

GOfund User Guide

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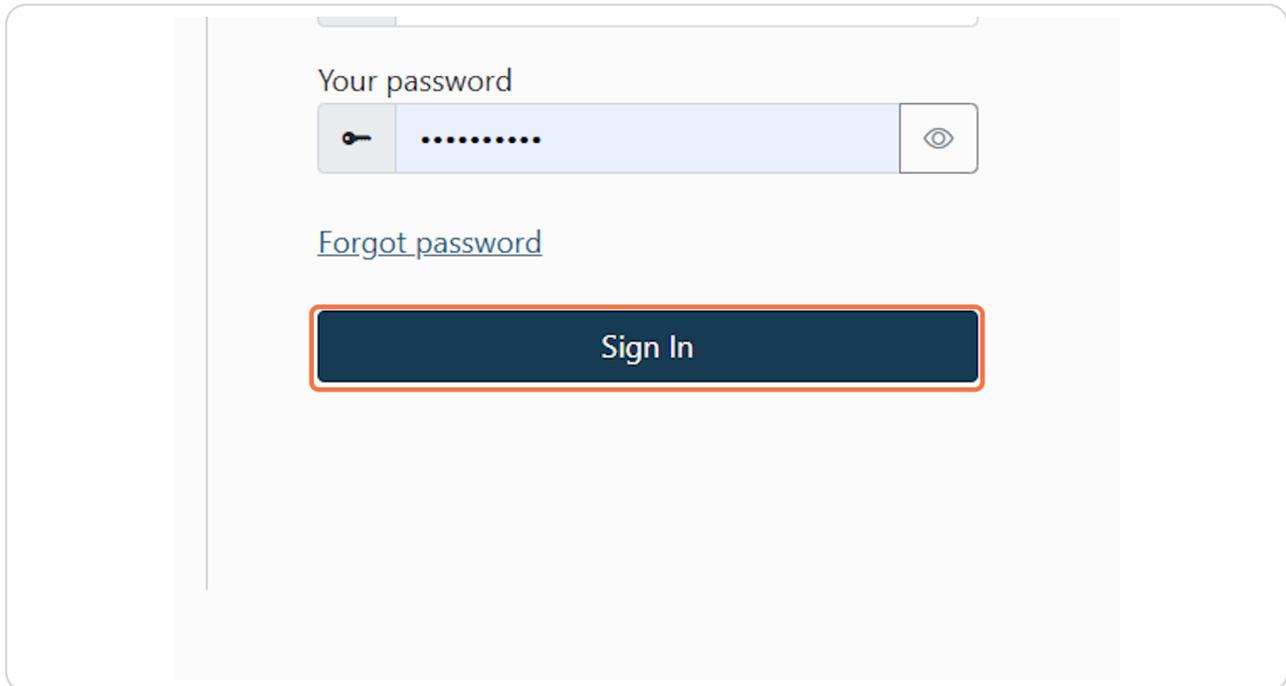
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How to Sign In and Move Between Funds



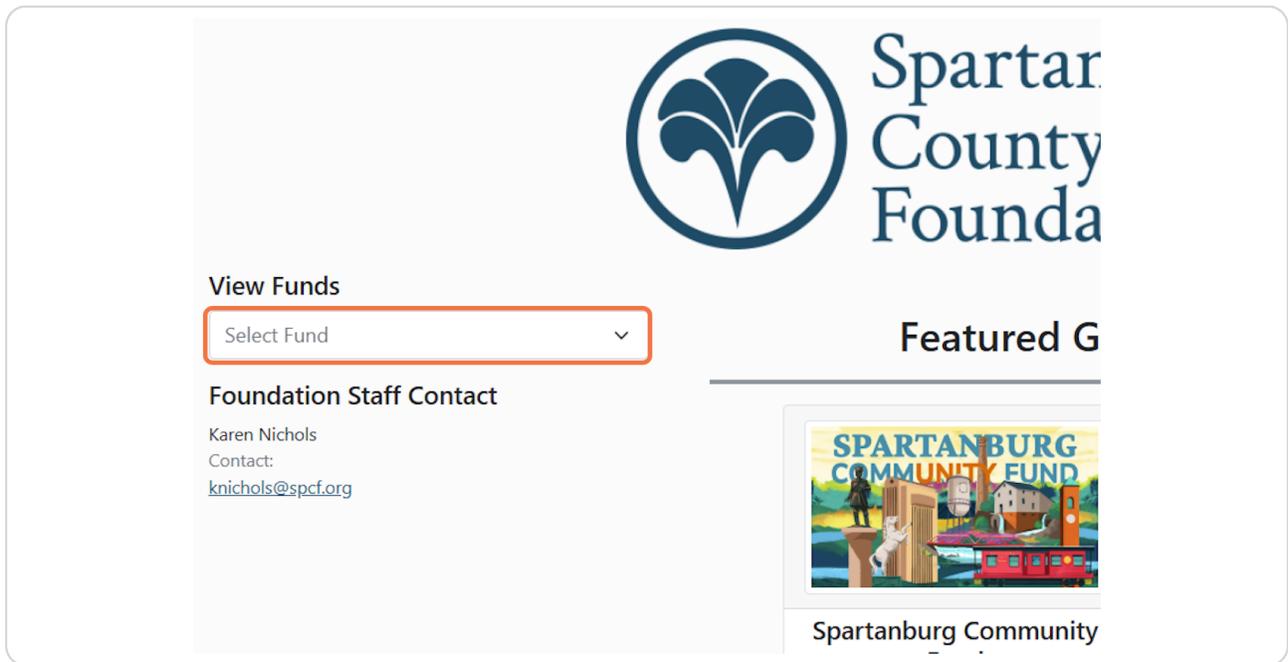
Click on Sign In. Use the Forgot Password link if needed to reset your password.



The screenshot shows a sign-in form with the following elements:

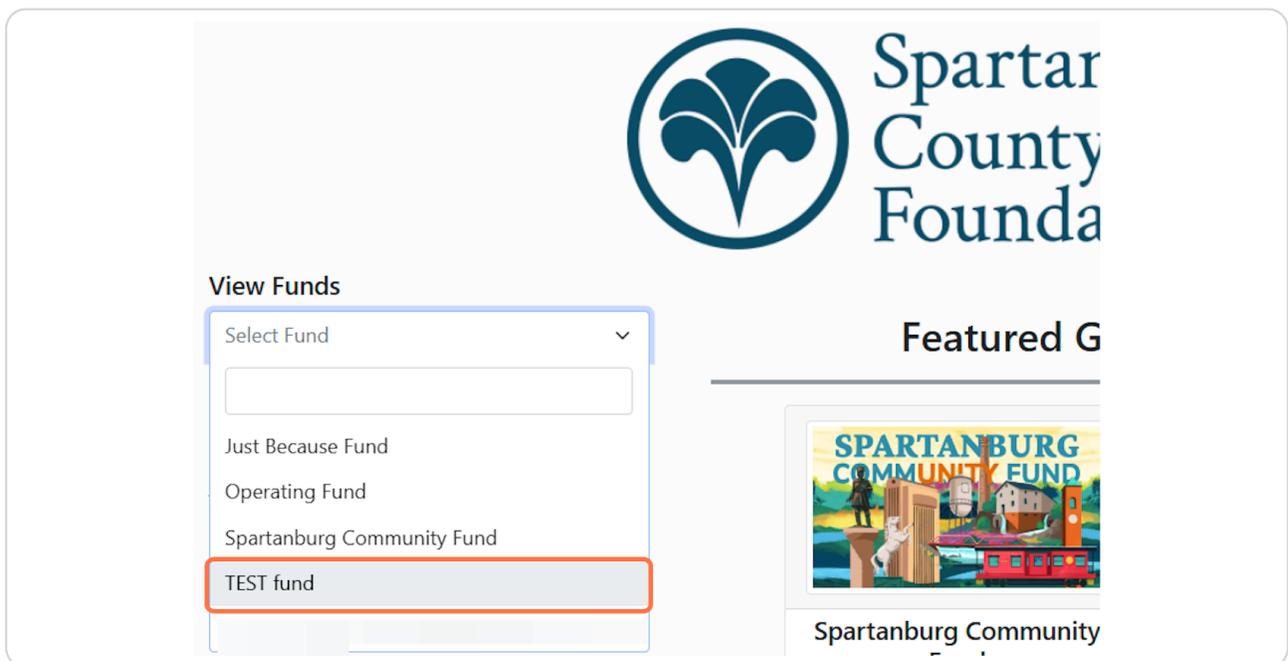
- A label "Your password" above a password input field.
- The password input field contains a key icon on the left, a series of dots representing the password, and an eye icon on the right to toggle visibility.
- A link labeled "Forgot password" below the password field.
- A dark blue "Sign In" button with a red border, highlighted by a red rectangle.

