

GOfund User Guide

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01 How to Move Between Funds

STEP 1

If you manage more than one fund, you can move between funds on the "Home" or "Fund Summary" pages. See examples for each page below.

STEP 2

On the "Home" page, there is a fund selector box for each fund. Click on the box to select the fund you would like to view.

Welcome, Karen

Your Funds

JB Just Because Fund
Fund ID: 02110
Spendable Balance
[Bar]



OF Operating Fund
Fund ID: 00001
Spendable Balance
[Bar]

TF TEST fund
Fund ID: 09494



STEP 3

You can choose "Fund Summary" at the top of the page and select the fund you would like to view.

Home Fund Summary FAQ

Select a fund for Fund Summary

Just Because Fund

Operating Fund

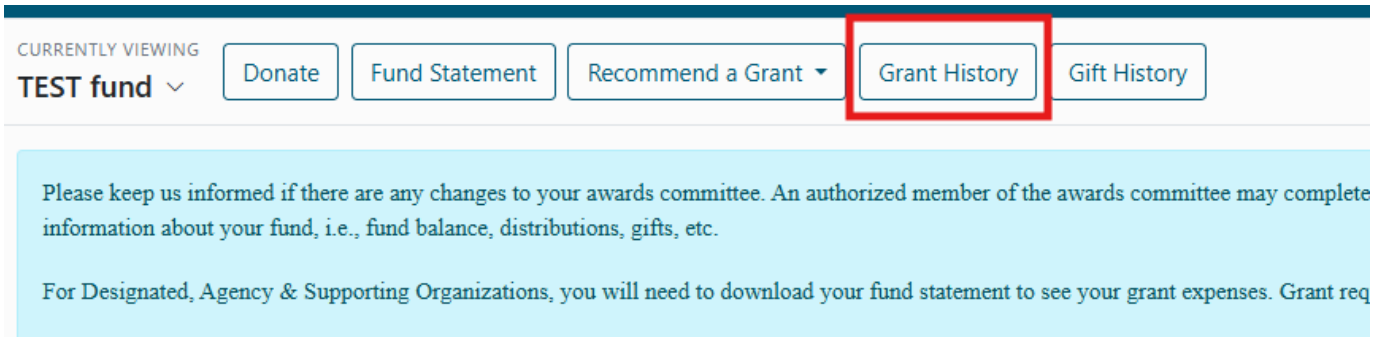
Spartanburg Community Fund

TEST fund

02 How to View Your Grant History

STEP 1

Once you have chosen the Fund Name, you can click "Grant History" at the top of the page.



CURRENTLY VIEWING
TEST fund ▾

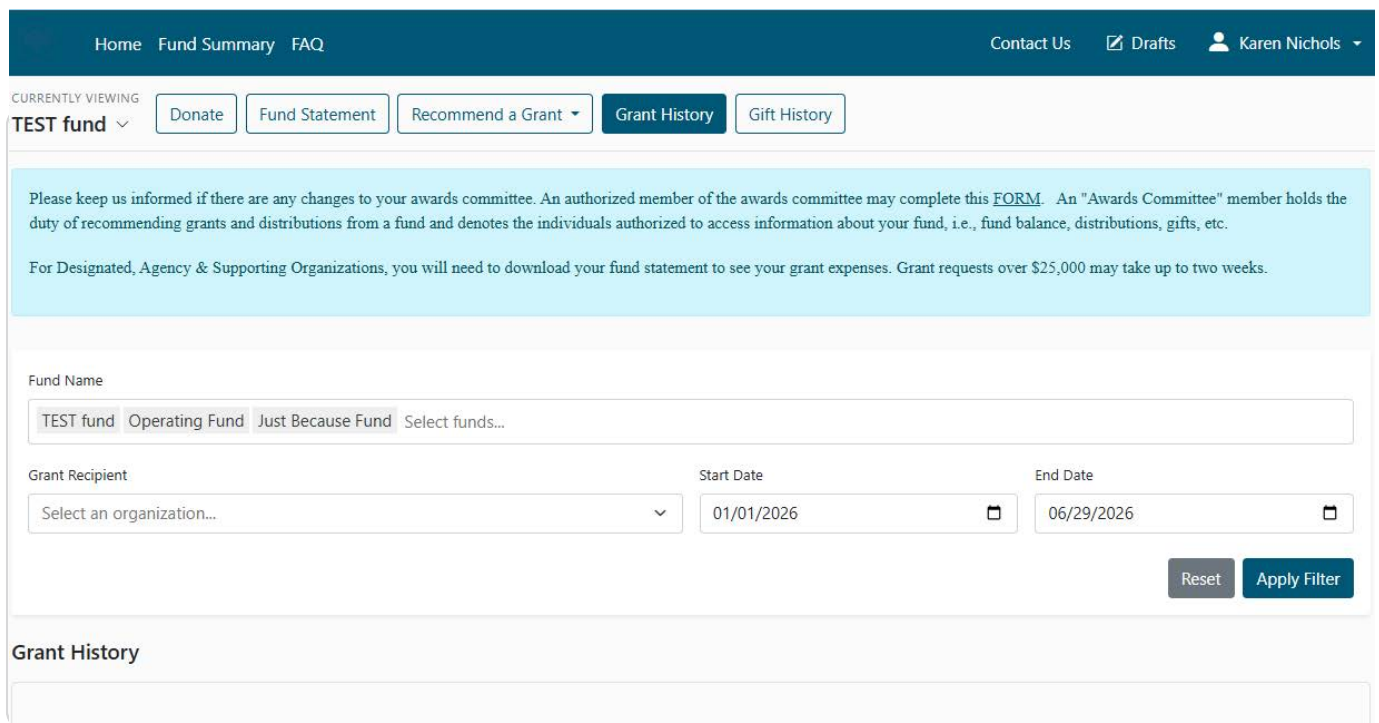
Donate Fund Statement Recommend a Grant ▾ **Grant History** Gift History

Please keep us informed if there are any changes to your awards committee. An authorized member of the awards committee may complete information about your fund, i.e., fund balance, distributions, gifts, etc.

