How to Recommend a Grant to the Community Sharing Fund, Community Leaders Fund or other Saint Paul & Minnesota Foundation Community Initiatives

1. Log into DonorView.

2. Select DonorView in the navigation bar at the top of the screen.

3. Select Recommend a Grant and click on Find an Organization.

5. Click **New Grant**. This will bring you to the Grant Recommendation Form page, detailed below.

Enter the dollar amount of the grant you are recommending in the Amount field.

Under Additional Grant Details, use the Grant Purpose field to indicate the specific fund or initiative you are supporting with your grant recommendation: i.e., Community Sharing Fund, Community Leaders Fund, Unrestricted.

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I Would Like to Recommend a Grant to:

Organization: Saint Paul & Minnesota Foundation

Address: 101 Fifth Street East, Suite 2400, Saint Paul, MN 55101-1800

Recommended Grant Amount:

Available Balance: $233,709.50

Amount*: $0.00

Timing: Standard Processing

Additional Grant Details:

Grant Purpose: Community Sharing Fund
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6. Fill out the information on the Grant Recommendation Form page and select **Proceed to Next Step** at the bottom of the screen.
7. 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.

*Please note only fundholders with full access level permissions can recommend a grant.*