Click on Select Fund.



The screenshot shows the Spartan County Foundation logo and name in the top right. Below it, the text "View Funds" is followed by a dropdown menu labeled "Select Fund" with a downward arrow. This dropdown menu is highlighted with a red border. To the right, the text "Featured G" is visible. Below the dropdown, the "Foundation Staff Contact" section lists Karen Nichols with contact information: "Contact: knichols@spcf.org". To the right of this section is a "Featured G" banner for the "SPARTANBURG COMMUNITY FUND" featuring an illustration of a town and a train, with the text "Spartanburg Community" below it.

Click on your fund's name.



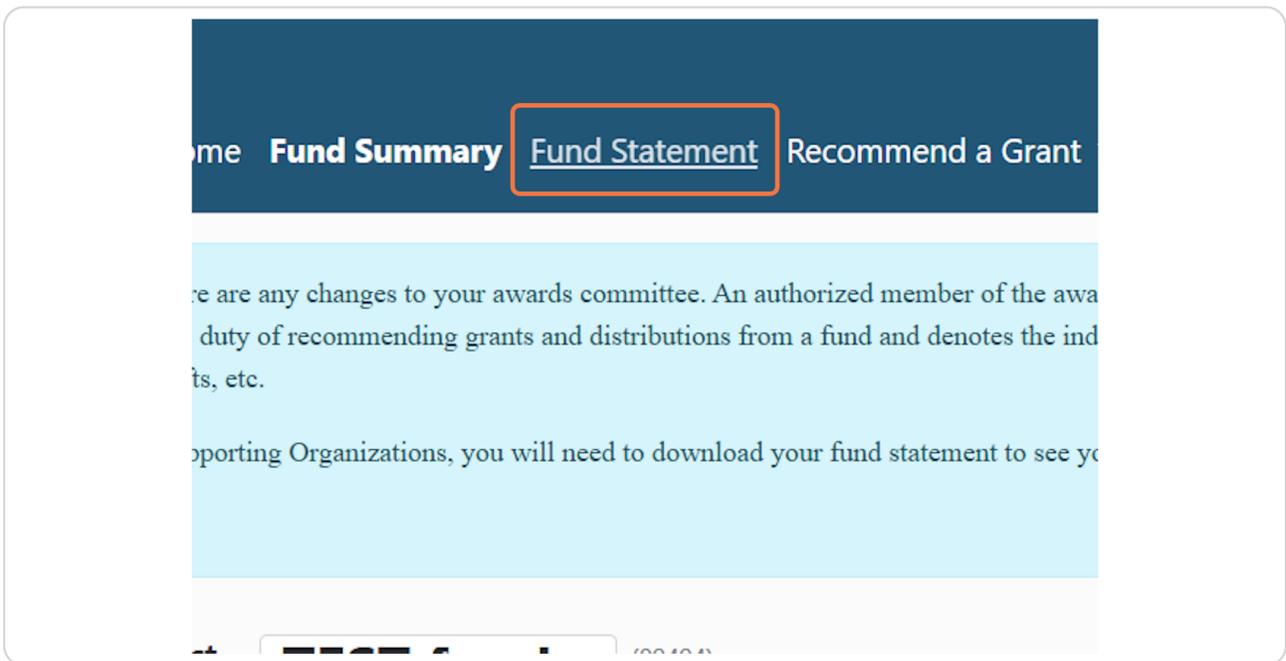
The screenshot shows the same Spartan County Foundation logo and name. The "View Funds" dropdown menu is now open, showing a search input field and a list of fund names: "Just Because Fund", "Operating Fund", "Spartanburg Community Fund", and "TEST fund". The "TEST fund" option is highlighted with a red border. The "Featured G" banner and staff contact information remain visible in the background.

To see an overview of your fund's information, click on Fund Summary.



How to View Your Fund Statement

To view, download or print a Fund Statement, click on Fund Statement.



Click on the calendar to change the date ranges for your statement. Choose a start date...

For Designated, Agency & Supporting Organizations, you will need to download your fund statement to see your data up to two weeks.

TEST fund ▾

Start Date: 01/01/2025  End Date: 02/07/2026  

January 2025 ▾  

Su	Mo	Tu	We	Th	Fr	Sa
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

ed...

and an end date.

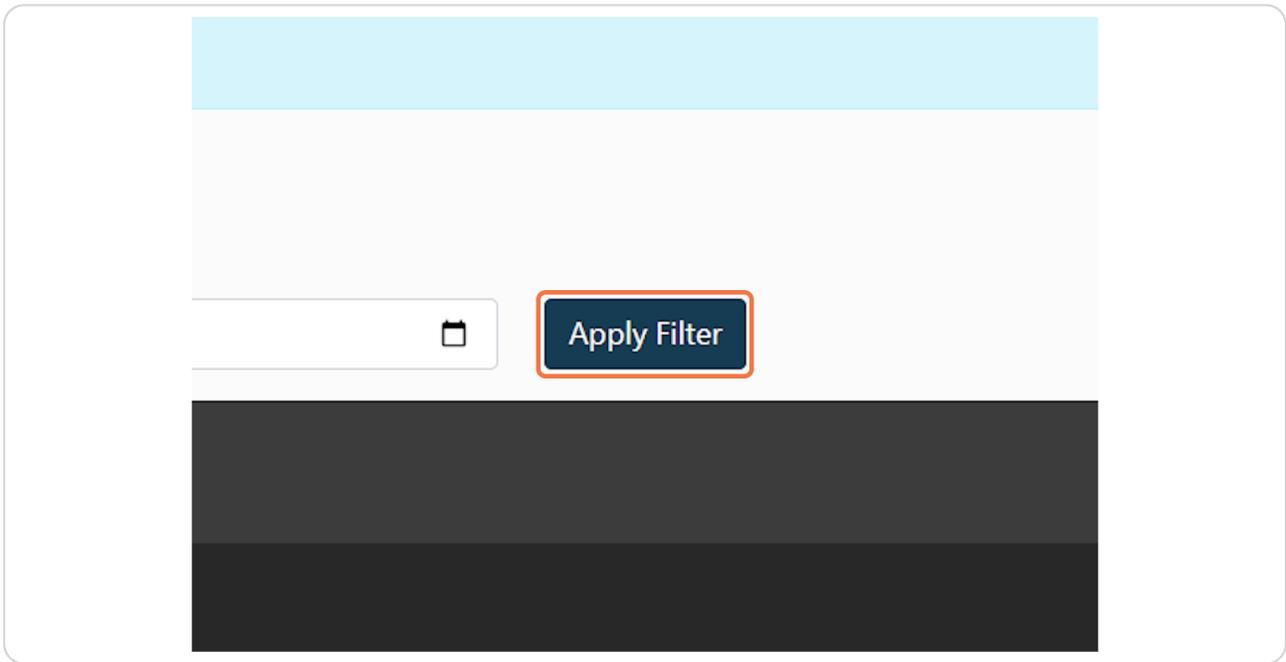
ed, Agency & Supporting Organizations, you will need to download your fund statement to see your data up to two weeks.