For Designated, Agency & Supporting Organizations, you will need to download your fund statement to see your grant expenses. Grant req

STEP 2

Your grant history is a summary of all grants made from all of your funds. You can chose to view the history for as many of the funds as you want. In the fund name field, chose the one(s) you would like to view. Click the box to choose your funds and click the delete button or backspace button to remove them.



Home Fund Summary FAQ Contact Us Drafts Karen Nichols ▾

CURRENTLY VIEWING
TEST fund ▾

Donate Fund Statement Recommend a Grant ▾ **Grant History** Gift History

Please keep us informed if there are any changes to your awards committee. An authorized member of the awards committee may complete this [FORM](#). An "Awards Committee" member holds the duty of recommending grants and distributions from a fund and denotes the individuals authorized to access information about your fund, i.e., fund balance, distributions, gifts, etc.

For Designated, Agency & Supporting Organizations, you will need to download your fund statement to see your grant expenses. Grant requests over \$25,000 may take up to two weeks.

Fund Name
TEST fund Operating Fund Just Because Fund Select funds...

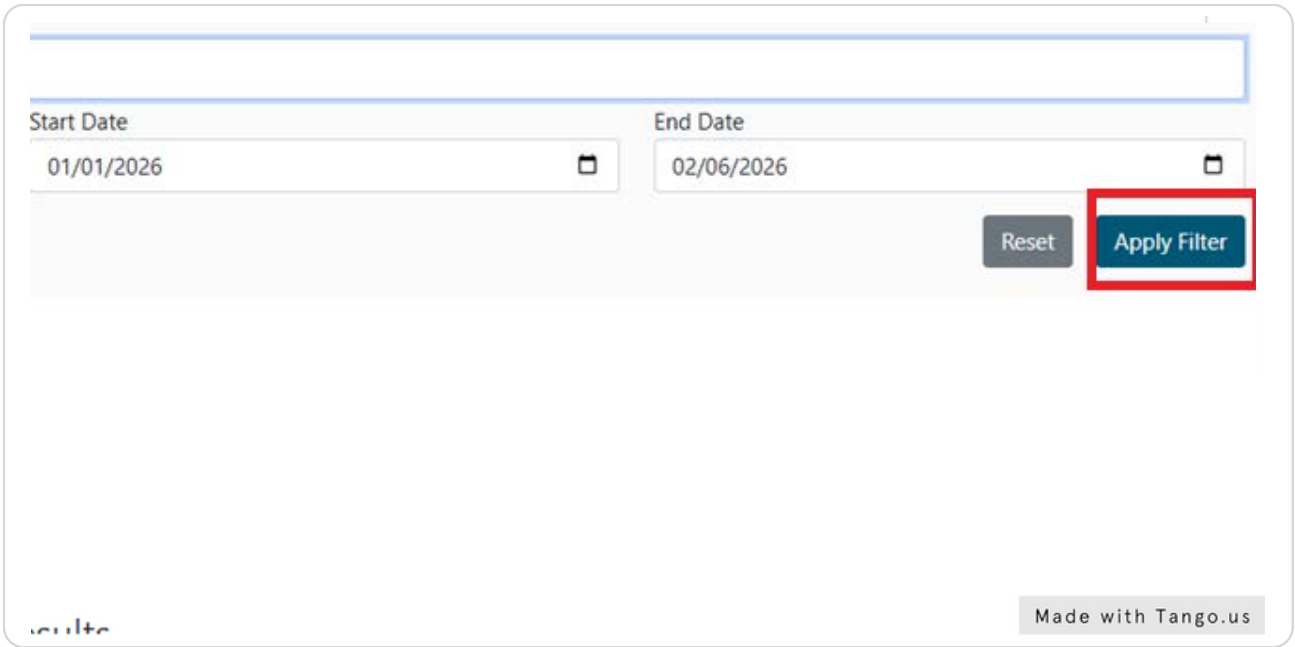
Grant Recipient Start Date End Date
Select an organization... ▾ 01/01/2026 06/29/2026

