Spartanburg County Foundation

GOfund User Guide

TABLE OF CONTENTS

01

How to Sign On and Move Between Funds - Page 2

02

How to View Your Fund Statement - Page 5

03

How to Recommend a Grant or Interfund Grant - Page 7

04

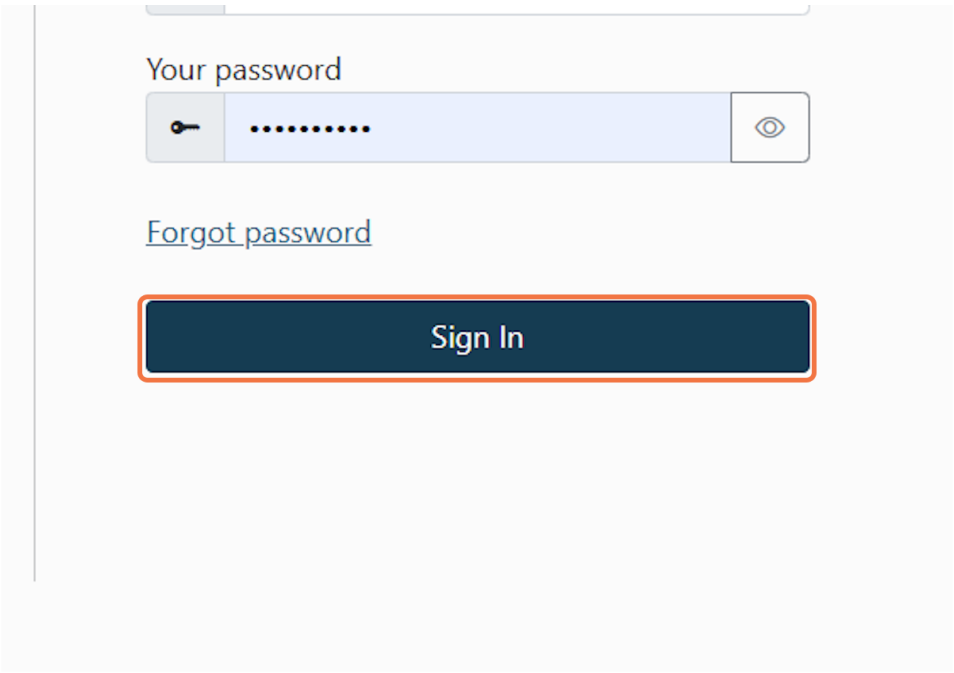
How to View Your Grant History - Page 16

05

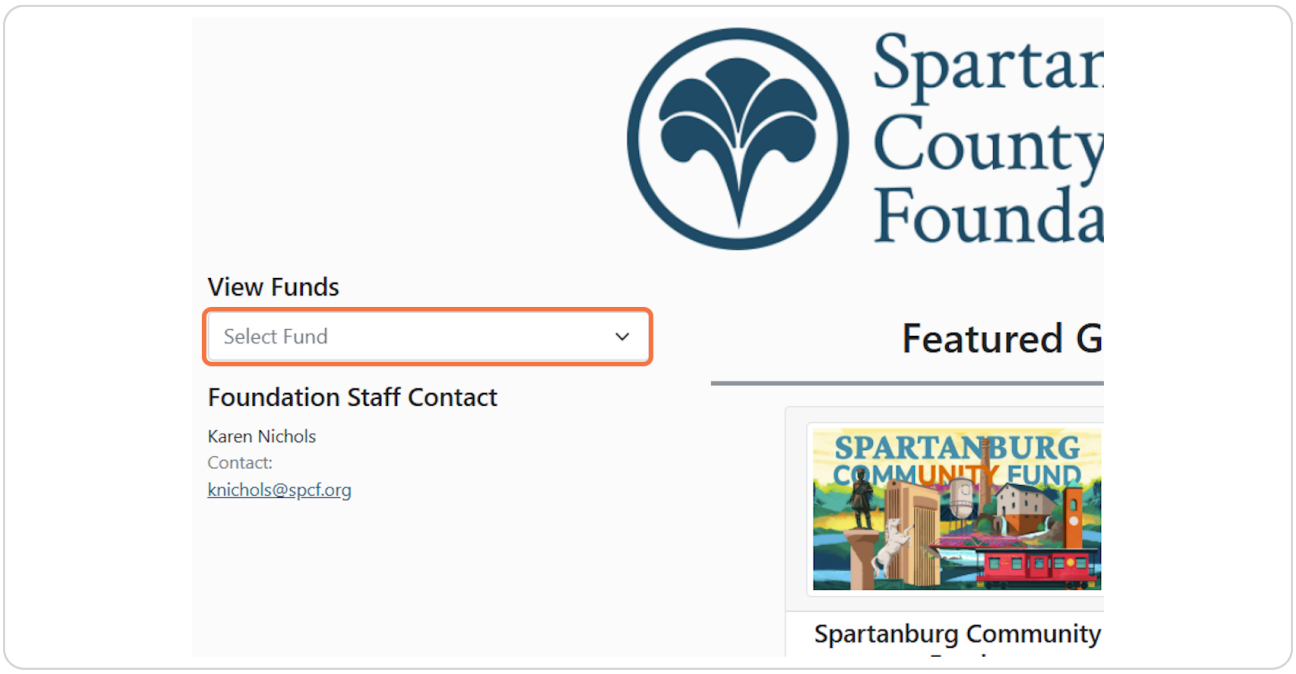
How to View Your Gift History - Page 19

How to Sign In and Move Between Funds

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



Click on Select Fund.

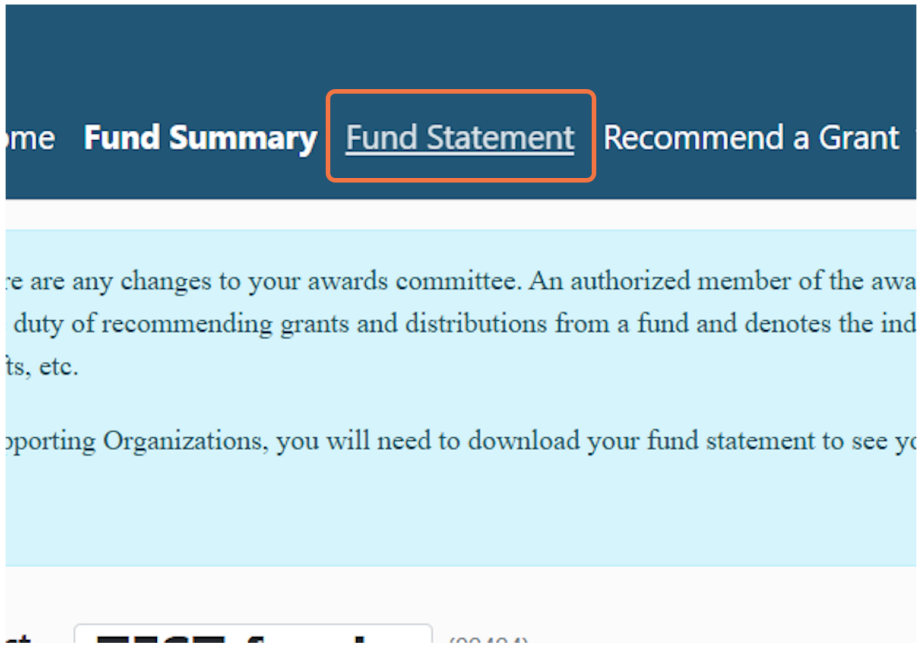


Click on your fund's name.

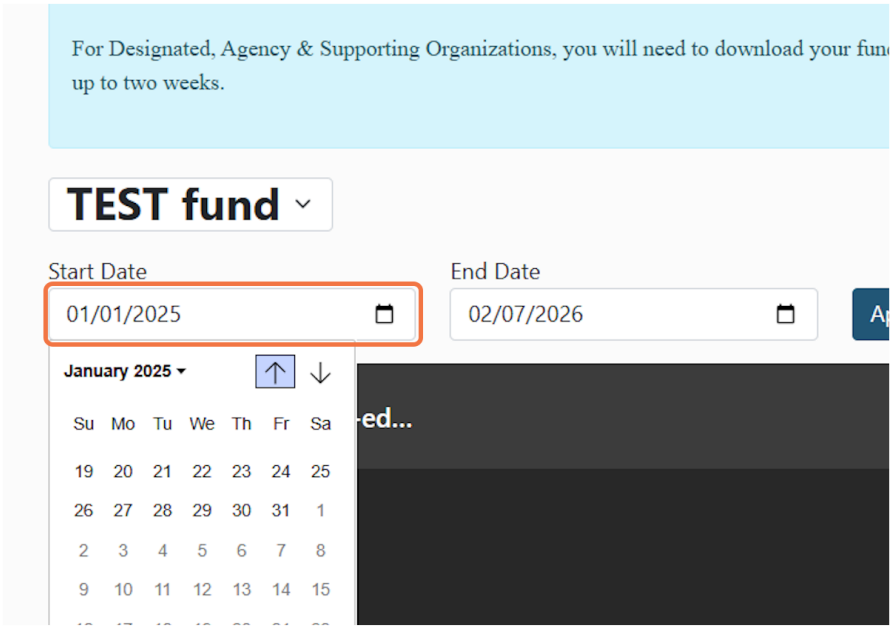
To see an overview of your fund's information, click on Fund Summary.

