

## How to submit a grant request with our new donor portal.

Log into your account by going here:

Navigate to the fund you wish to make the grant from by using the drop-down box:

Greater Rochester Women's Fund ▾

From there, click on create a grant request:

Create Grant Request

You can search previous grantees, search for a grantee, or if the grantee is brand new, you can enter it manually:

Grant Request > Choose Type

Previous Grantee Search Grantee  
Manual Grantee

Once you have found your grantee, click on create request:

Create Request RACF Community Sponsors Annual Campaign Rochester Area Community Found  
500 East Avenue  
Rochester, NY 14607

Next, you will enter all appropriate information, click check box agreement, and then add to cart:

## Grant Request

Grantee RACF Community Sponsors Annual Campaign

Description

0/255 characters

Amount

Anonymous

Recurring

Attachment

No file chosen

(or drag and drop anywhere on the page)

Attachment  
Description

Additional  
Notes

I recommend RACF review and approve grant(s). RACF ensures distributions comply with IRS code and policies. I certify these recommendations don't fulfill any binding pledge, and that neither I nor my family will receive goods, services, or benefits.

**Add To Cart**

Once you have enter your grant request(s), go ahead and click the review and submit grant request(s) button:

### Grant Request Cart

	Recipient	Description	Amount	
<a href="#">Delete</a>	RACF Community Sponsors Annual Campaign	for annual support	250.00	<a href="#">Edit</a>
Grant Request Total			250.00	

[Review and Submit Grant Requests](#)

If all looks well, the final step is to submit grant requests:

### Grant Request Cart

Grantee	Description	Amount	Anonymous
RACF Community Sponsors Annual Campaign Rochester Area Community Found 500 East Avenue Rochester, NY 14607	df Additional Notes:	\$ 500.00	No
		Total	\$ 500.00

When You Click Submit Grant Requests, Your Recommendations Will Appear In Your Grants List As Request. You Will Still Have The Ability To Cancel Your Request At That Time. Once It Appears As Pending, Our Staff Has Begun Processing And Due Diligence. When The Grant Status Is Complete, The Grant Has Been Processed.

[Submit Grant Requests](#)

Once submitted successfully, you should see this message:

Grant Request Submitted

[Continue](#)