Reset Apply Filter

Grant History

STEP 3

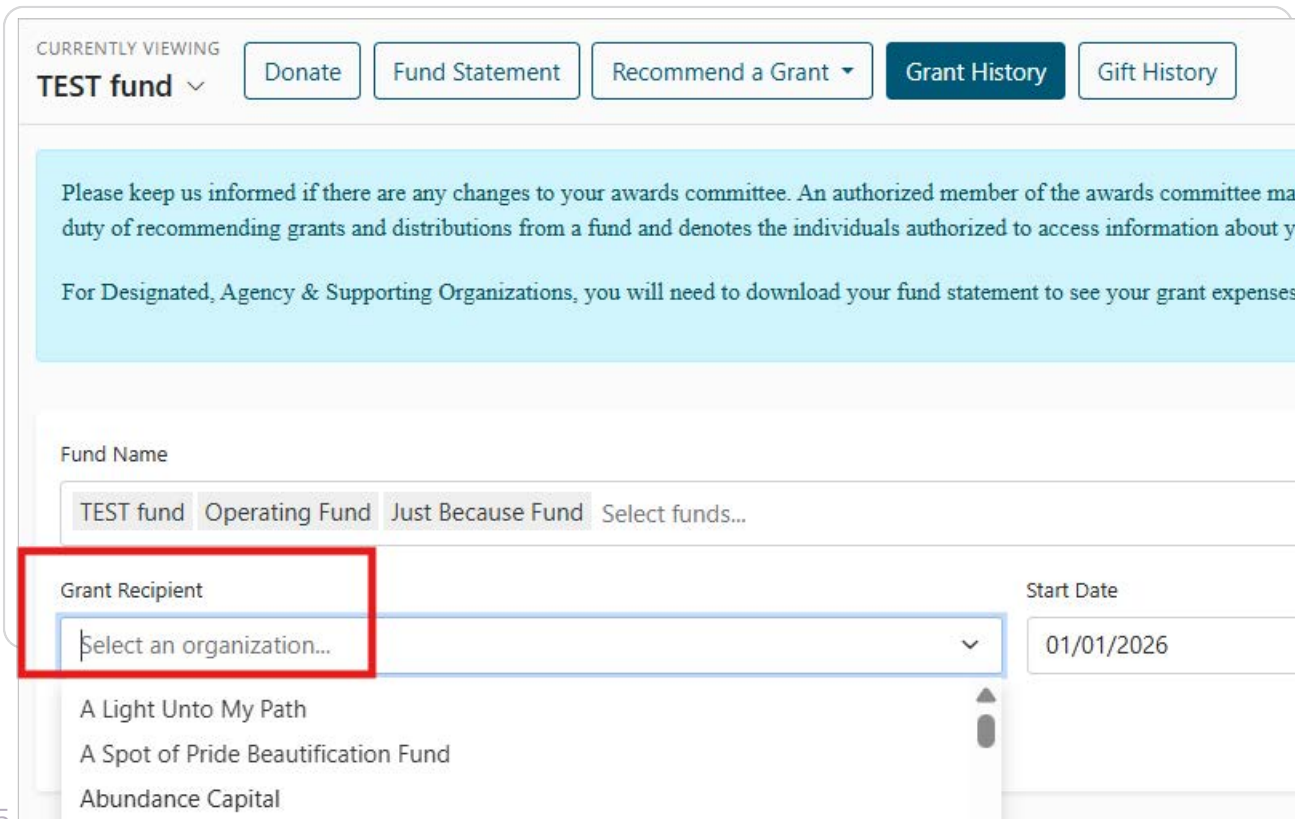
Choose dates and click "Apply Filter."



A screenshot of a web interface showing a date filter section. It includes two date pickers: 'Start Date' with the value '01/01/2026' and 'End Date' with the value '02/06/2026'. Below the date pickers are two buttons: a grey 'Reset' button and a blue 'Apply Filter' button. The 'Apply Filter' button is highlighted with a red rectangular box. At the bottom right of the interface, there is a small grey box that says 'Made with Tango.us'.

STEP 4

To view grants made to a specific recipient, click the dropdown list under "Grant Recipient" and select one.



A screenshot of a web interface showing a grant filter section. At the top, there is a section labeled 'CURRENTLY VIEWING' with a dropdown menu set to 'TEST fund' and several buttons: 'Donate', 'Fund Statement', 'Recommend a Grant', 'Grant History', and 'Gift History'. Below this is a light blue informational banner with text about awards committees. Underneath the banner is a 'Fund Name' section with a dropdown menu showing 'TEST fund', 'Operating Fund', 'Just Because Fund', and 'Select funds...'. Below the 'Fund Name' section is a 'Grant Recipient' section with a dropdown menu. The dropdown menu is highlighted with a red rectangular box and shows the text 'Select an organization...'. Below the dropdown menu, a list of organizations is visible: 'A Light Unto My Path', 'A Spot of Pride Beautification Fund', and 'Abundance Capital'. To the right of the 'Grant Recipient' dropdown is a 'Start Date' section with a date picker set to '01/01/2026'. At the bottom left of the interface, there is a small grey box that says '5'.

STEP 5

Choose "Apply Filter."

Start Date

01/01/2026

End Date

02/06/2026

Reset

Apply Filter

STEP 6

To view grants made within a specific timeframe, select the start and end dates.

Start Date

01/01/2026

End Date

02/06/2026

STEP 7

Click "Apply Filter."

Start Date

01/01/2026

End Date

02/06/2026

Reset

Apply Filter

STEP 8

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.

Grant History										Export to Excel
Search...										
PAYMENT DATE	REQUEST TYPE	REQUEST #	REQUEST APPLICANT	AMOUNT	PAYMENT STATUS	INTERFUND PURPOSE	GRANT PURPOSE	FORMAL FUND NAME		
5/7/2026	Grant	052941		\$250.00	Paid	General Operating / Unrestricted	General Operating / Unrestricted	Just Because Fund	Repeat grant	
4/30/2026	Grant	052926		\$250.00	Paid	General Operating / Unrestricted	General Operating / Unrestricted	Just Because Fund	Repeat grant	
4/30/2026	Grant	052925		\$250.00	Paid	General Operating / Unrestricted	General Operating / Unrestricted	Just Because Fund	Repeat grant	

03 How to View Your Gift History

STEP 1

Click "Gift History."

Home Fund Summary FAQ

CURRENTLY VIEWING

TEST fund

Donate

Fund Statement

Recommend a Grant

Grant History

Gift History

Please keep us informed if there are any changes to your awards committee. An authorized member of the awards committee may complete this [FORM](#), recommending grants and distributions from a fund and denotes the individuals authorized to access information about your fund, i.e., fund balance, distribution history, etc.

For Designated, Agency & Supporting Organizations, you will need to download your fund statement to see your grant expenses. Grant requests over \$25,000 require a separate review process.

STEP 2

This page shows all of the gifts made to your fund(s), including donors and their addresses.

If someone makes a gift anonymously, their information will not appear alongside the gift.

Fund Name

Start Date

X Forever Fund

01/01/2026

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

STEP 3

"Gift History" shows gifts made to all of the funds that you are connected with. To filter by fund, click the **"Fund Name"** box and chose from the list provided.

