



AFTER A FUND HAS BEEN OPENED - FAQs

Thank you for partnering with the Spartanburg County Foundation to make a positive impact on our community. We provide expertise and guidance to assist you in your efforts to help sustain local nonprofits, as well as any other 501(c)(3) nonprofits globally. We simplify the giving process for individuals, families, corporations, and nonprofits to help our partners reach their philanthropic goals.

Using the FundWeb donor portal

Once your fund has been added to our database and you are connected as a fund contact, you will receive an automated email that will provide instructions on creating a new password to access FundWeb. This web portal enables you to view your fund balances, gift and grant activity, investment activity and generate fund statements. For additional information, we can provide the Creating and Using Your FundWeb.net Account brochure.

How do I request a grant to a 501(c)3 non-profit organization from my fund?

- You may request a grant using the “Recommend a Grant” button at the top of your fund page in FundWeb.
- Or, you may use a Grants Recommendation form. You may also email your request to Stewardship Officer Karen Nichols at knichols@spcf.org. Be sure to include your fund name, organization name, contact & address, and grant amount.
- **DEADLINE:** Grant requests are received from Wednesday of one week through 5 pm on the following Tuesday to have a check issued on that Friday.

How do I request a grant expense (invoice) to be paid from my fund? *(Not applicable for Donor Advised Funds)*

- You may use a Component Fund Grant Expense Request form to request a grant expense to be paid. Email this form to Finance Associate Christy Fernandez at cfernandez@spcf.org.
- **REQUIRED DOCUMENTATION:** A receipt or invoice must be included and a form W-9 from the vendor or person being reimbursed.
- **DEADLINE:** Grant requests are received from Wednesday of one week through 5 pm on the following Tuesday to have a check issued on that Friday.

Will my fund grow? How will funds be invested?

To maximize the potential growth of your funds, The Spartanburg County Foundation now offers three investment choices to meet your philanthropic goals and risk tolerance. You may choose from among a **Growth Pool, Moderate Pool, or Money Market Pool.**

You may visit our website to complete an [Investment Selection Form](#) to allocate your funds to your pool choices. An Investment Pool Options brochure that outlines the opportunities for your investment choices and a Frequently Asked Questions document can be found in the Investment Pool Options section on the Give page of the Foundation’s website.

What are the fees associated with my fund?

Foundation Support Fees are allocated to each fund on a quarterly basis according to the Fee Schedule and the fund agreement. This fee is applied quarterly in arrears and deducted from your fund’s balance, based on the average daily balance over the previous 90 days. The Fund Type Fees & Minimums flyer was provided when your fund was opened and shows the fee percentage that applies to your particular fund type. You may contact us with any questions.