fund ▾

End Date:  12/31/2025  

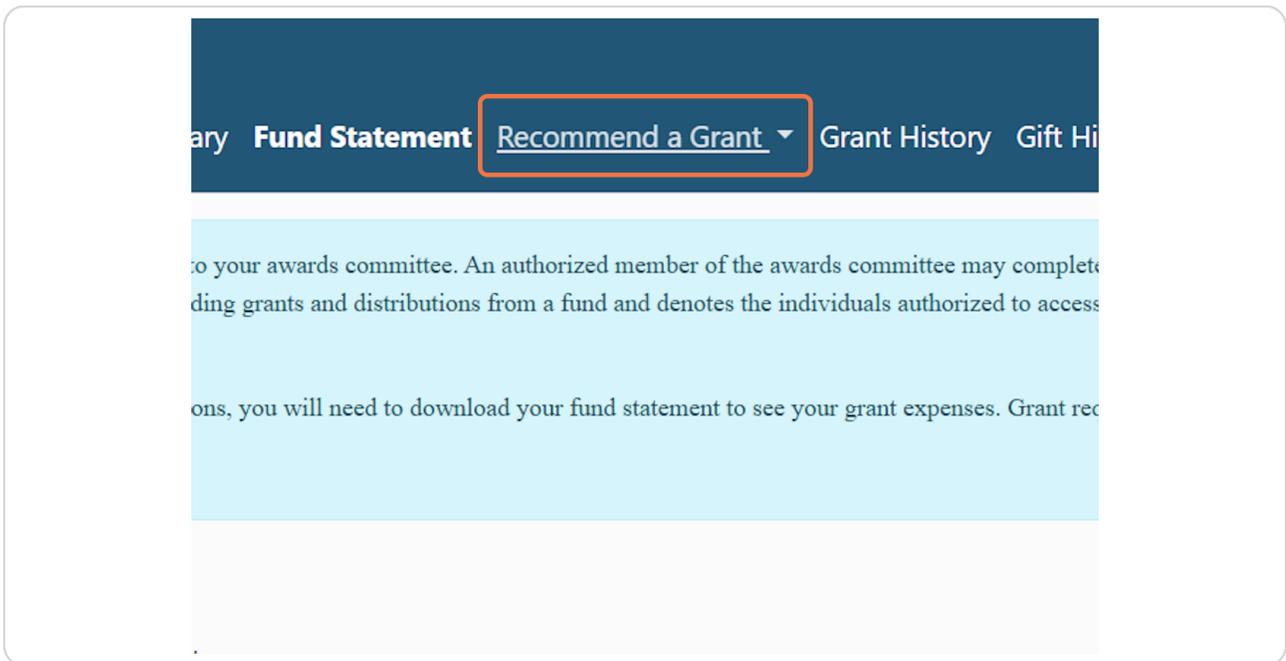
63b864-44e5-ed...