How to View Your Fund Statement

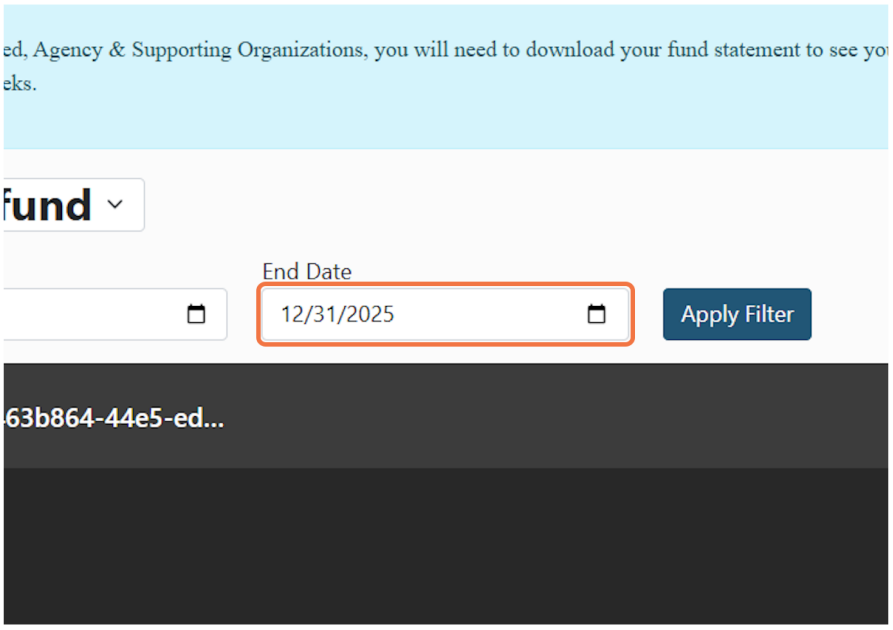
To view, download or print a Fund Statement, click on Fund Statement.



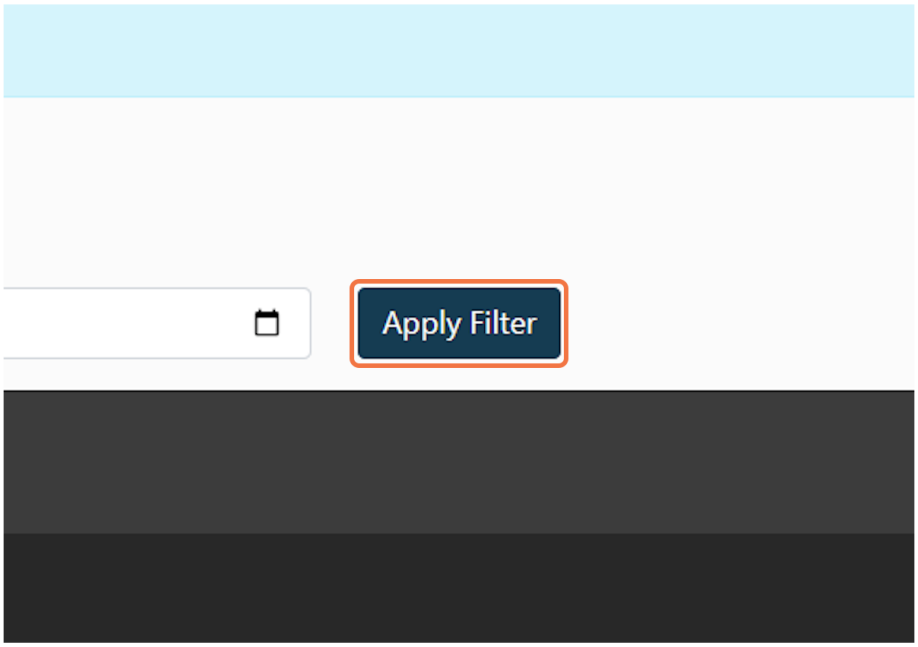
Click on the calendar to change the date ranges for your statement. Choose a start date...



and an end date.

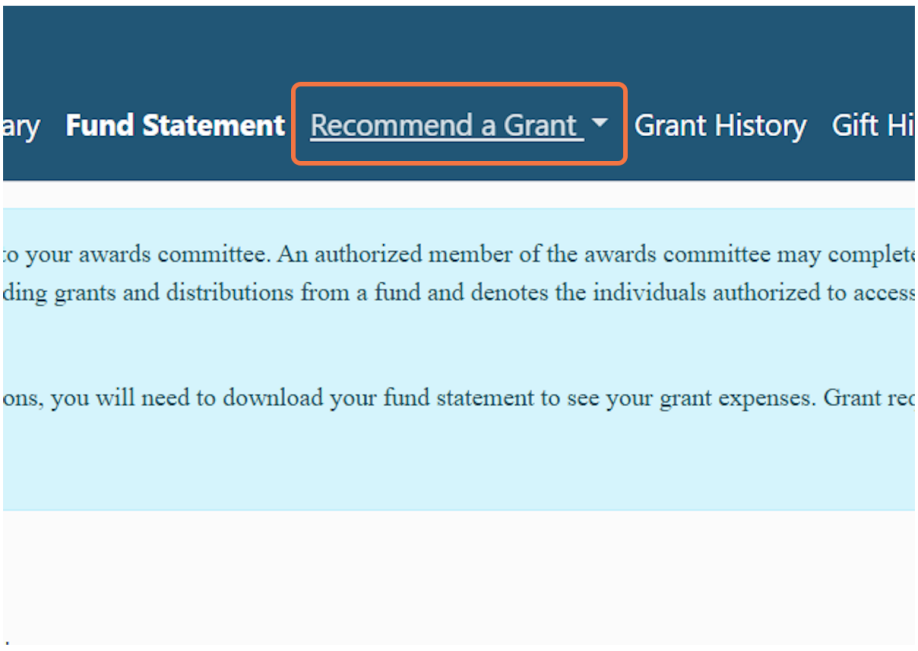


Click on Apply Filter

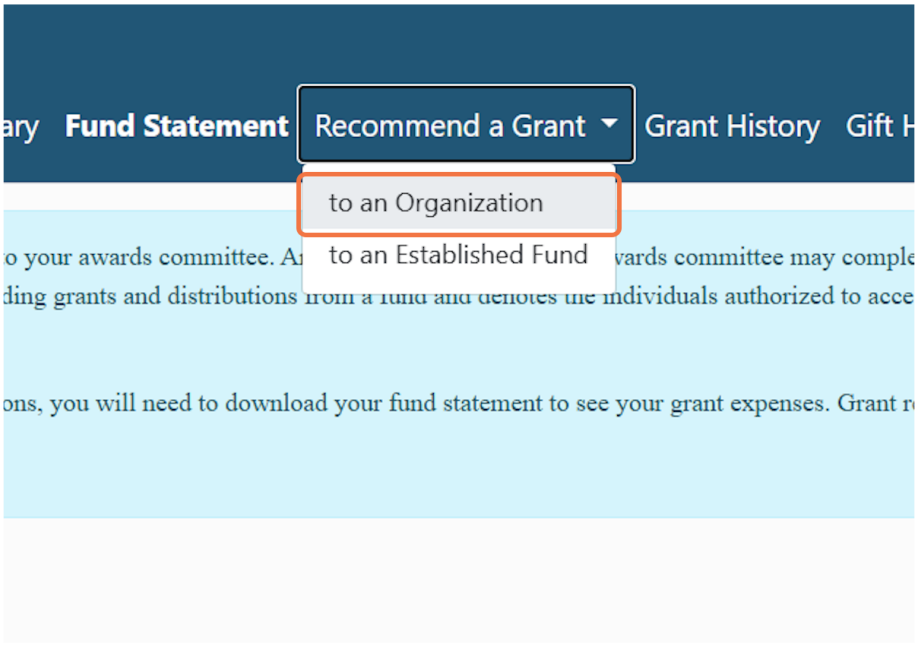


How to e o e r t

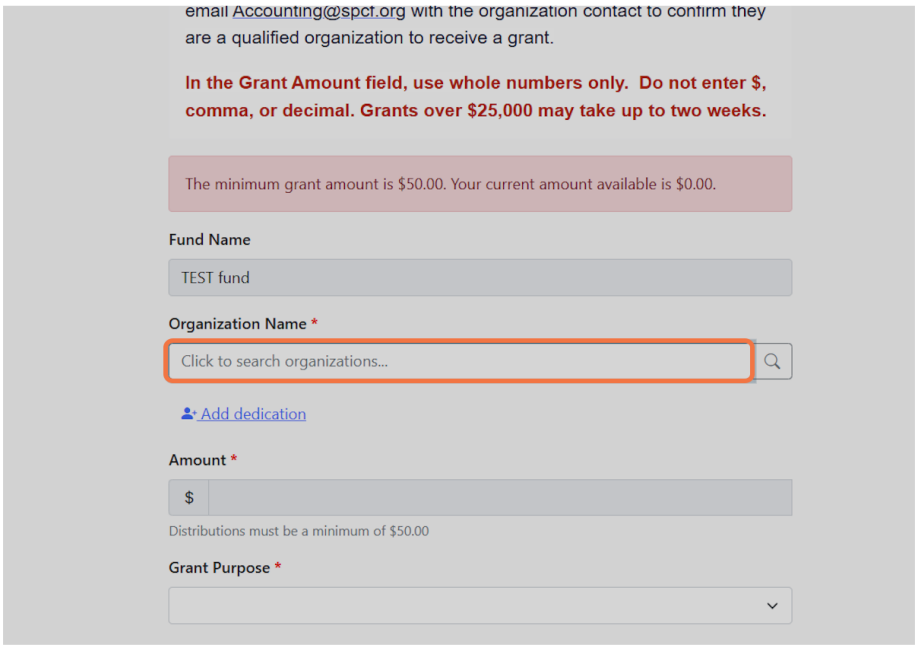
To request a grant from your fund, click on Recommend a Grant