Fund Name

Start Date

01/01/2026

× Just Because Fund

Just Because Fund

Operating Fund

Spartanburg Community Fund

TEST fund

Search...

POSTING DATE FORMAL ACKNOWLEDGEMENT FORMAL FUND NAME AMOUNT PAYMENT TYPE PURPOSE PAYMENT NOTE

STEP 4

Click "Apply Filter."

Start Date

End Date

01/01/2026

02/06/2026

Reset

Apply Filter

STEP 5

You can view gifts to multiple funds by selecting them in the "Fund Name" box. Click the delete button or backspace button to remove them. The "Formal Fund Name" column in the table below indicates which fund the gift was made to.

Fund Name

✕ Forever Fund

CFGD Community Impact Fund

Forever Fund

Start Date

11/01/2022

Gift History

Formal Acknowledgement	Formal Fund Name	Amount	Gift Type	In Memory or In Honor of
	Forever Fund	\$2,500.00	Gift	
	Forever Fund	\$100.00	Gift	

Made with Tango.us

STEP 6

Click "Apply Filter."

Start Date

01/01/2026

End Date

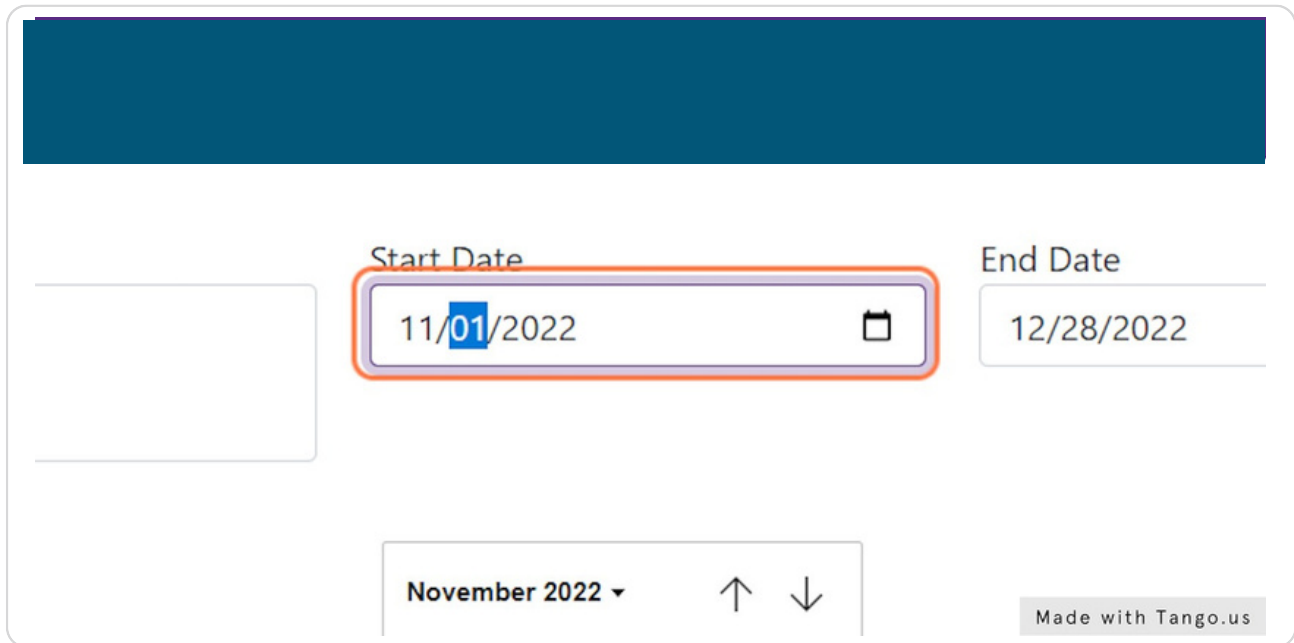
02/06/2026

Reset

Apply Filter

STEP 7

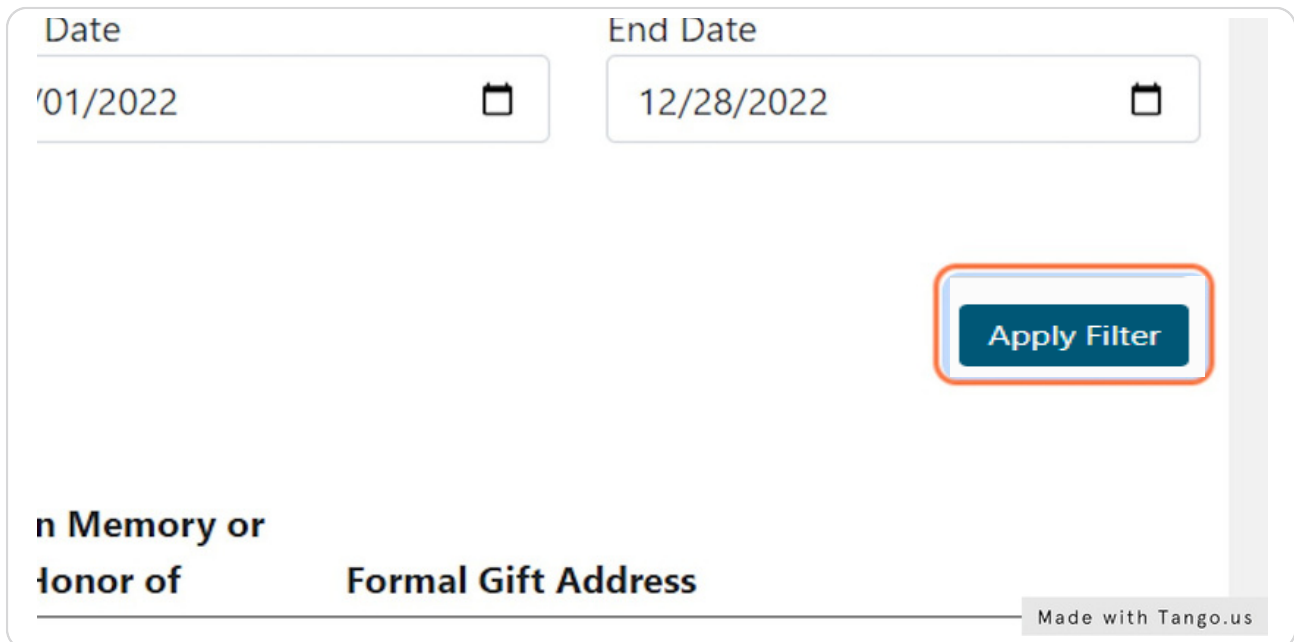
"Gift History's" default view shows gifts made throughout the current year. To filter by date and view more gifts, type the start and end dates or click the calendar icon.