Click on Apply Filter

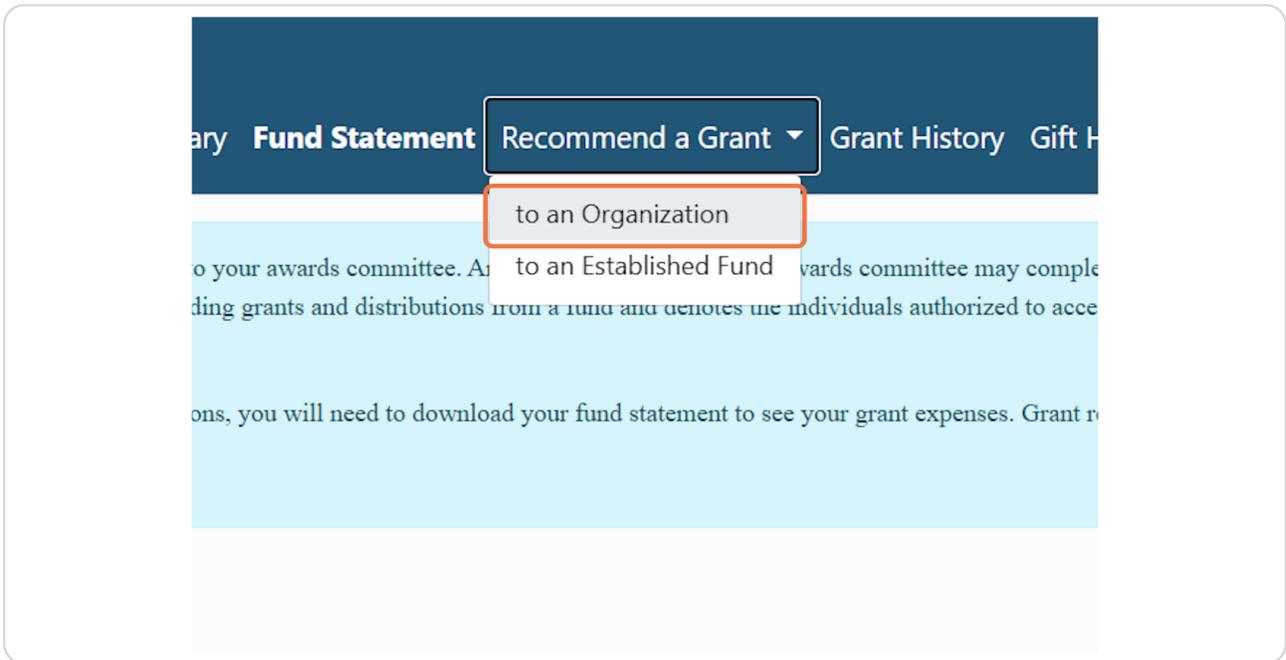


How to e o e r t

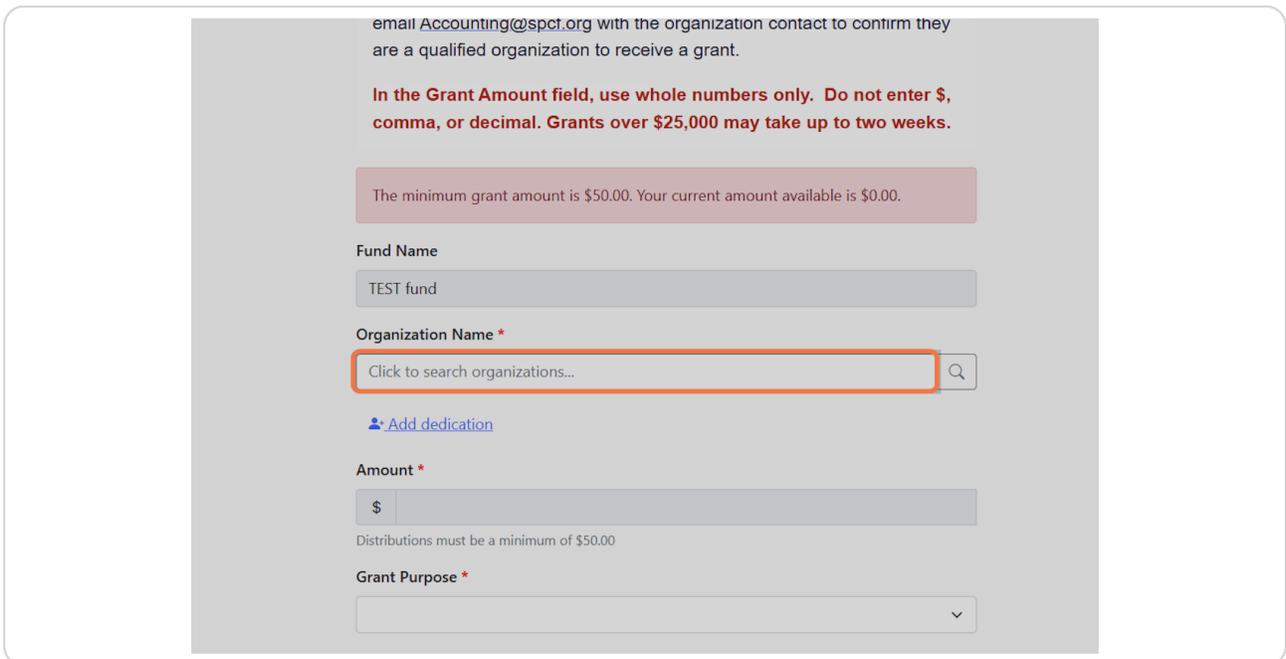
To request a grant from your fund, click on Recommend a Grant



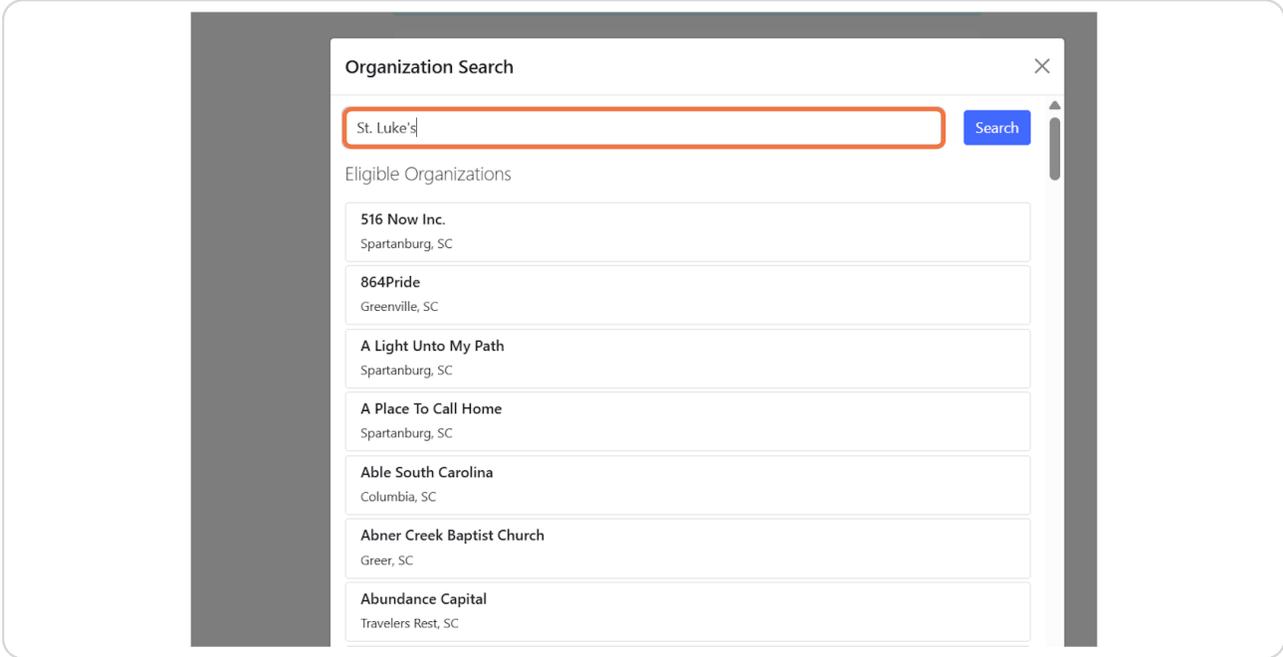
To give a grant to a nonprofit, click on "to an Organization".



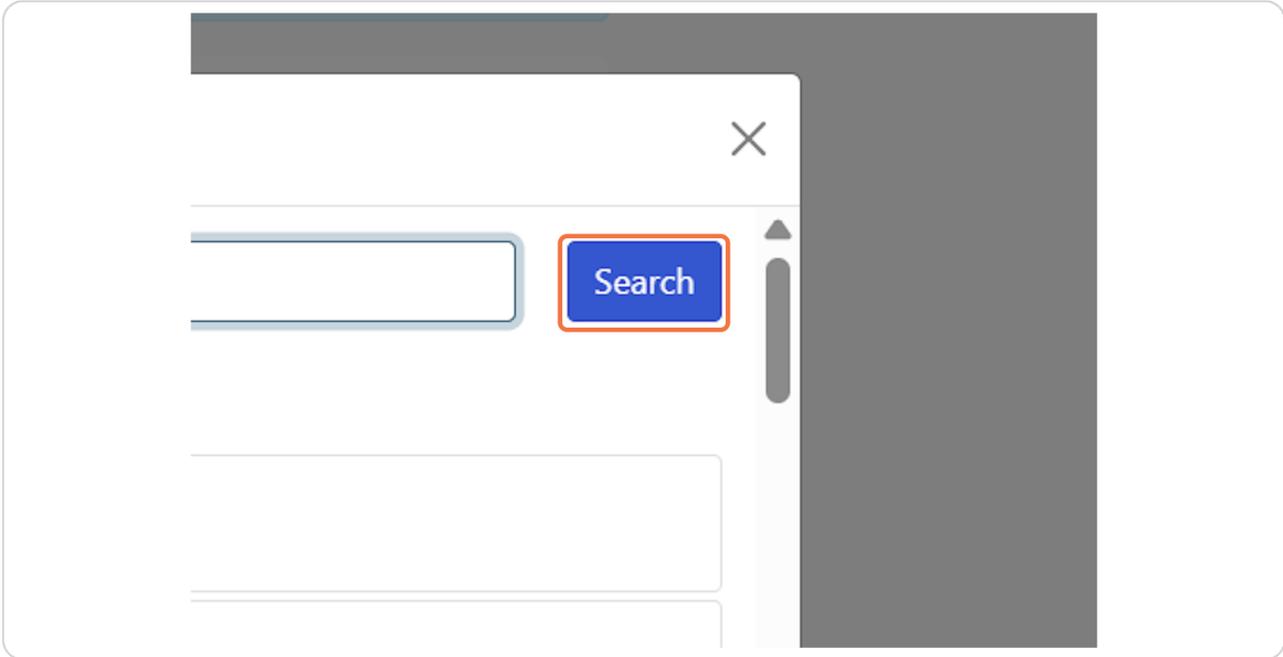
Click in the Organization Name field.



Begin typing the name of the nonprofit.