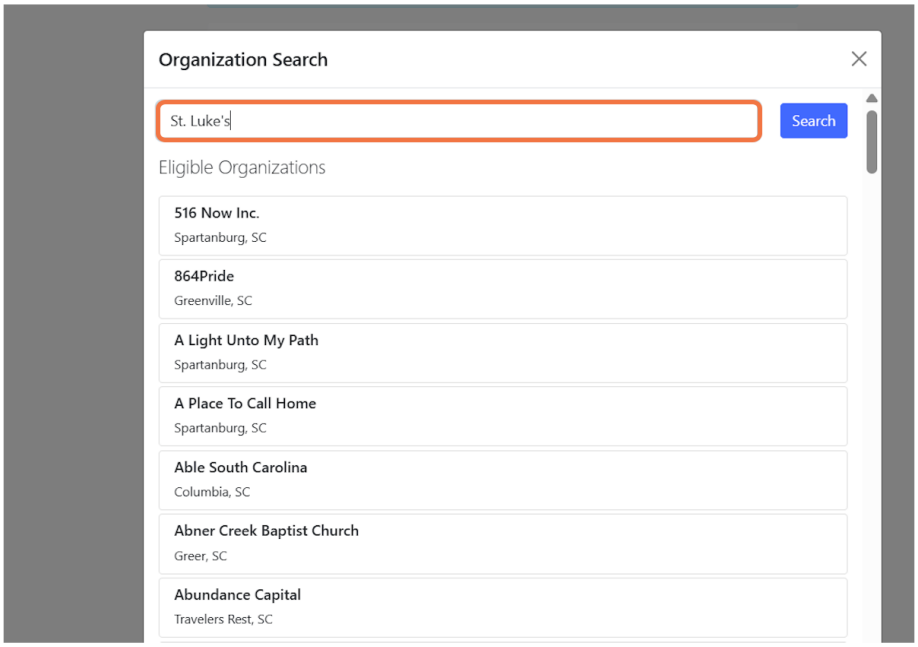
To give a grant to a nonprofit, click on "to an Organization".



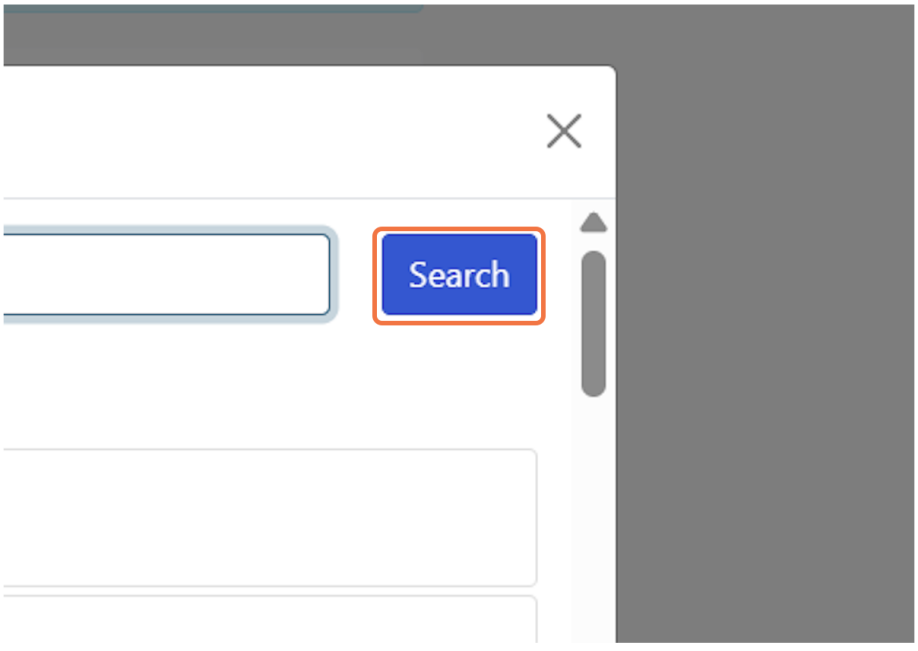
Click in the Organization Name field.



Begin typing the name of the nonprofit.

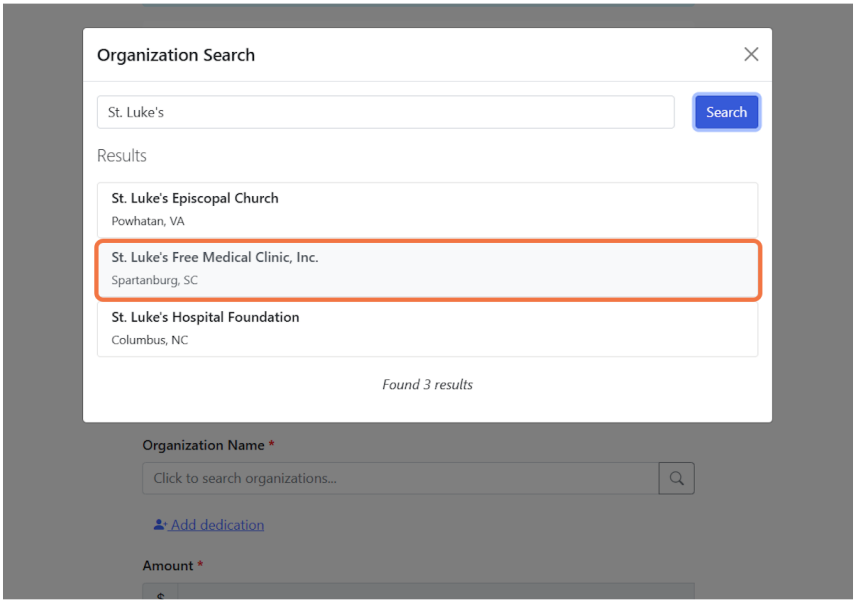


Click on Search.

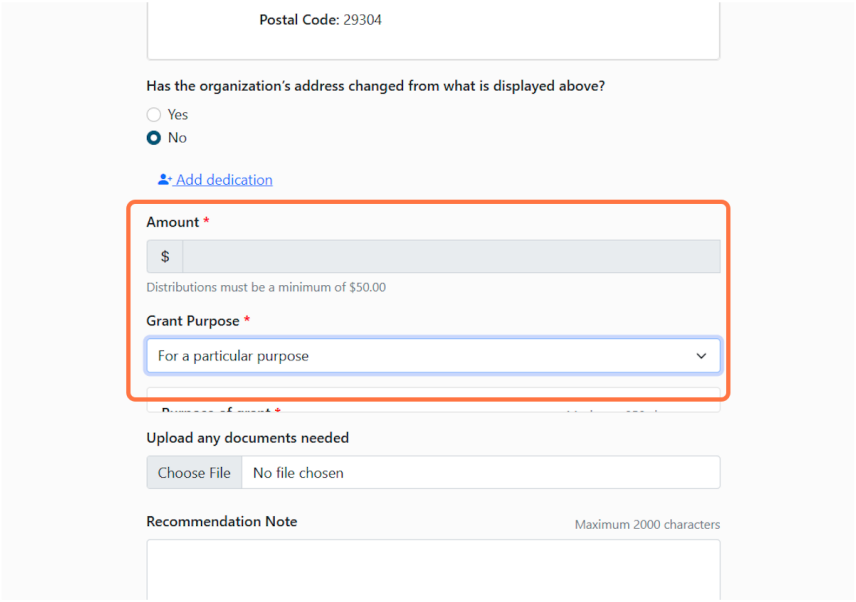


Click on the organization name to choose it.

