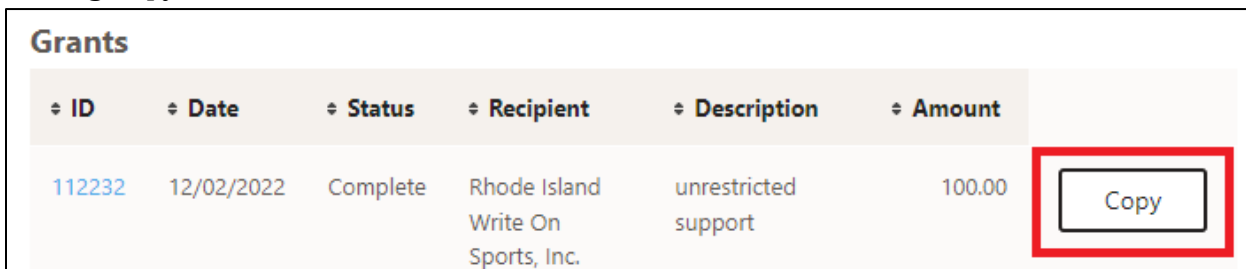


You have a few options to enter the grantee for the recommendation:

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

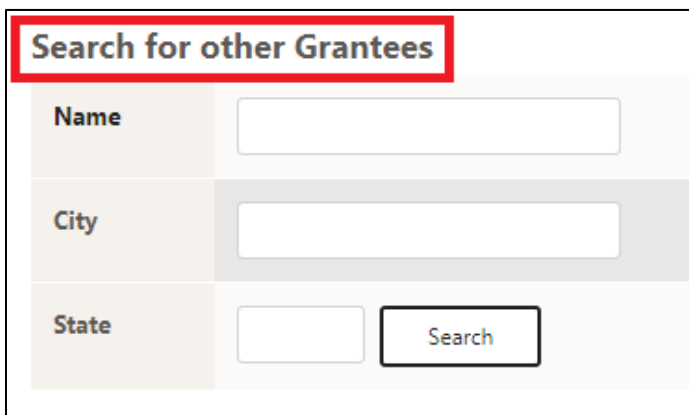
A screenshot of a web form titled 'Choose from previous Grantee' in a red-bordered box. Below the title is a section labeled 'Grantees you have given to in the past'. It features a dropdown menu with a blue border and a downward arrow. Below the dropdown, two grantees are listed: 'Association for Women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

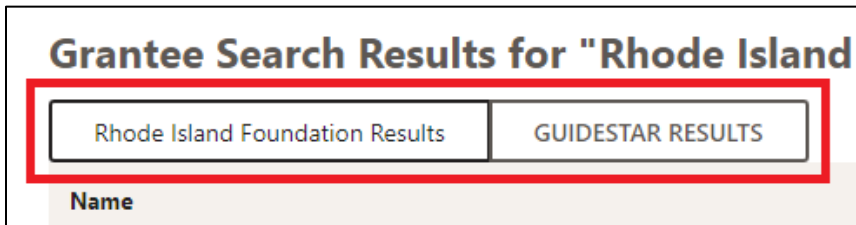


Grants						
÷ ID	÷ Date	÷ Status	÷ Recipient	÷ Description	÷ Amount	
112232	12/02/2022	Complete	Rhode Island Write On Sports, Inc.	unrestricted support	100.00	<div>Copy</div>

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.