The screenshot shows a web interface for filtering gift history. At the top is a dark blue header bar. Below it, there are two date input fields. The first field is labeled "Start Date" and contains the text "11/01/2022". The second field is labeled "End Date" and contains the text "12/28/2022". Both fields have a small calendar icon to their right. Below these fields is a dropdown menu showing "November 2022" with up and down arrow icons. In the bottom right corner, there is a small grey box that says "Made with Tango.us".

STEP 8

Click "Apply Filter."

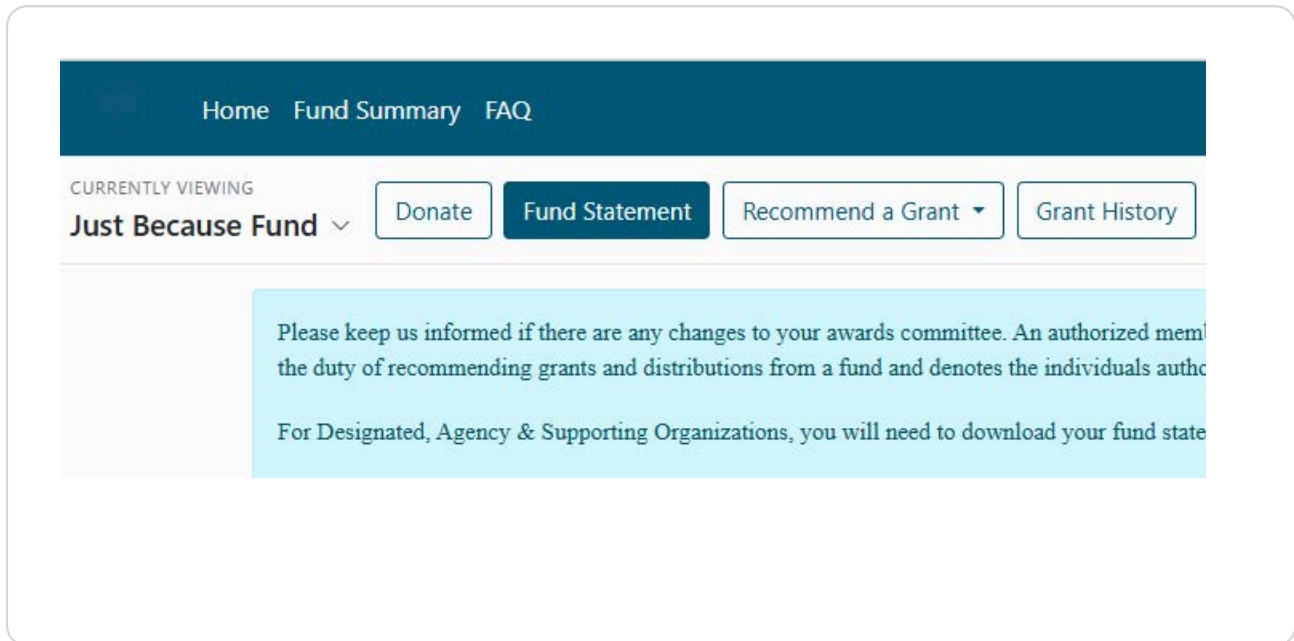


The screenshot shows the same web interface as in Step 7, but with the "Apply Filter" button highlighted with a red border. The button is located in the bottom right area of the form. Below the date fields, there is a section with the text "In Memory of" and "Formal Gift Address". In the bottom right corner, there is a small grey box that says "Made with Tango.us".