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

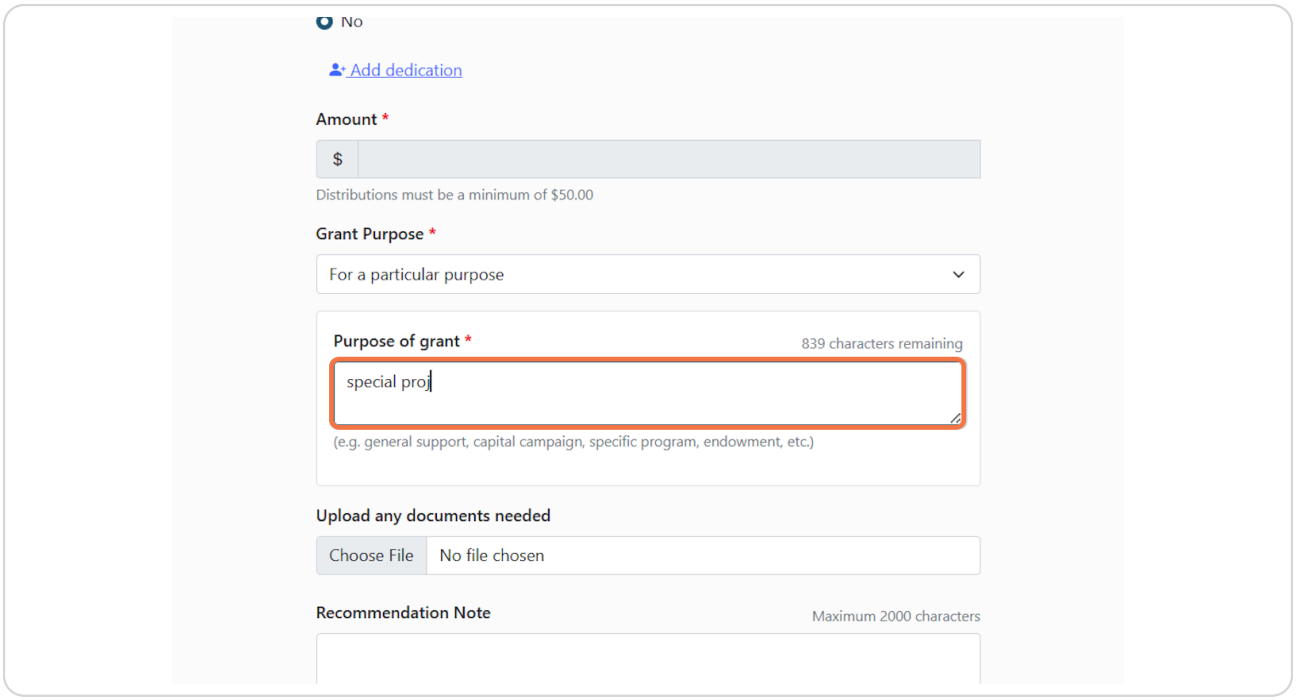


Enter the Amount of the grant. You can choose if the purpose is for General/unrestricted or For a particular purpose.



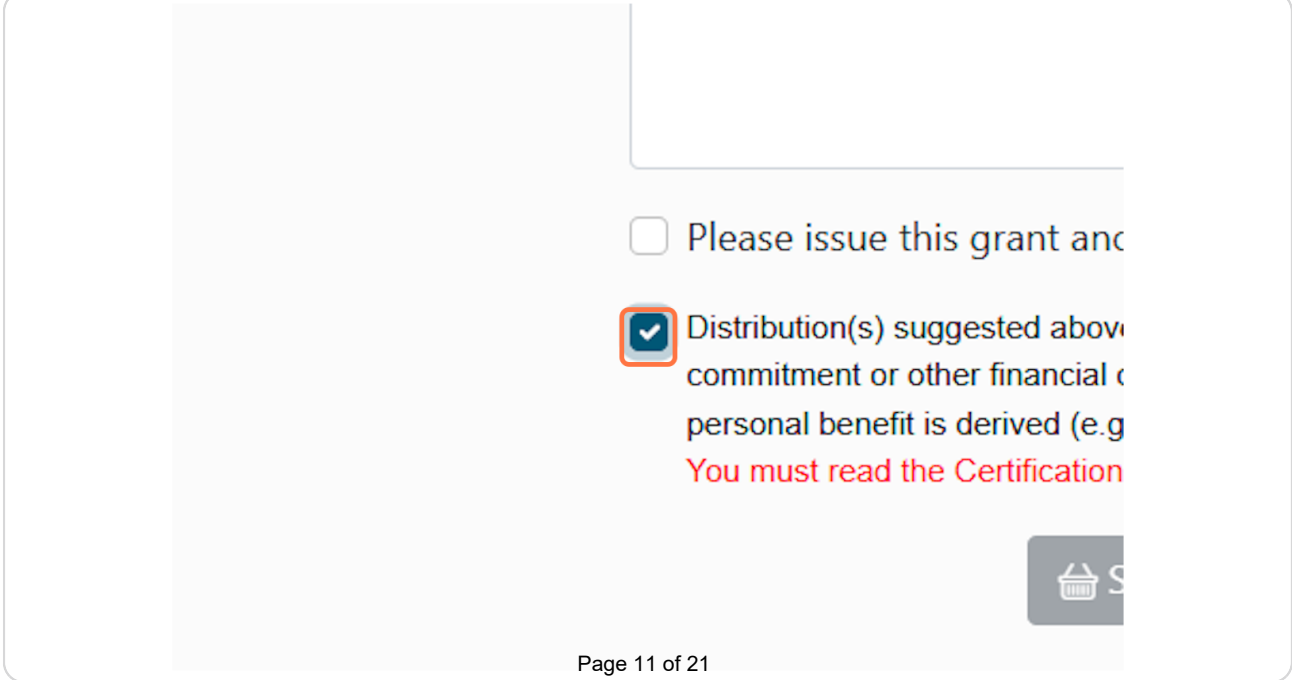
If it is designated for a particular purpose type it in the Purpose of grant field.

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



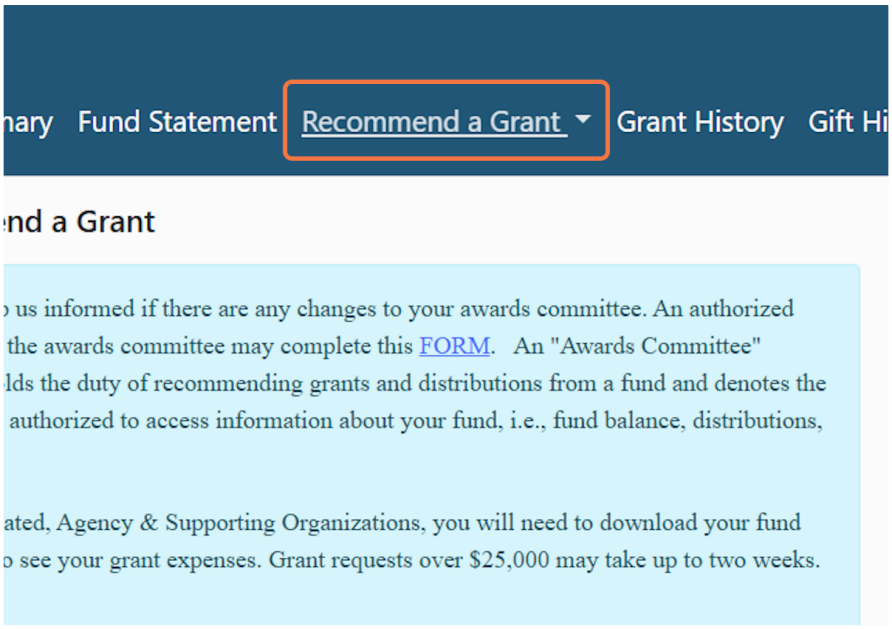
Check the box next to the Anonymous statement if desired. You must check the box next to the Certification that no personal benefit is derived as a result of this grant to the nonprofit organization.

Choose "Submit Now" to submit the request.



