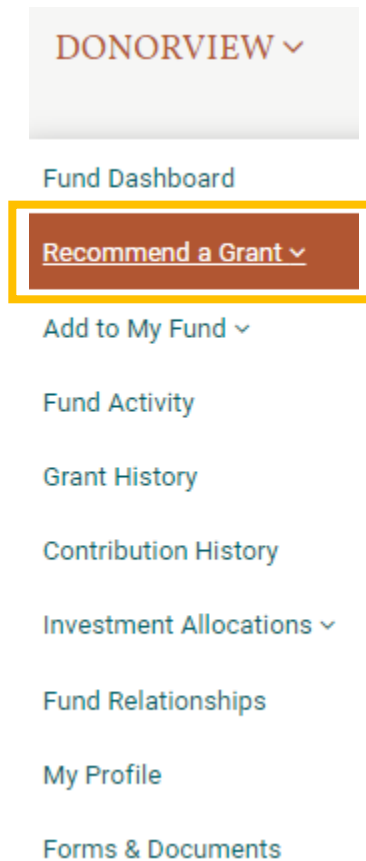


How to Recommend a Grant Online

1. After logging in, select **Recommend a Grant** from the DonorView menu at the top of the screen.



2. Next to **Organization Name** enter the name of the organization you would like to recommend a grant to and select **Search**.

Search for an Organization

Organization Name

Keywords

SEARCH

3. Locate the organization of your choice from the list and select **New Grant**.

Search Results

Organization Name	Recommend a Grant
Saint Paul & Minnesota Foundation	New Grant

- a. If you do not see the organization you wish to grant to in the search results list, select **Guidestar Search** button below the results list and attempt your search again. Once you see the organization of your choice in the search results, select **New Grant**.
 - b. If you cannot find the organization you wish to grant to through either the primary search or Guidestar, select the **Suggest an Organization** button under the primary search results list. Fill out as much information as you can on the organization of your choice and select **Suggest an Organization** again to reach the Grant Recommendation Form page.
4. Fill out the information on the Grant Recommendation Form page and select **Proceed to Next Step** at the bottom of the screen.



5. If everything looks correct on the Review Grant Recommendation screen, select **Confirm Grant Recommendation**.



The following message is confirmation that your grant recommendation was submitted successfully.

Grant Submitted

Thank you for your grant recommendation.

The standard processing time for a grant is two weeks. While we make every effort to process all recommendations in a timely manner, more than two weeks may be needed for due diligence of organizations not currently in our database.

[MAKE ANOTHER GRANT RECOMMENDATION](#)

[GO TO FUND DASHBOARD](#)

[VIEW GRANT HISTORY](#)

You can also add organizations to your Favorites list on the right side of the main page by selecting **Add an Organization**, searching for the organization you wish to add, and selecting **Add** on the list that appears. This is useful if you don't want to do a search for a particular organization each time you wish to recommend a grant to them.

My Favorites List

Use this table to keep track of your favorite organizations. To add a new organization to your list, select the Add an Organization button to search for the organization. To remove an organization from your list, select the X icon next to that organization's name. To recommend a grant, select the New Grant button beside the organization's name.

[ADD AN ORGANIZATION](#)

Organization Name	Recommend a Grant	Remove Organization
<u>Saint Paul & Minnesota Foundation</u> 101 Fifth Street East Suite 2400 Saint Paul, MN 55101-1800	NEW GRANT	