04 How to View Your Fund Statement

STEP 1

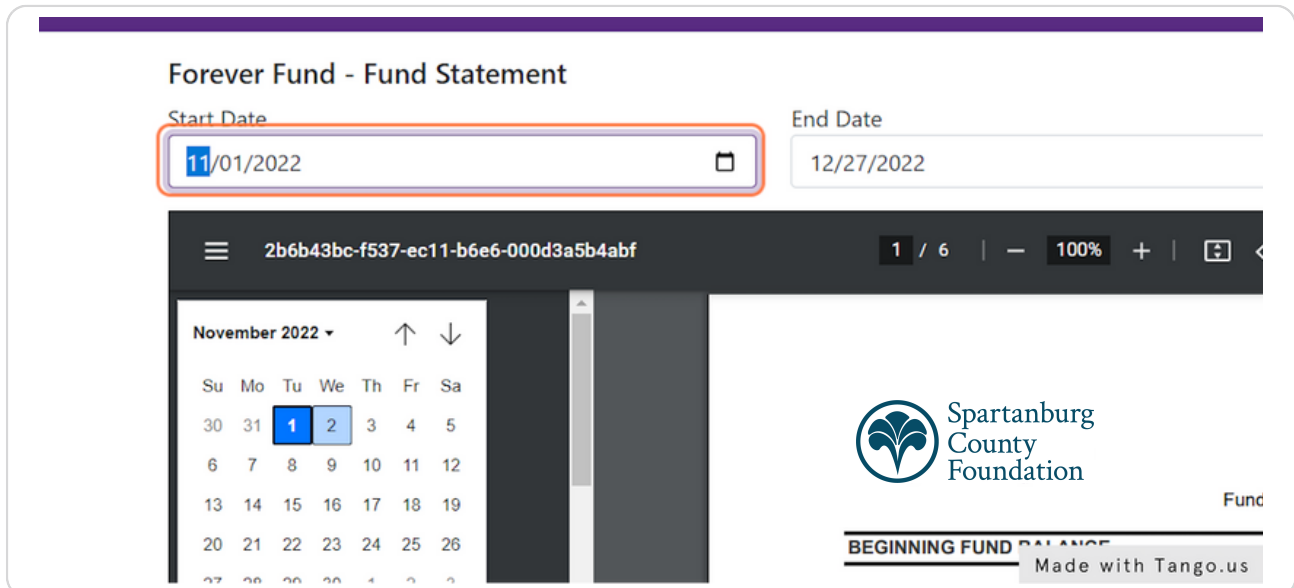
Click "Fund Statement."



STEP 2

Your fund statement preview will show year to date by default. To change the date range, type the start and end dates.

If you would like to see your fund's year-to-date details, select January 1 for the start date.



STEP 3

Click "Apply Filter."

The screenshot shows a date selection interface. At the top, there are two date pickers: 'Start Date' with the value '01/01/2026' and 'End Date' with the value '02/06/2026'. To the right of these is a blue button labeled 'Apply Filter'. Below the date pickers is a dark horizontal bar containing a menu icon, a document ID '1075afa0-2afa-f011-8406-604...', a page indicator '1 / 1', a zoom level '75%', and several navigation icons. Below this bar is a large black rectangular redaction box.

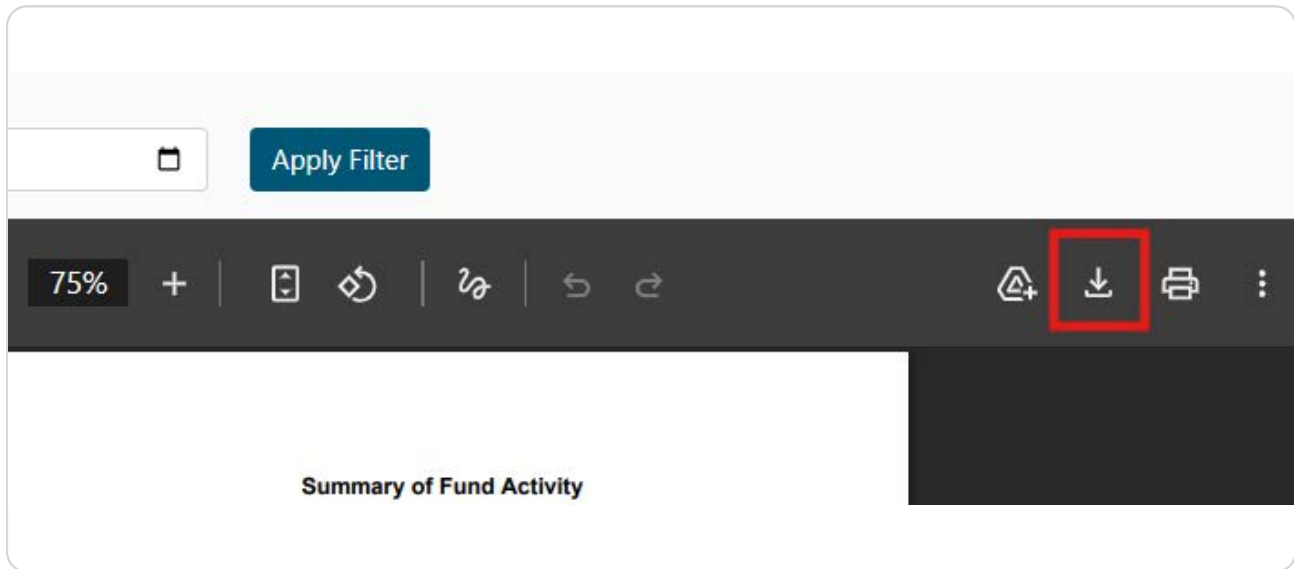
STEP 4

To print your fund statement according to the date range chosen, click the printer icon in the top right corner of the PDF preview.

The screenshot shows a PDF preview interface. At the top, there is an 'End Date' field with the value '02/06/2026' and a blue 'Apply Filter' button. Below this is a dark toolbar with various icons. The printer icon, located at the far right of the toolbar, is highlighted with a red rectangular box. Below the toolbar, the document content is partially visible, showing the 'Spartanburg' logo and the title 'Summary of Fund Activity'. A large black rectangular redaction box covers the right side of the document content.