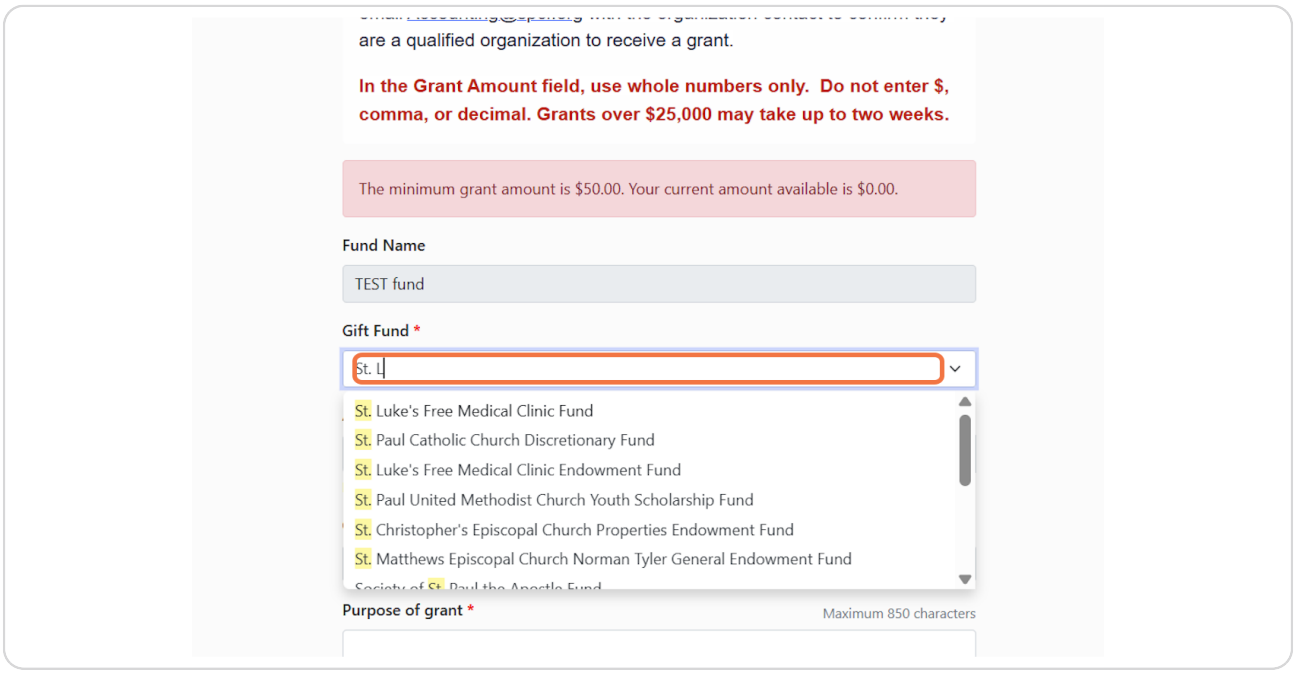
Interfund Grants

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

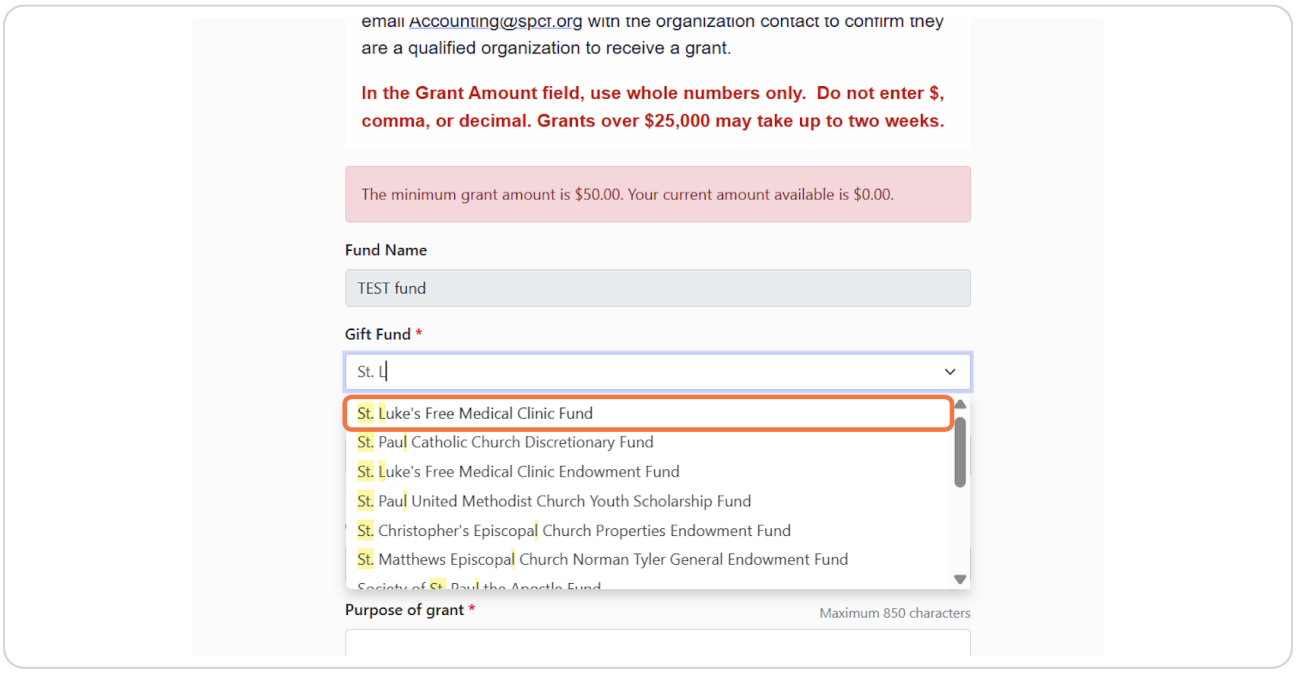


Click on to an Established Fund.

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

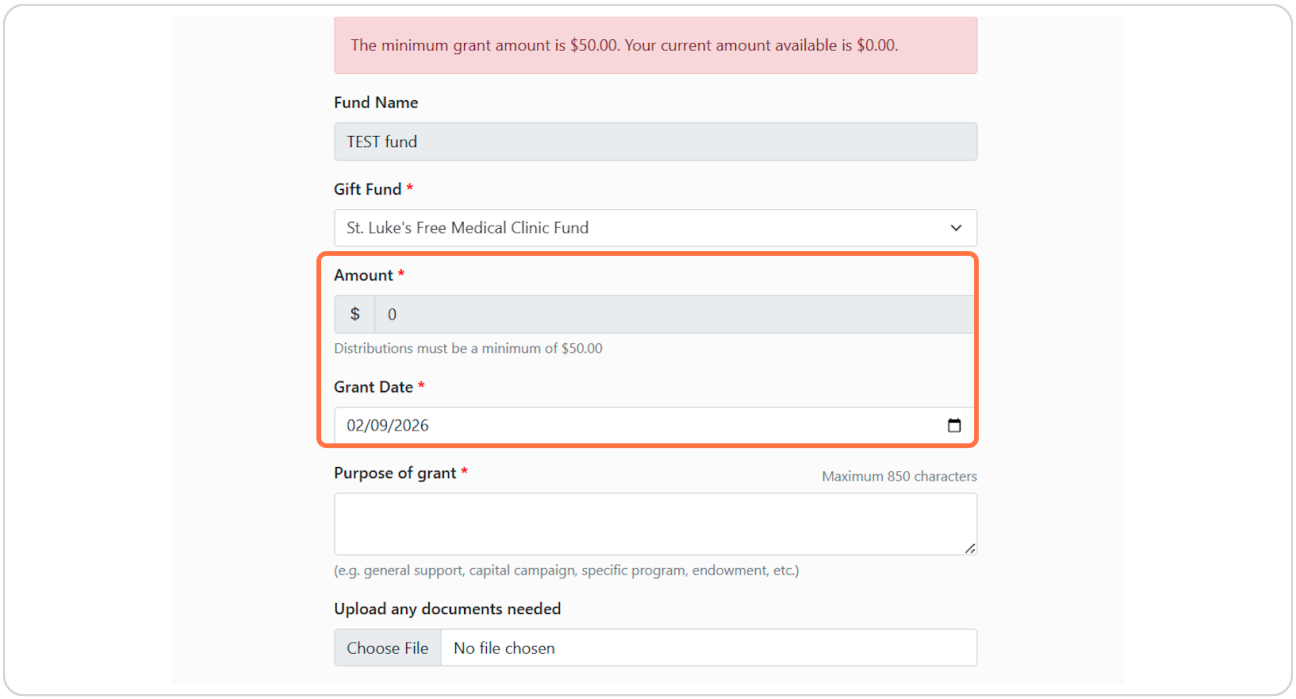


Click on the fund's name.

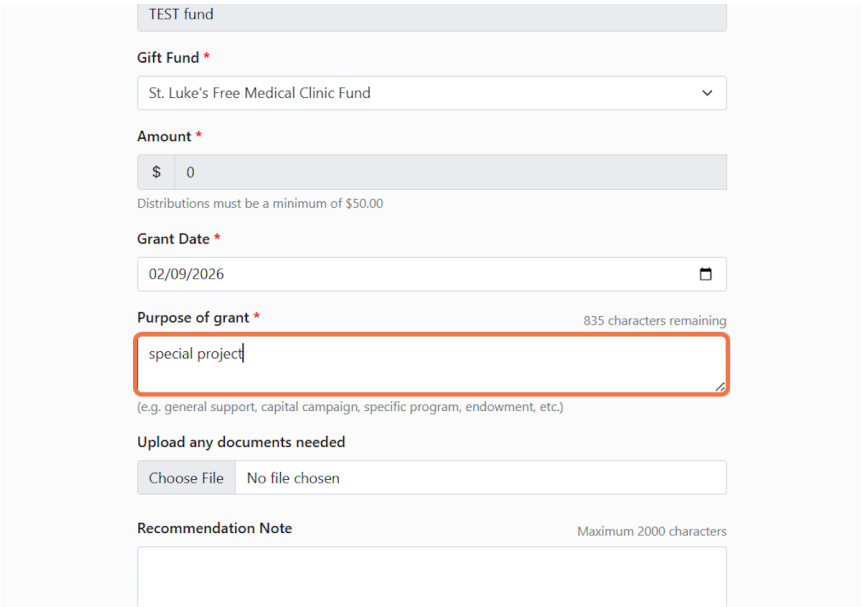


Enter the Amount of the interfund transfer grant and choose today's date in the Grant date.