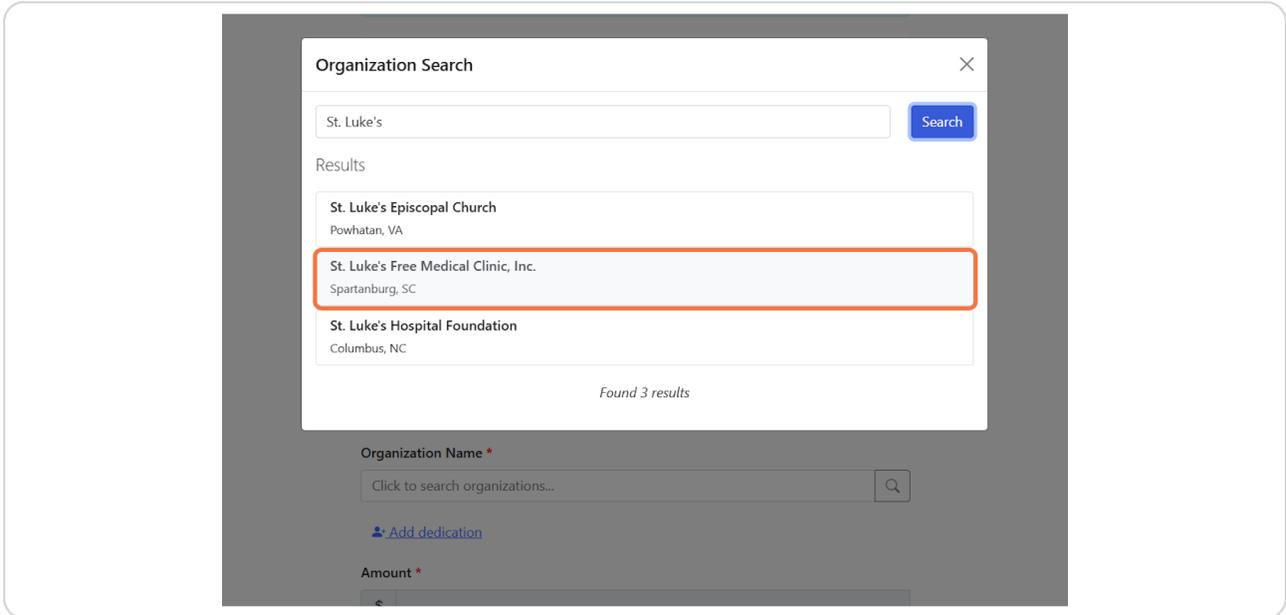


Click on Search.

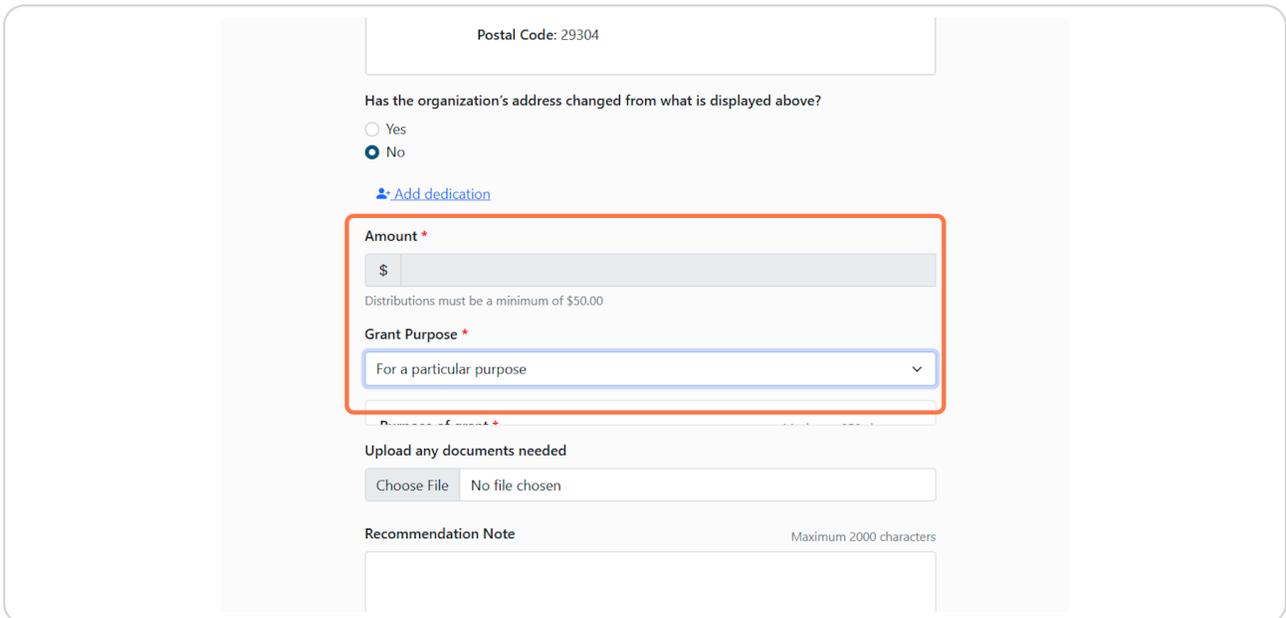


Click on the organization name to choose it.

If the nonprofit is not listed, email Accounting@spcf.org to add the new organization.



Enter the Amount of the grant. You can choose if the purpose is for General/unrestricted or For a particular purpose.



If it is designated for a particular purpose type it in the Purpose of grant field.

You may also upload any supporting documents and write any special instructions in the Recommendation Note field.

The screenshot shows a grant application form with the following elements:

- A radio button labeled "No" is selected.
- A link "Add dedication" with a person icon.
- An "Amount" field with a dollar sign icon and a text input box. Below it, a note states "Distributions must be a minimum of \$50.00".
- A "Grant Purpose" dropdown menu with the selected option "For a particular purpose".
- A "Purpose of grant" text area with a character count of "839 characters remaining". The text "special proj" is entered. Below the text area, a note reads "(e.g. general support, capital campaign, specific program, endowment, etc.)".
- An "Upload any documents needed" section with a "Choose File" button and the text "No file chosen".
- A "Recommendation Note" text area with a character limit of "Maximum 2000 characters".

Check the box next to the Anonymous statement if desired. You must check the box next to the Certification that no personal benefit is derived as a result of this grant to the nonprofit organization.

Choose "Submit Now" to submit the request.