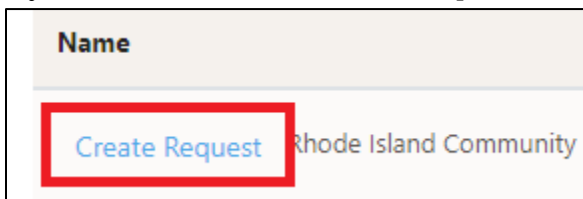
A screenshot of a web form titled 'Search for other Grantees' in a red-bordered box. The form has three input fields: 'Name', 'City', and 'State'. The 'Name' field is on the first line. The 'City' and 'State' fields are on the second line, with the 'State' field being smaller. A 'Search' button is located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



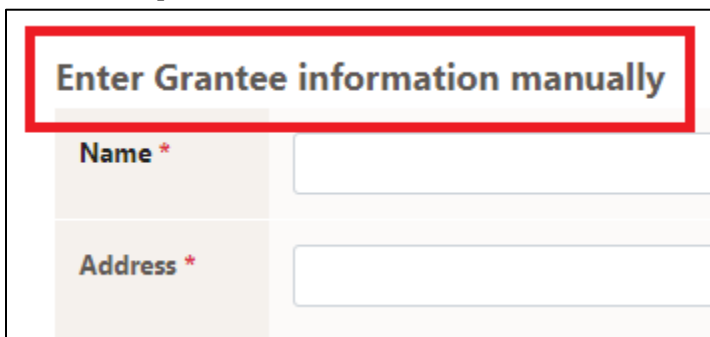
The image shows a search results interface titled "Grantee Search Results for 'Rhode Island'". Below the title, there are two buttons: "Rhode Island Foundation Results" and "GUIDESTAR RESULTS". Both buttons are highlighted with a red rectangular border. Below the buttons, there is a table with a header row containing the word "Name".

If you see a match, click Create Request.



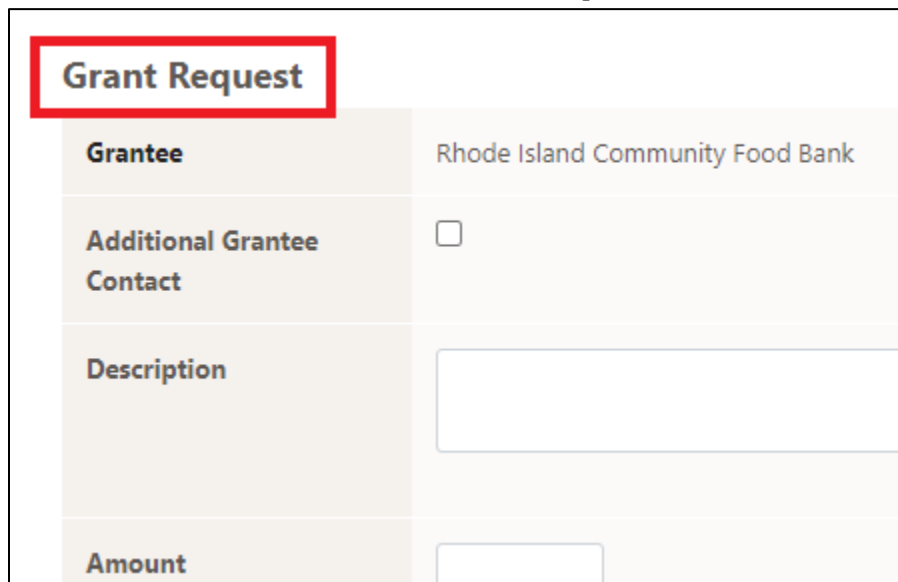
The image shows a table with a header row containing the word "Name". Below the header, there is a row with the text "Rhode Island Community Food Bank". To the left of this text, there is a button labeled "Create Request" in blue text. The button is highlighted with a red rectangular border.

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



The image shows a form titled "Enter Grantee information manually". The title is highlighted with a red rectangular border. Below the title, there are two input fields. The first field is labeled "Name *" and the second field is labeled "Address *". Both labels have an asterisk indicating they are required fields.