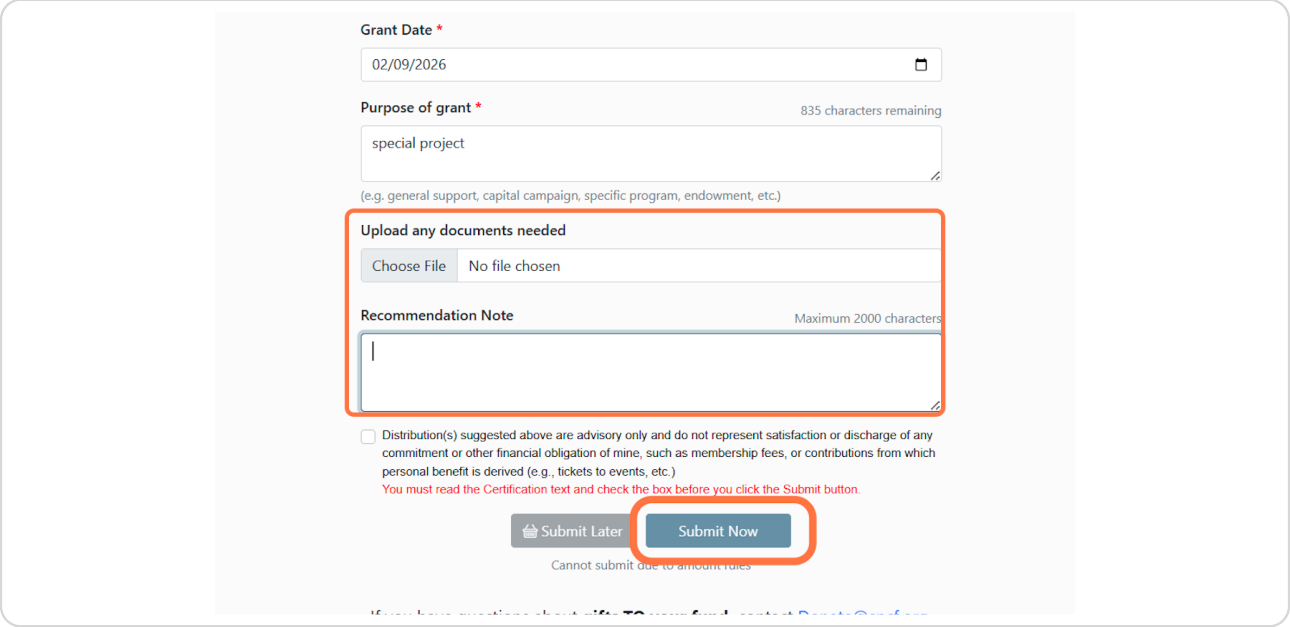
The grant date is when you are requesting it, not necessarily when the transfer will be made.



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

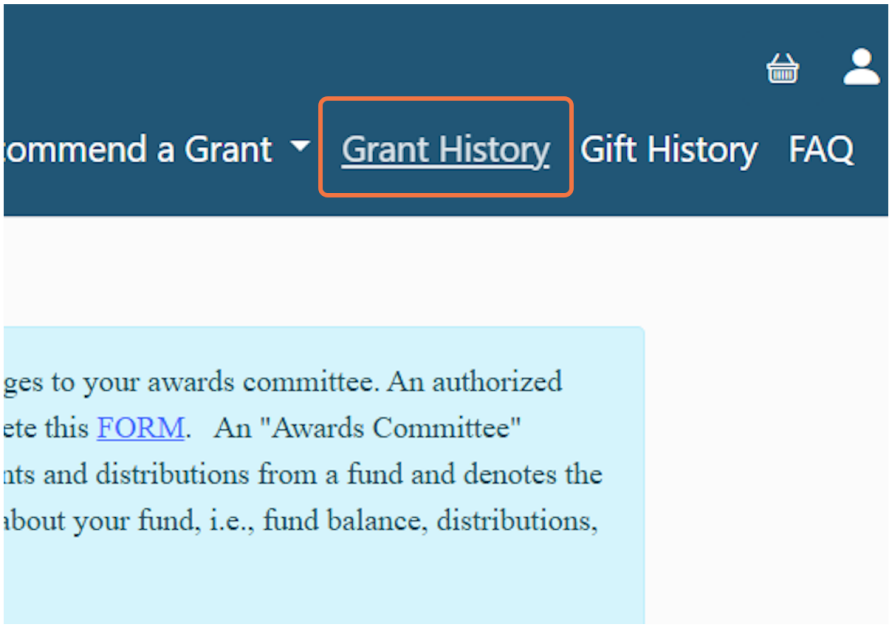


You may upload any supporting documents or add any notes or instructions in the Recommendation Note field. Choose "Submit Now" to submit the request.

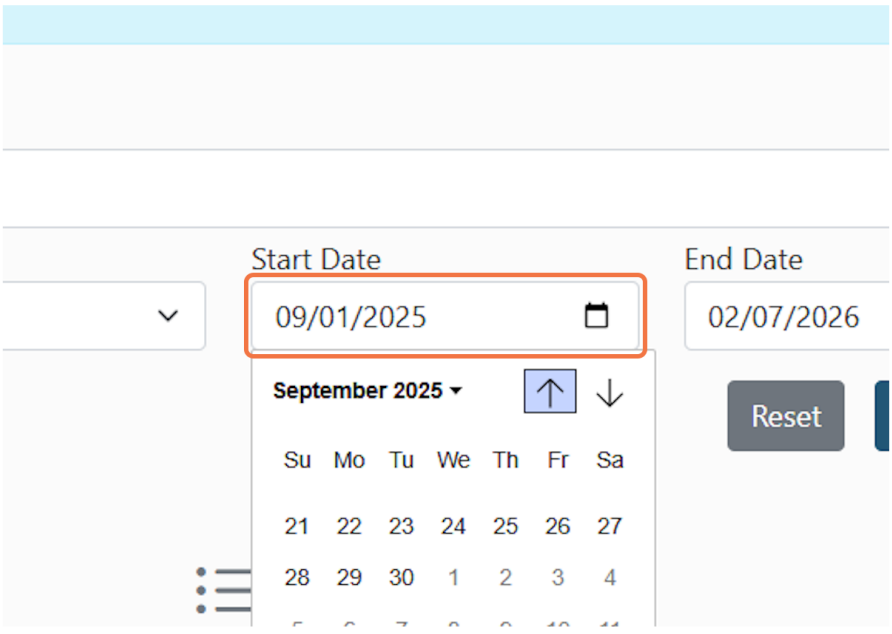


How to View Grant History

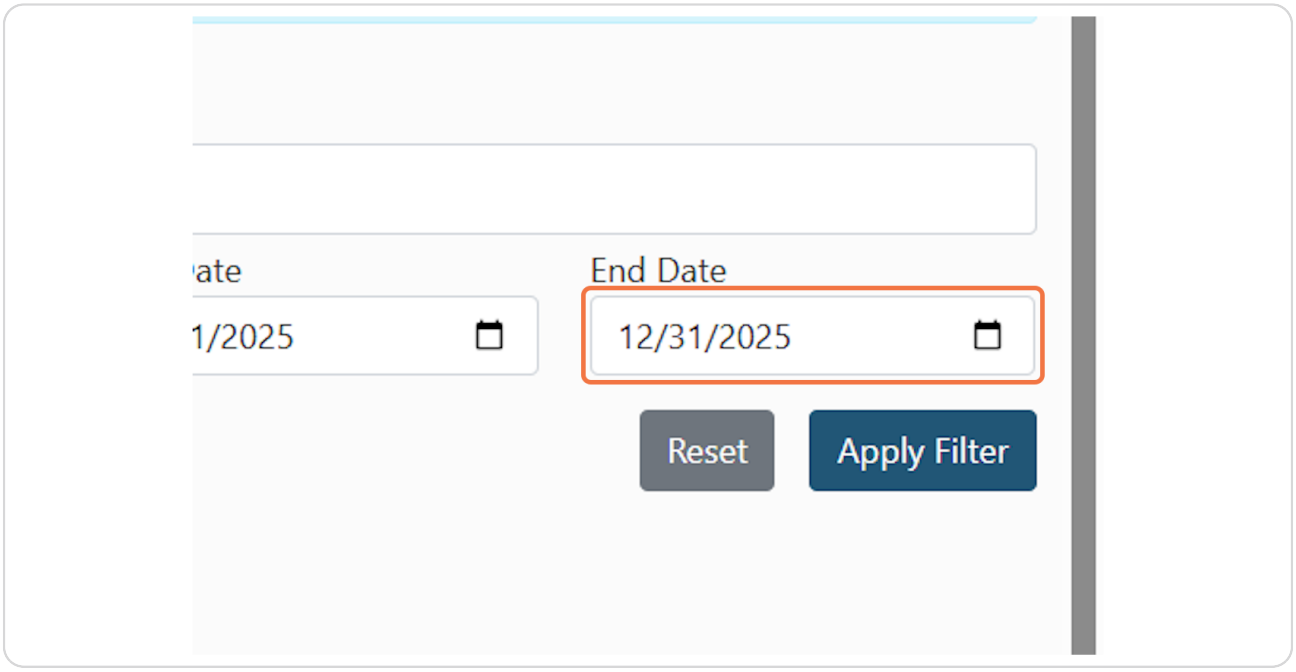
Click on Grant History to view past grants