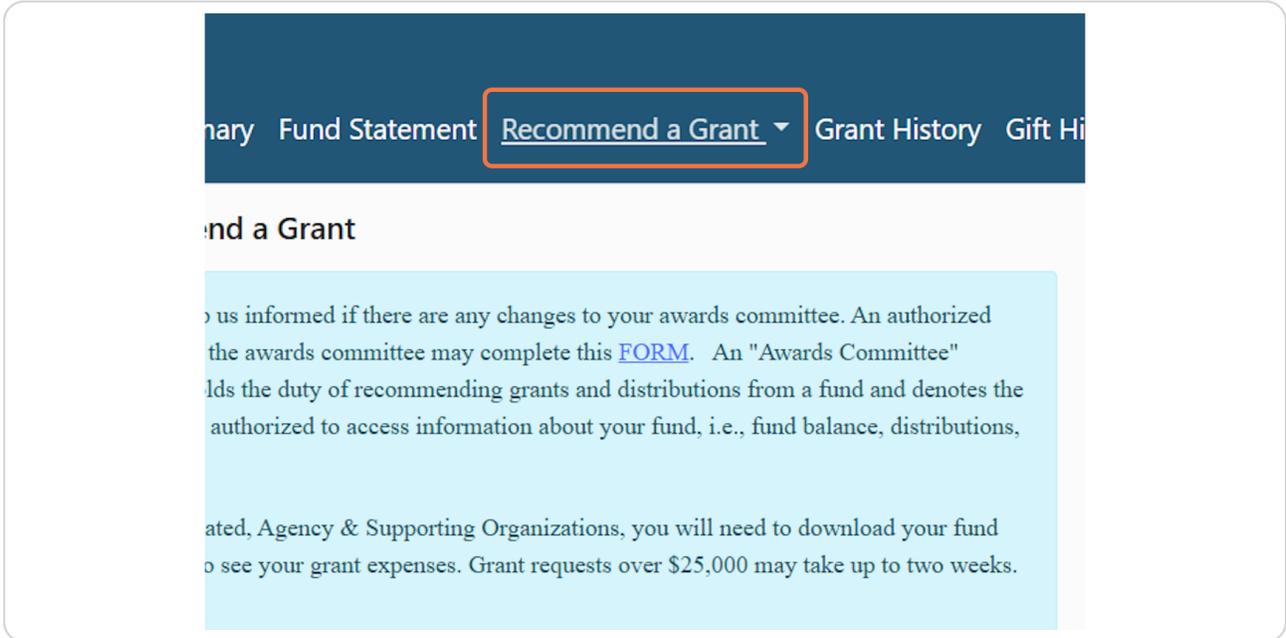
The screenshot shows a form with two radio button options:

- Please issue this grant and
- Distribution(s) suggested above commitment or other financial c
personal benefit is derived (e.g
You must read the Certification

At the bottom right, there is a button with a shopping cart icon and the letter "S".

Interfund Grants

To give a grant to another fund at the Spartanburg County Foundation, click on Recommend a Grant.



Click on to an Established Fund.



Start typing the name of the fund or any key words in the fund's name.

email Accounting@spcr.org with the organization contact to confirm they are a qualified organization to receive a grant.

In the Grant Amount field, use whole numbers only. Do not enter \$, comma, or decimal. Grants over \$25,000 may take up to two weeks.

The minimum grant amount is \$50.00. Your current amount available is \$0.00.

Fund Name

TEST fund

Gift Fund *

St. L

- St. Luke's Free Medical Clinic Fund
- St. Paul Catholic Church Discretionary Fund
- St. Luke's Free Medical Clinic Endowment Fund
- St. Paul United Methodist Church Youth Scholarship Fund
- St. Christopher's Episcopal Church Properties Endowment Fund
- St. Matthews Episcopal Church Norman Tyler General Endowment Fund
- Society of St. Paul the Apostle Fund

Purpose of grant * Maximum 850 characters

Click on the fund's name.

email Accounting@spcr.org with the organization contact to confirm they are a qualified organization to receive a grant.

In the Grant Amount field, use whole numbers only. Do not enter \$, comma, or decimal. Grants over \$25,000 may take up to two weeks.

The minimum grant amount is \$50.00. Your current amount available is \$0.00.

Fund Name

TEST fund

Gift Fund *

St. L

- St. Luke's Free Medical Clinic Fund
- St. Paul Catholic Church Discretionary Fund
- St. Luke's Free Medical Clinic Endowment Fund
- St. Paul United Methodist Church Youth Scholarship Fund
- St. Christopher's Episcopal Church Properties Endowment Fund
- St. Matthews Episcopal Church Norman Tyler General Endowment Fund
- Society of St. Paul the Apostle Fund

Purpose of grant * Maximum 850 characters

Enter the Amount of the interfund transfer grant and choose today's date in the Grant date.

The grant date is when you are requesting it, not necessarily when the transfer will be made.

The minimum grant amount is \$50.00. Your current amount available is \$0.00.

Fund Name
TEST fund

Gift Fund *
St. Luke's Free Medical Clinic Fund

Amount *
\$ 0
Distributions must be a minimum of \$50.00

Grant Date *
02/09/2026

Purpose of grant * Maximum 850 characters

(e.g. general support, capital campaign, specific program, endowment, etc.)

Upload any documents needed
Choose File No file chosen

Type a purpose for the grant: this can be general support or for a specific project.

TEST fund

Gift Fund *
St. Luke's Free Medical Clinic Fund

Amount *
\$ 0
Distributions must be a minimum of \$50.00

Grant Date *
02/09/2026

Purpose of grant * 835 characters remaining
special project
(e.g. general support, capital campaign, specific program, endowment, etc.)

Upload any documents needed
Choose File No file chosen

Recommendation Note Maximum 2000 characters

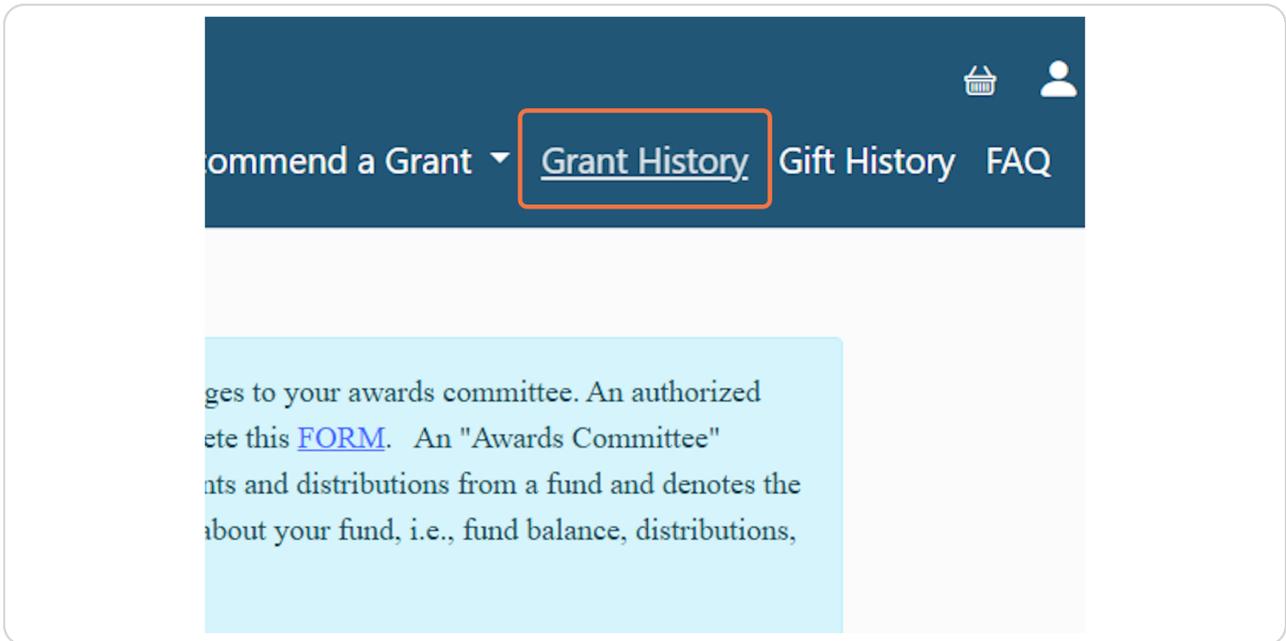
You may upload any supporting documents or add any notes or instructions in the Recommendation Note field. Choose "Submit Now" to submit the request.