STEP 5

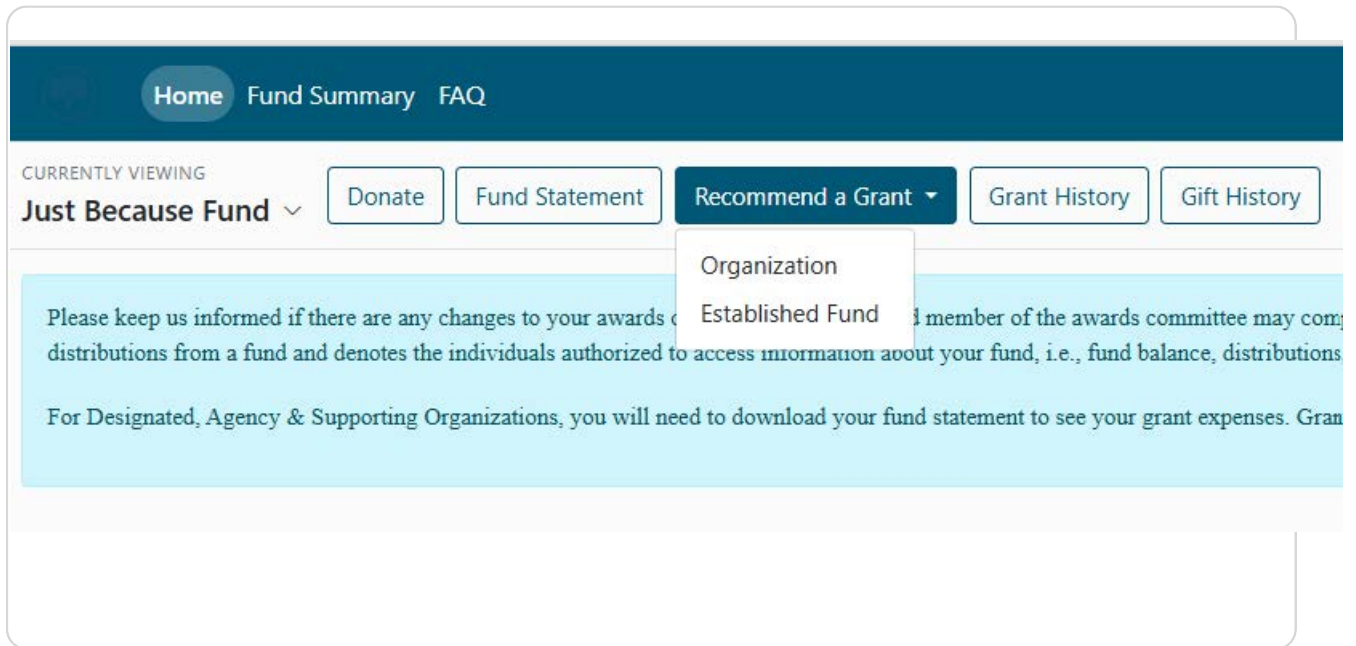
To download a PDF according to the date range chosen, click the downward-facing arrow in the top right corner of the PDF preview.



05 How to Recommend A Grant

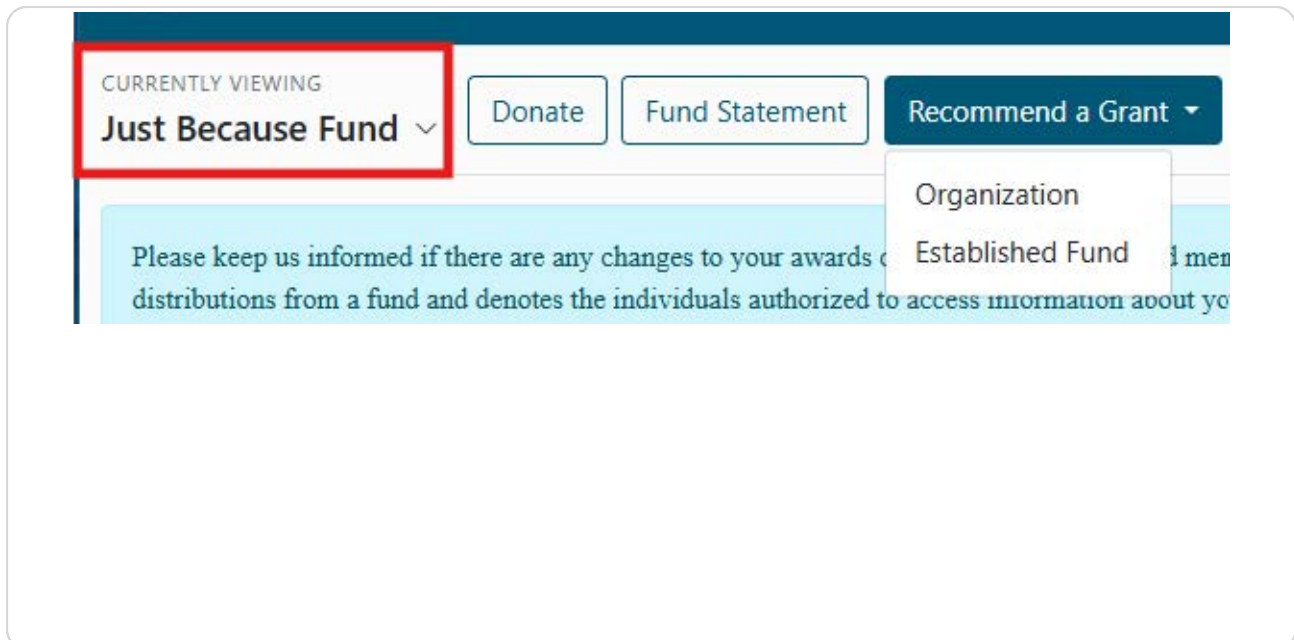
STEP 1

Click "Recommend a Grant."



STEP 2

Ensure the fund shown as "Currently Viewing" on the left is the one you would like to recommend a grant from. You have the option to grant to a Organization or an Established Fund. Choose one from the dropdown.



STEP 3

On the Recommend a Grant Organization page, select the Organization Name field and search for the nonprofit organization you would like to grant to. **If you cannot find the organization, email Accounting@spcf.org.**

Fund Name

Just Because Fund

Organization Name *

Click to search organizations... 

Fund held at the Spartanburg County Foundation which is considered an

Organization Search 

Type organization name... 