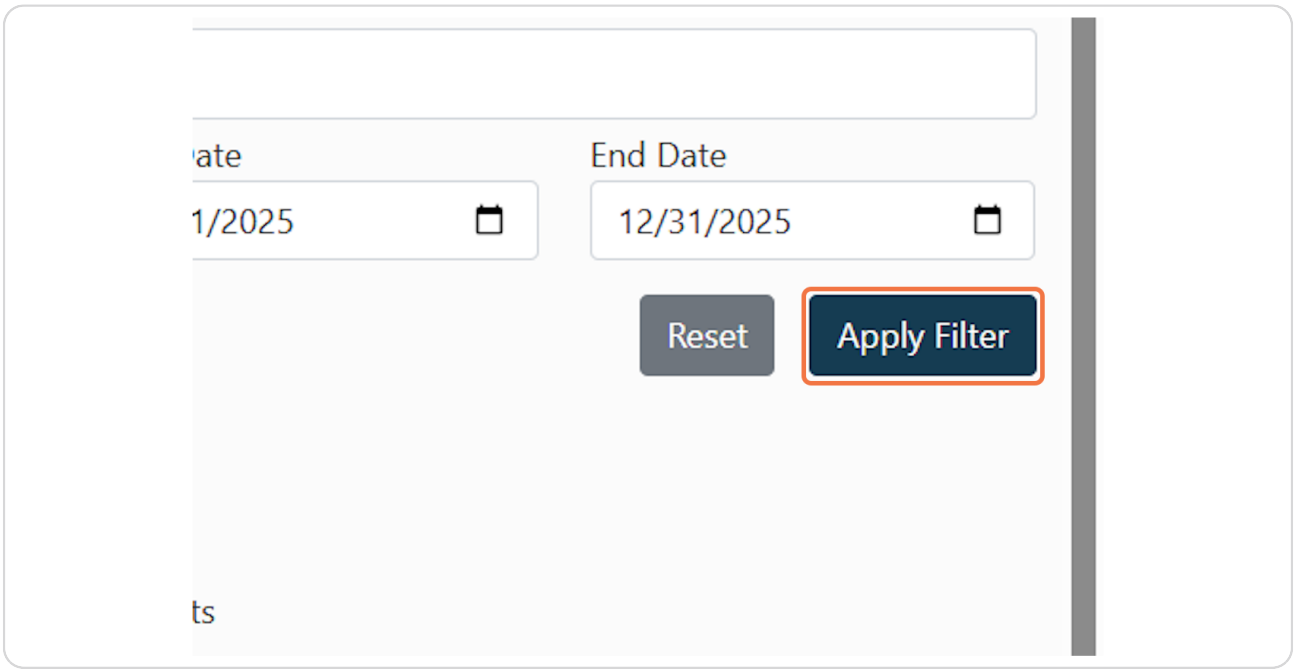
Click on the calendar to change the date ranges for your report. Choose a start date…



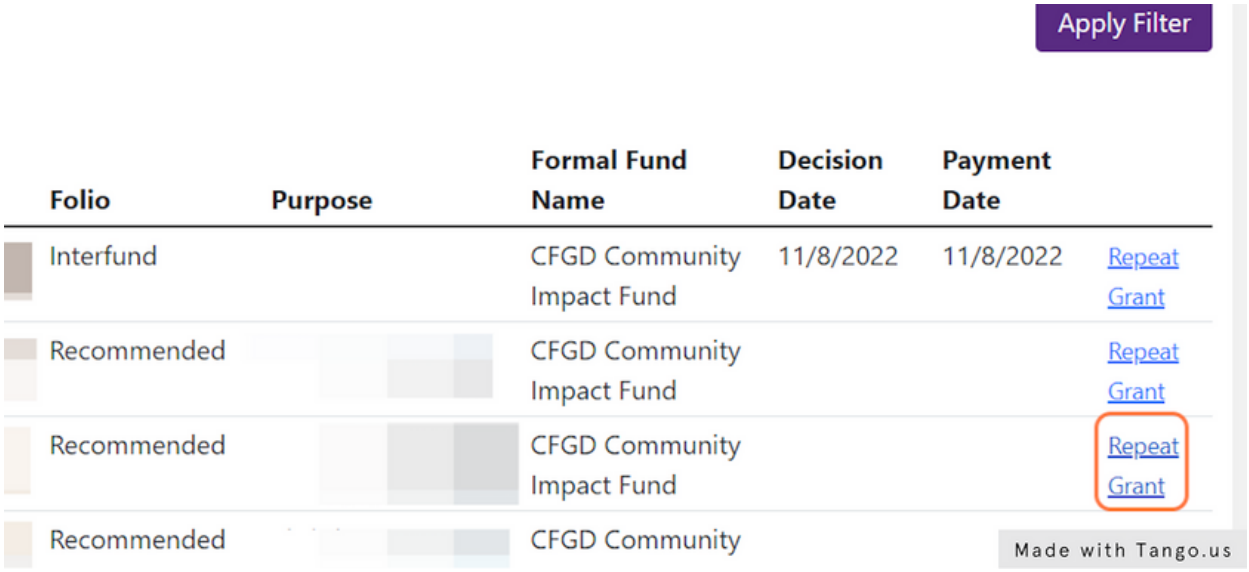
and an end date.



Click on Apply Filter

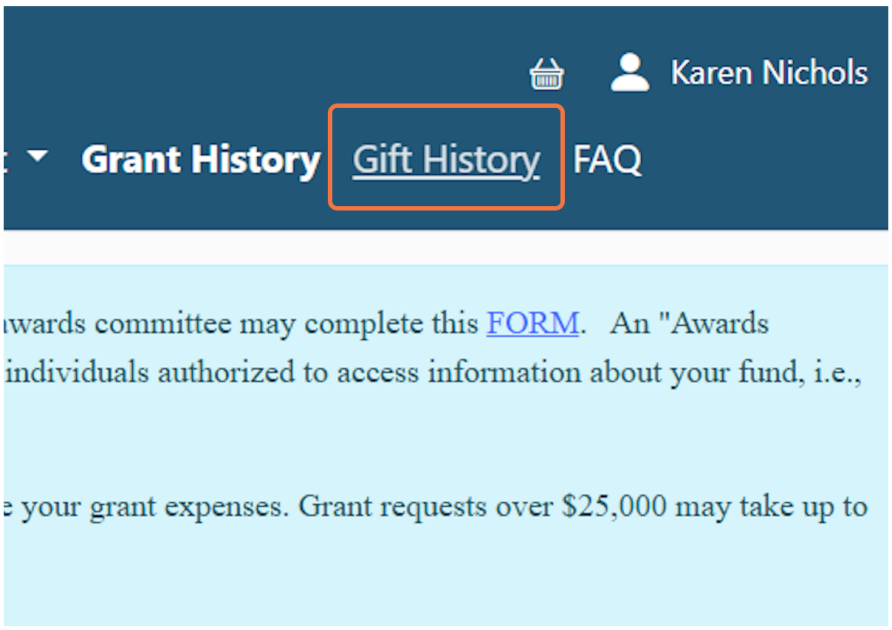


If you would like to grant to the same recipient, select "Repeat Grant" in the right-hand column. You will have the option of granting the same amount or changing the amount.