The screenshot shows a web form for a grant application. The form includes the following fields and elements:

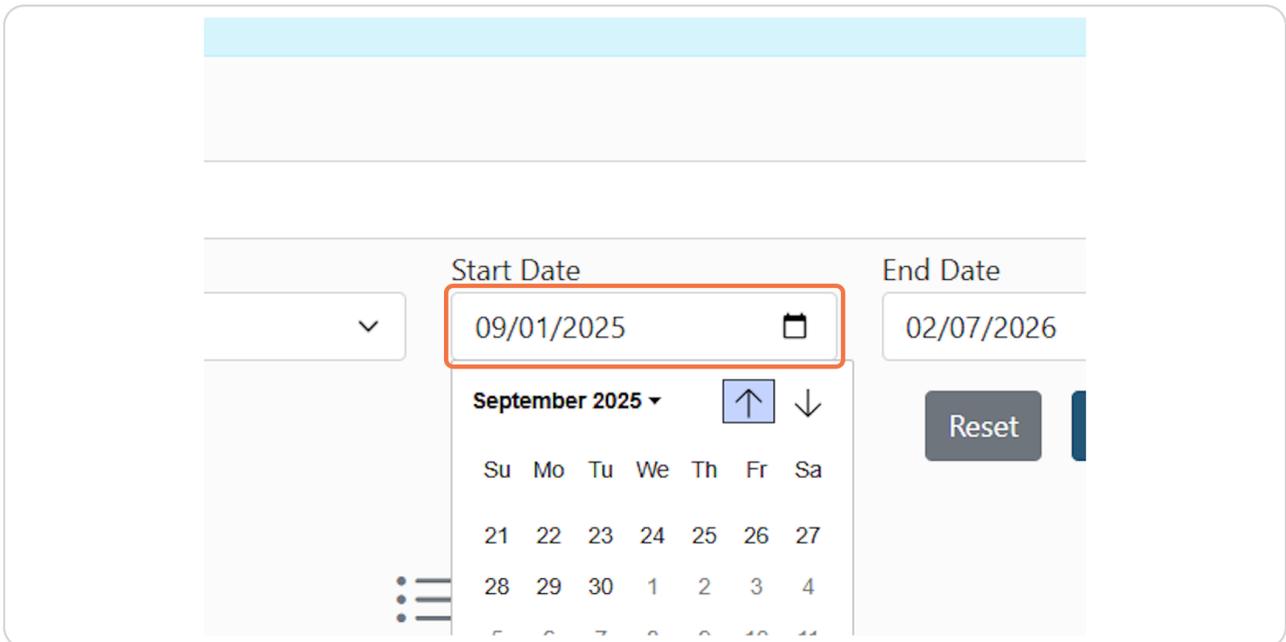
- Grant Date ***: A date picker field showing "02/09/2026".
- Purpose of grant ***: A text input field containing "special project" with a character count of "835 characters remaining".
- Upload any documents needed**: A section with a "Choose File" button and the text "No file chosen".
- Recommendation Note**: A large text area with a character count of "Maximum 2000 characters".
- Disclaimer**: A checkbox with the text: "Distribution(s) suggested above are advisory only and do not represent satisfaction or discharge of any commitment or other financial obligation of mine, such as membership fees, or contributions from which personal benefit is derived (e.g., tickets to events, etc.). You must read the Certification text and check the box before you click the Submit button."
- Buttons**: "Submit Later" and "Submit Now" buttons. The "Submit Now" button is highlighted with a red circle.
- Footer**: A small note "Cannot submit due to amount rules" and social media icons for Twitter, Facebook, and LinkedIn.

How to View Grant History

Click on Grant History to view past grants



Click on the calendar to change the date ranges for your report. Choose a start date...



and an end date.

A screenshot of a web interface showing a date selection form. The form includes a search bar at the top, followed by a label 'date' and a date input field containing '1/2025'. To the right, there is a label 'End Date' and a date input field containing '12/31/2025'. The 'End Date' field is highlighted with an orange border. Below the date fields are two buttons: 'Reset' and 'Apply Filter'.

Click on Apply Filter

A screenshot of the same web interface as above. The 'End Date' field is no longer highlighted. Instead, the 'Apply Filter' button is highlighted with an orange border. The rest of the interface, including the search bar, date fields, and 'Reset' button, remains the same.

If you would like to grant to the same recipient, select "Repeat Grant" in the right-hand column. You will have the option of granting the same amount or changing the amount.

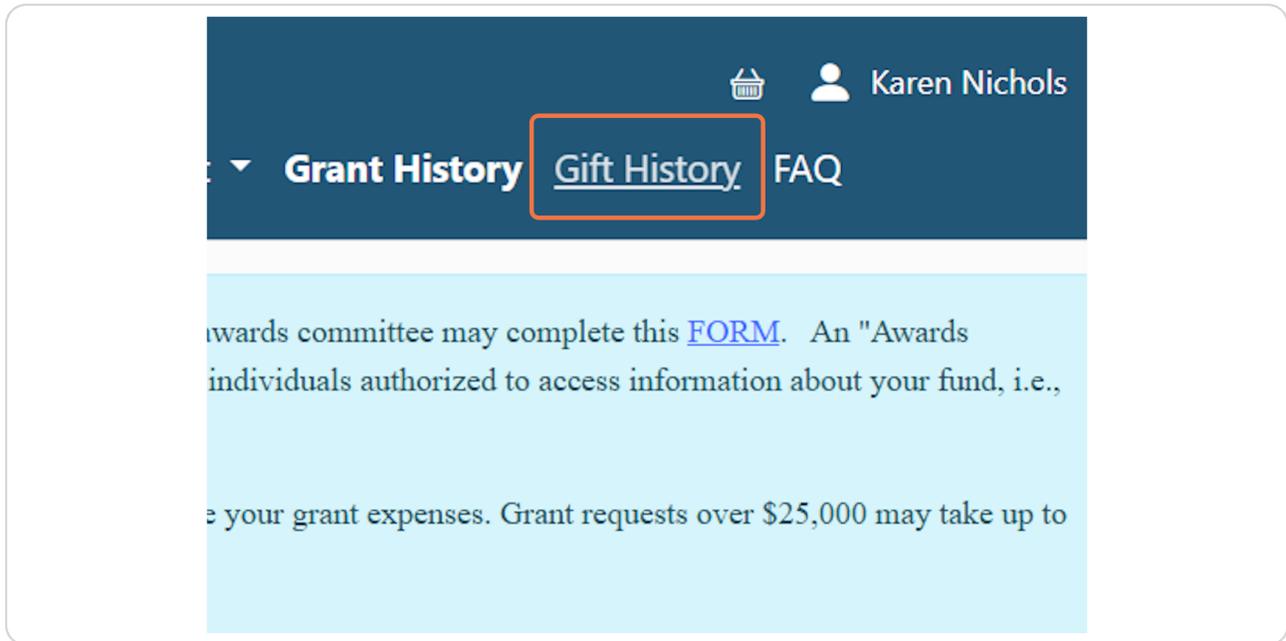
Apply Filter

Folio	Purpose	Formal Fund Name	Decision Date	Payment Date	
Interfund		CFGD Community Impact Fund	11/8/2022	11/8/2022	Repeat Grant
Recommended		CFGD Community Impact Fund			Repeat Grant
Recommended		CFGD Community Impact Fund			Repeat Grant
Recommended		CFGD Community			