Eligible Organizations

- 516 Now Inc.
- 864Pride
- A Light Unto My Path
- Able South Carolina
- Abner Creek Baptist Church
- Abraham Baldwin Agricultural College
- Abundance Capital

The organization's address will appear and you will be asked if the address has changed. If yes, you can enter the updated address. If a gift is in memory or in honor of someone choose "Add dedication".

Search for

Address: PO Box 33
City: Travelers Rest
State/Province: SC
Postal Code: 29690

Website:
<https://www.abundancecap.org/>
EIN/Tax ID: 87-2850443
Tax Status: Verified Nonprofit

Has the organization's address changed from what is displayed above?

☐ Yes
☒ No

 [Add dedication](#)

STEP 4

Type the amount you would like to grant to the organization. (The minimum amount is \$50). Include a Grant Purpose, any documentation or additional notes in the Recommendation Note field.

Amount *

\$

Distributions must be a minimum of \$50.00

Grant Purpose *

Upload any documents needed

Choose File

No file chosen

Recommendation Note Maximum 2000 characters

You can chose to issue your grant anonymously. Click the check box if you chose to do so.

Check the box next to the Certification text to confirm that no personal benefit is derived due to this grant. Choose "Submit Now" to submit your grant. If you want to schedule the grant for a later date, choose "Submit Later". Grant requests may include a preferred grant date; however, grants are generally processed on Thursdays, and we will make every effort to process the request on the Thursday closest to the requested date.

☐ Please issue this grant anonymously

☐ * 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.

 Submit Later

Submit Now

STEP 5

If you choose to grant to "Established Fund", on the Recommend a Grant Established Fund page, select the "Gift Fund" field and search for the fund at the Foundation that you would like to grant to.

The screenshot shows a form with two main sections. The first section, labeled 'Fund Name', contains a text input field with the value 'Just Because Fund'. The second section, labeled 'Gift Fund *', contains a dropdown menu. The dropdown is open, showing a list of fund names: 'The Hope for Union High,' Scholarship Affiliate Fund, 5000 Meal+ Campaign Fund, 516 Now Endowment Fund, A Dickens of a Christmas Fund, A Spot of Pride Beautification Fund, and A. Tony Fisher Spartanburg Public Safety Education and Professional Development Fund. The dropdown menu has a search bar at the top with the placeholder text 'Select a fund' and a downward arrow on the right. The list of funds is scrollable, with a vertical scrollbar on the right side.

STEP 6

Type the amount you would like to grant to the organization or fund. (*The minimum amount is \$50*). Include the date you are making the grant request, Purpose of grant, any documentation or additional notes in the Recommendation Note field.

The screenshot shows a form with several fields. The first field is labeled 'Amount *' and contains a currency symbol '\$' and the value '0'. Below this field is a note: 'Distributions must be a minimum of \$50.00'. The second field is labeled 'Grant Date *' and contains a date input field with the placeholder text 'mm/dd/yyyy' and a calendar icon on the right. The third field is labeled 'Purpose of grant *' and contains a text area with the placeholder text '(e.g. general support, capital campaign, specific program, endowment, etc.)'. To the right of this field is a note: 'Maximum 850 characters'. The fourth field is labeled 'Upload any documents needed' and contains a file upload button with the text 'Choose File' and 'No file chosen'. The fifth field is labeled 'Recommendation Note' and contains a text area. To the right of this field is a note: 'Maximum 2000 characters'.

STEP 7

If you would like your grant issued on a later date, you may choose another date on the "Grant Date" calendar. Grant requests may include a preferred grant date; however, grants are generally processed on Thursdays, and we will make every effort to process the request on the Thursday closest to the requested date.

Requests must be received by the end of business on Friday to allow for check issuance on the following Friday. *Grants over \$25,000 may require up to two weeks for processing. Processing schedules are subject to change due to holidays, large grant requests, or other extenuating circumstances.*

The screenshot shows a grant request form with the following fields and options:

- Amount ***: A text input field containing "\$ 250". Below it, a note states "Distributions must be a minimum of \$250.00".
- Timing of grant**: A dropdown menu with the selected option "Issue this grant on the following specific date".
- Grant Date ***: A date picker field showing "12/30/2022". This field is highlighted with a red border in the image.
- Grant Type ***: A dropdown menu that is currently empty.
- Optional, select a file to upload**: A file upload section with a "Choose File" button and the text "No file chosen".
- Checkboxes**: Two checkboxes at the bottom:
 - ☐ Please issue this grant anonymously
 - ☐ Distribution(s) suggested above are advisory only and do not represent satisfaction or discharge of any pledge or other financial obligation

A watermark "Made with Tango.us" is visible in the bottom right corner of the form area.

STEP 8

Check the box next to the Certification text to confirm that no personal benefit is derived due to this grant. Choose "Submit Now" to submit your grant. If you want to schedule the grant for a later date, choose "Submit Later". *Grant requests may include a preferred grant date; however, grants are generally processed on Thursdays, and we will make every effort to process the request on the Thursday closest to the requested date.*

☐ * 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.

 Submit Later

Submit Now

STEP 9

Once your recommendation has been submitted, you will be redirected to a "thank you" page. Here, you can choose to recommend another grant or navigate to a different page.

[Home](#) [Fund Summary](#) [FAQ](#)

[Contact Us](#)  [Drafts](#)  [Karen Nichols](#) ▾

Thank You!

Your grant recommendation has been received and will be processed within the next two weeks.

[Recommend another Grant](#)

[Go back to fund summary](#)

563.588.2700 | yourfund@dbqfoundation.org | dbqfoundation.org
Roshek Building Suite 195, 700 Locust Street Dubuque, IA 52001

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Frequently Asked Questions

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[Contact Us](#) [✍ Drafts](#) [👤 Karen Nichols ▾](#)

The Frequently Asked Questions section of GOFund provides some helpful information.