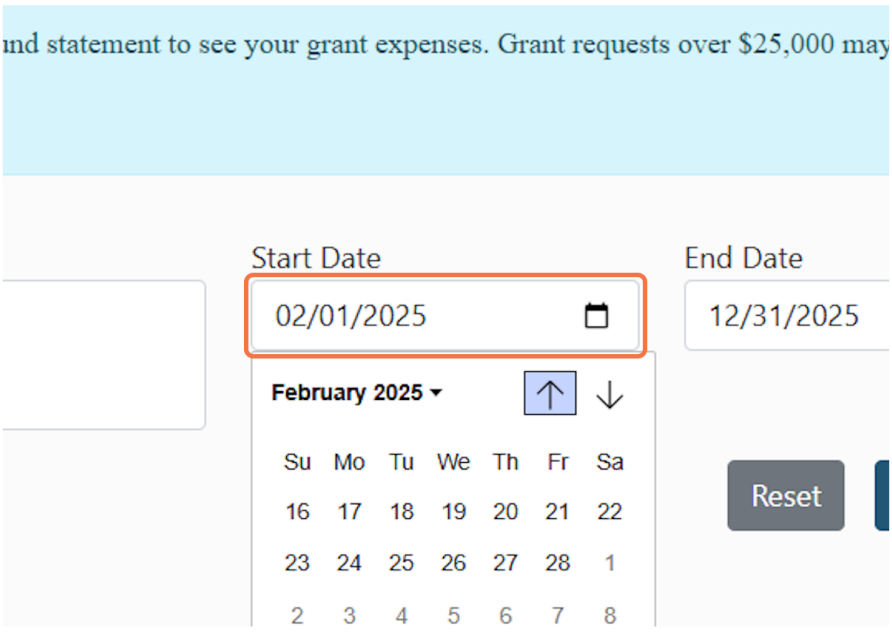


How to View Gift History

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

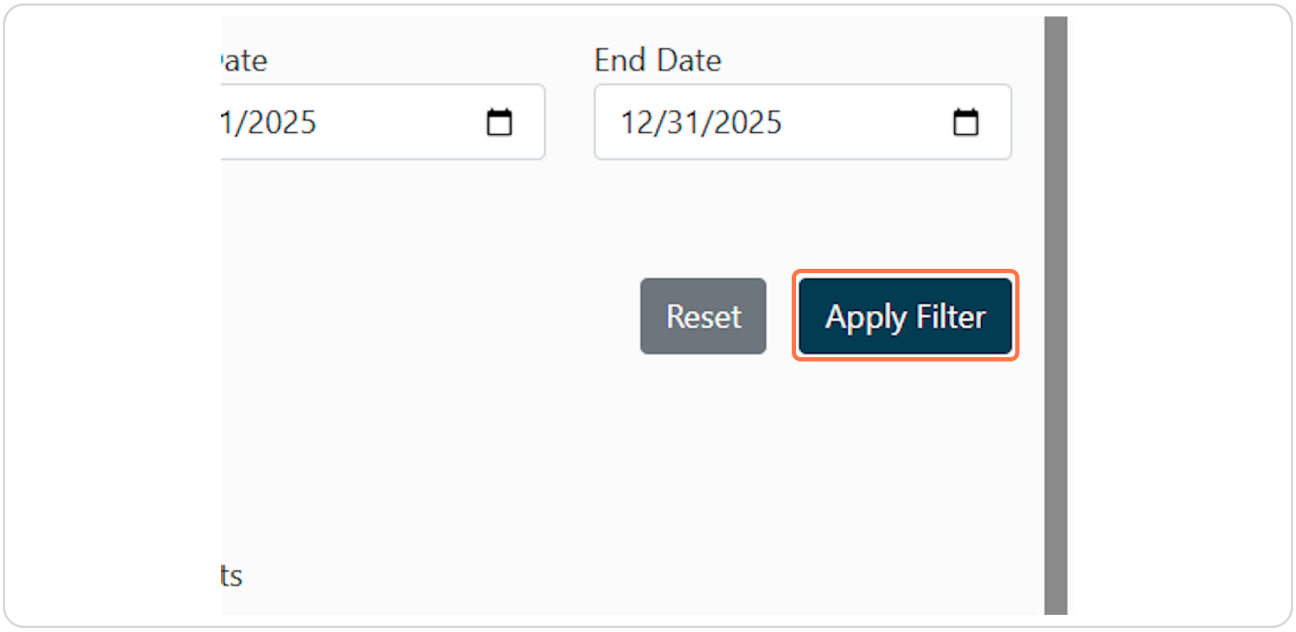


Click on the calendar to change the date ranges for your statement. Choose a start date…



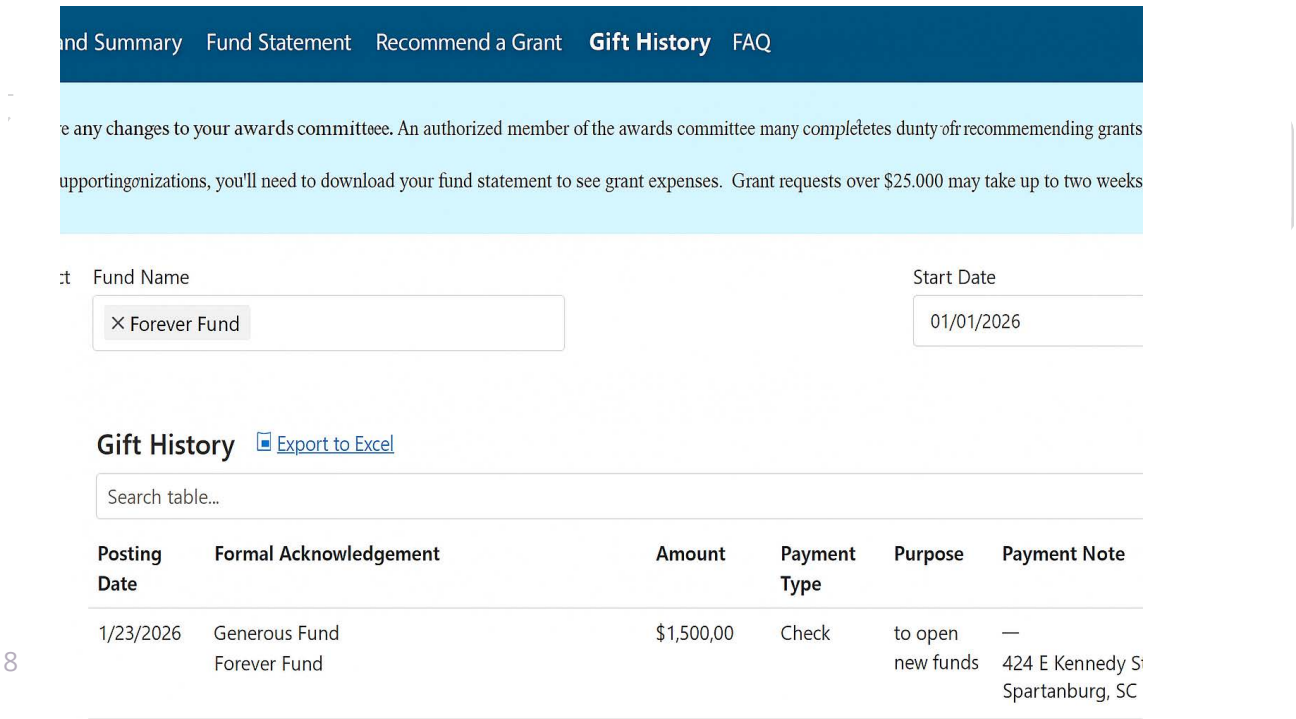
and an end date and click on Apply Filter

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.

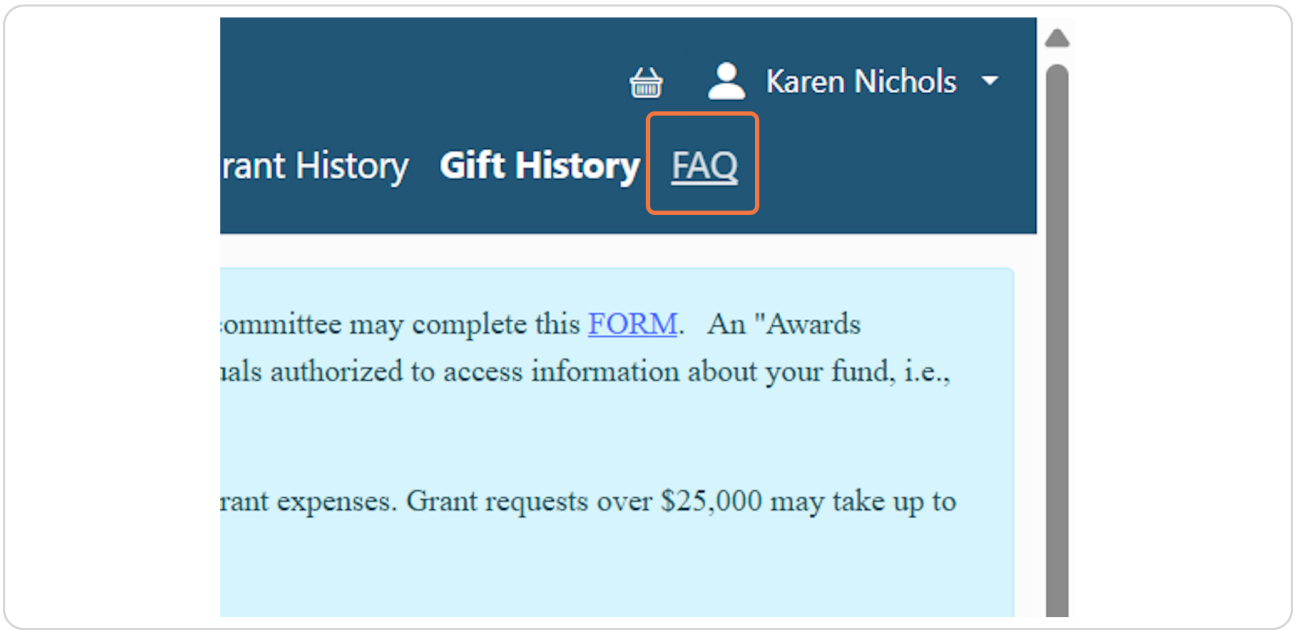


This page shows all of the gifts made to your fund(s), including donors and their addresses if provided. You an choose "Export to Excel" to download a list.

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



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 b**
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 extenuati

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 a
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 Recomr

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 **FRO**
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
name.