Enter the information listed under Grant Request:

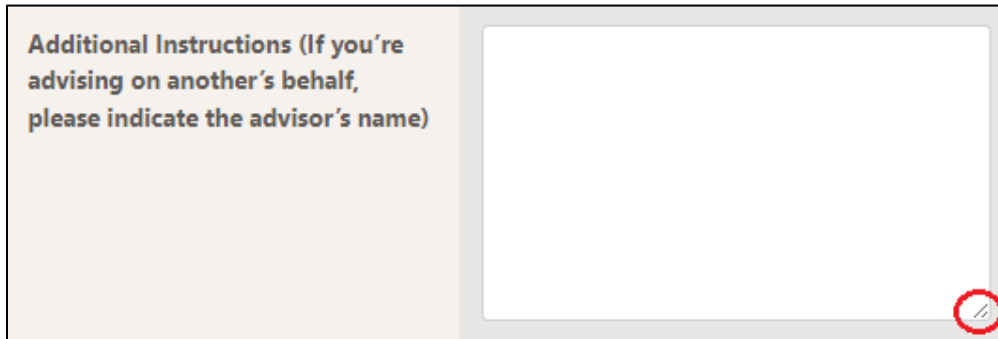


The image shows a form titled "Grant Request". The title is highlighted with a red rectangular border. Below the title, there are four input fields. The first field is labeled "Grantee" and contains the text "Rhode Island Community Food Bank". The second field is labeled "Additional Grantee Contact" and contains a checkbox. The third field is labeled "Description" and is empty. The fourth field is labeled "Amount" and is empty.

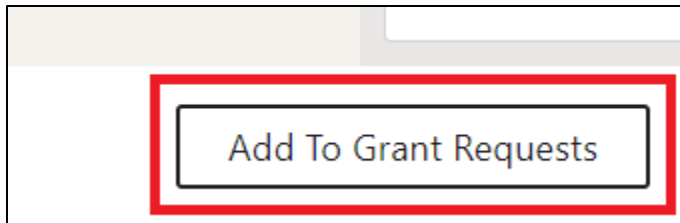
- **Additional Grantee Contact** – click the checkbox if you want to specify a contact at the organization.

- **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.

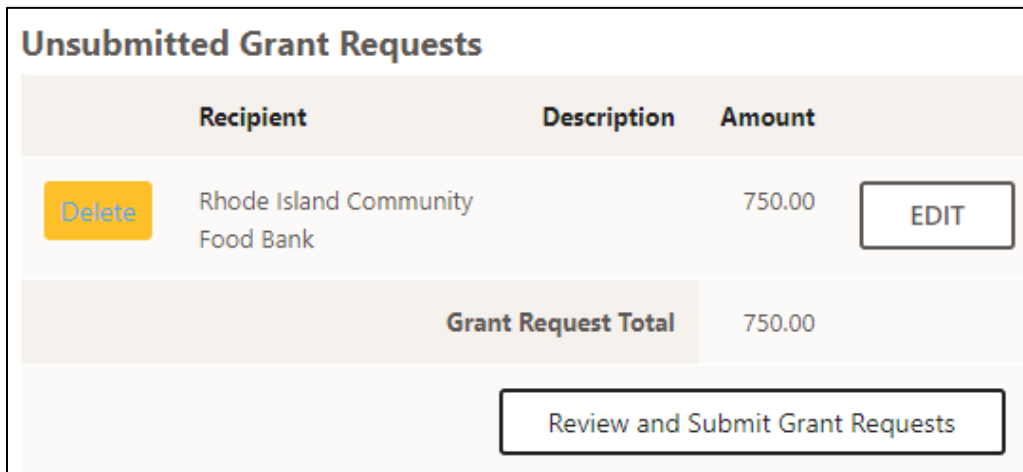
Certain text boxes, like Additional Instructions, allow you to expand the text box to provide more space by dragging the bottom right corner of the box.



When all information has been entered, click the Add to Grant Requests button.



The recommendation is now listed under “Unsubmitted Grant Requests” and has yet to be submitted. You can now either move forward with submitting that recommendation or add other recommendations so they can all be submitted at once.