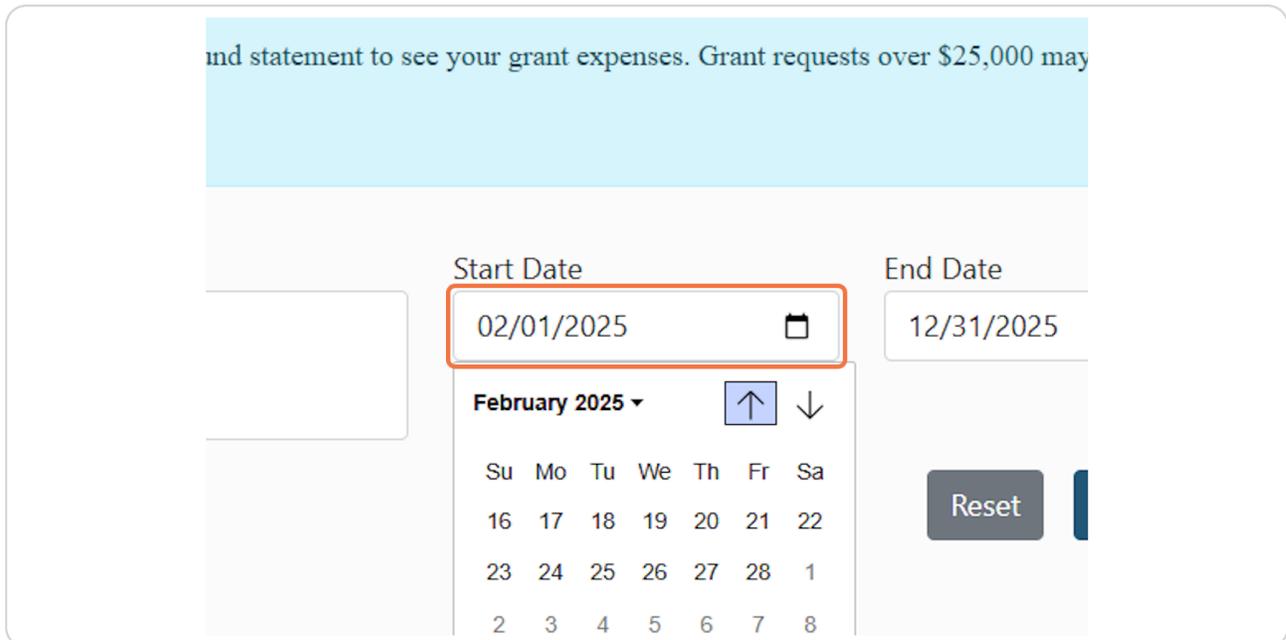
Made with Tango.us

How to View Gift History

To see all donations to your fund, click on Gift History



Click on the calendar to change the date ranges for your statement. Choose a start date...



and an end date and click on Apply Filter

All contributions to your fund during the dates chosen will be displayed. An "Export to Excel" button will appear if there is information to download.

This page shows all of the gifts made to your fund(s), including donors and their addresses if provided. You can choose "Export to Excel" to download a list.

If someone makes an anonymous gift, their information will not be displayed next to the gift amount.

[Fund Summary](#)
[Fund Statement](#)
[Recommend a Grant](#)
[Gift History](#)
[FAQ](#)

e any changes to your awards committee. An authorized member of the awards committee may complete duty of recommending grants
 supporting organizations, you'll need to download your fund statement to see grant expenses. Grant requests over \$25,000 may take up to two weeks

Fund Name:
 Start Date:

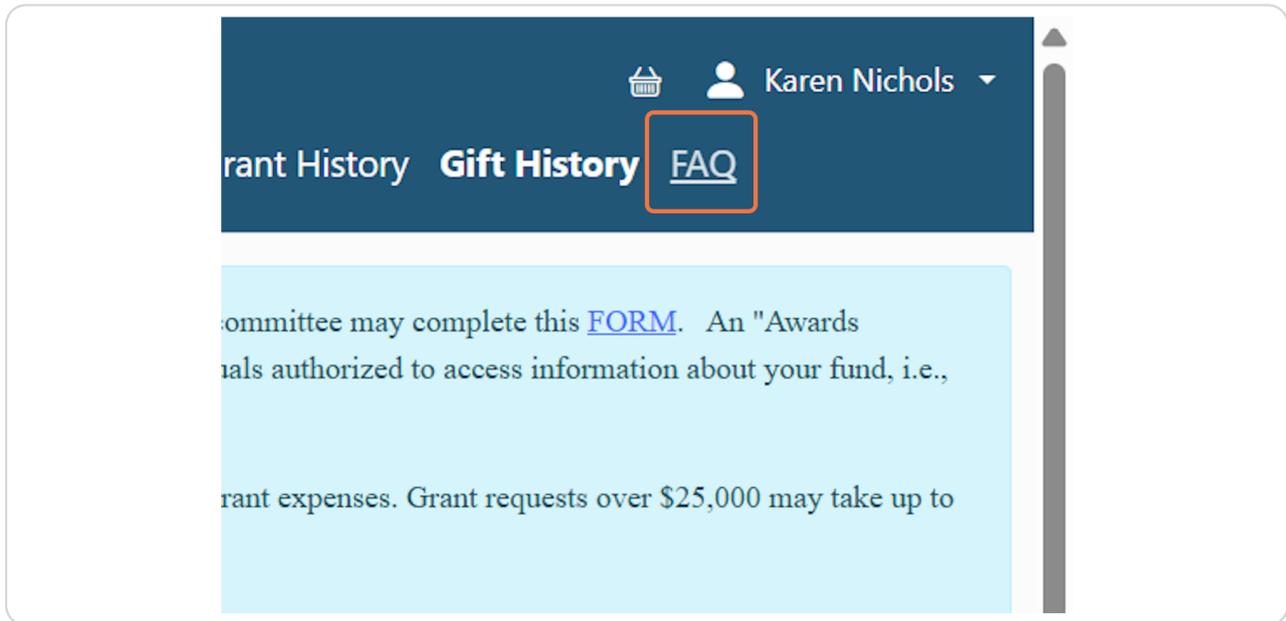
Gift History [Export to Excel](#)

Search table...

Posting Date	Formal Acknowledgement	Amount	Payment Type	Purpose	Payment Note
1/23/2026	Generous Fund Forever Fund	\$1,500.00	Check	to open new funds	— 424 E Kennedy S Spartanburg, SC

8

The FAQ (Frequently Asked Questions) page has useful information.



GOfund Frequently Asked Questions

When will the grant request that I submitted be processed?

Our team processes grant requests every week. Your request will be processed according to when we receive the request. **Grant requests must be received by 5:00 PM on Friday.** **Large grants over \$25,000 may take up to two weeks.** NOTE: This schedule is subject to change based on holidays, large grant requests or other extenuating circumstances.

How do I submit an interfund transfer request?

If you want to send a grant from your fund to another fund at the Spartanburg County Foundation, choose "Established Fund" in the drop-down when you submit a grant. An interfund transfer is the same as our regular grants process.

Can I make an anonymous distribution?

Yes, check the box that says "Please issue this grant anonymously" that is at the bottom of the Recommend a Grant page when submitting your grant.

Can I submit more than one grant per GOfund session?

Yes, click on Recommend a Grant at the top of the page. Fill in the form and choose Submit. On the submission confirmation page, click on the link to Recommend a Grant.

Where can I see any grant expenses paid from my fund?

For Designated, Agency & Supporting Organizations, you must download your fund statement to see your grant expenses.

Who can I contact with questions?

If you have questions about gifts **TO** your fund, contact Heather Ailstock at donate@spcf.org. If you have questions about grants or contributions made **FROM** your fund, contact Heather Ailstock at accounting@spcf.org. If you have general questions about your fund, contact Karen Nichols at knichols@spcf.org.

How do I change my password?

You may use the "Forgot Password" link on the sign-in page to reset your password to a different one. If you are already logged into GOfund, you will need to log out first.