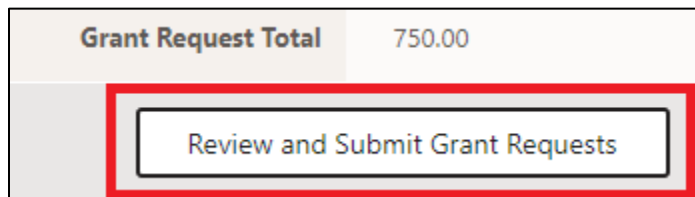


	Recipient	Description	Amount	
Delete	Rhode Island Community Food Bank		750.00	EDIT
Grant Request Total			750.00	

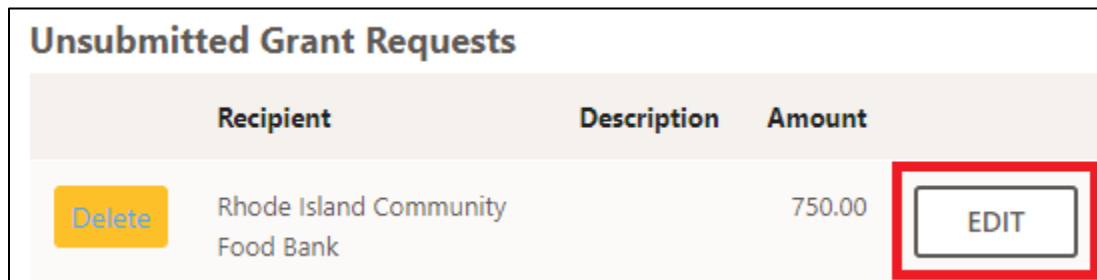
Review and Submit Grant Requests

To add another recommendation before submitting, go through the same steps as above, starting with entering the grantee.

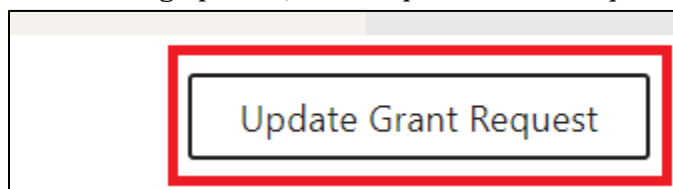
When ready to submit, click Review and Submit Grant Requests in the Unsubmitted Grant Requests section.



Review the information on the Review Grant Requests screen. If edits need to be made, select the Recommend a Grant tab to return to the list under Unsubmitted Grant Requests. Click the Edit button for the grant request to edit.



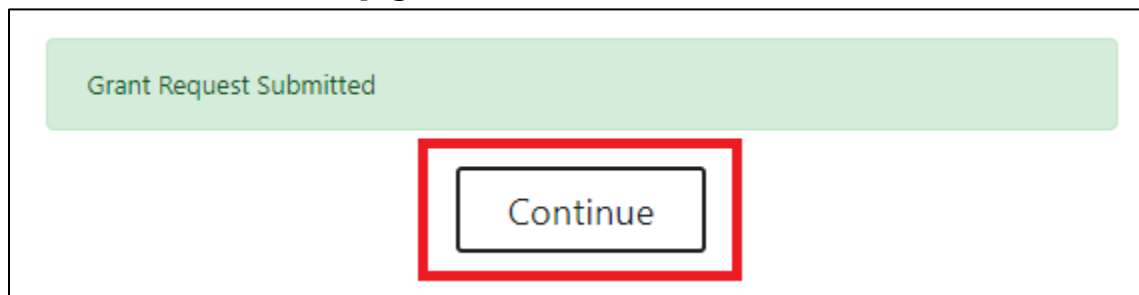
After making updates, select Update Grant Request.



Click Review and Submit Grant Requests to return to the Review Grant Requests screen. After reviewing information, click Submit Grant Requests.



After submitting, you'll see the message "Grant Request Submitted". You will also receive a confirmation email with the subject line "Request Confirmation". 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.

Recommend A Grant
Statements
Files
Logout

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.