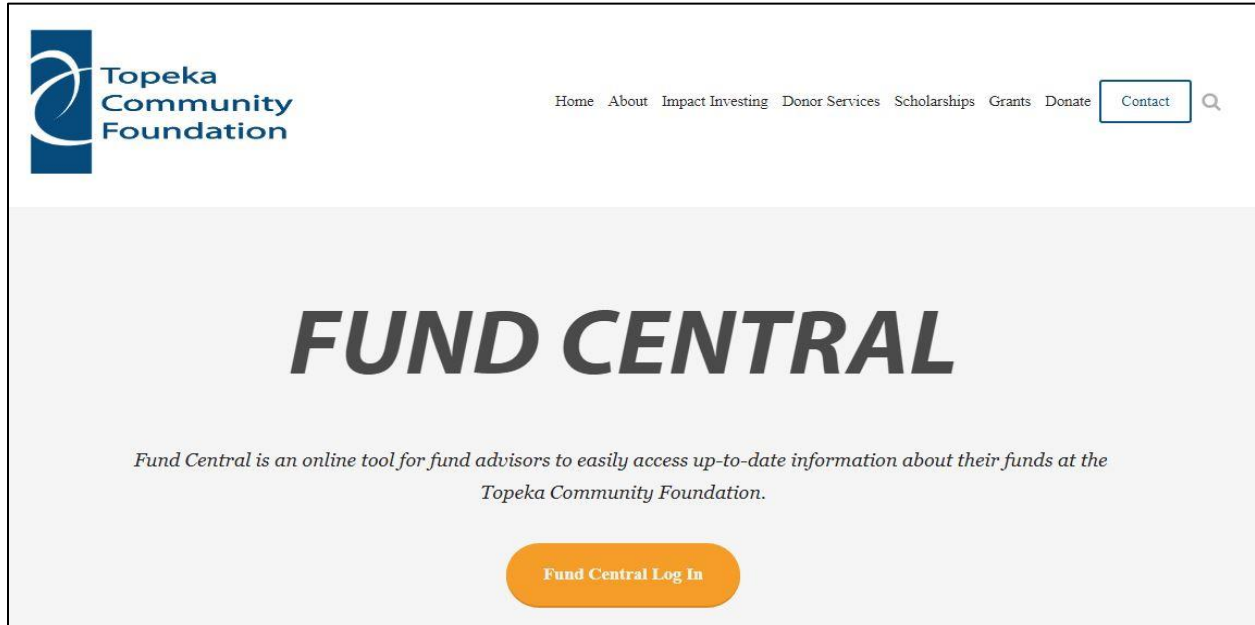
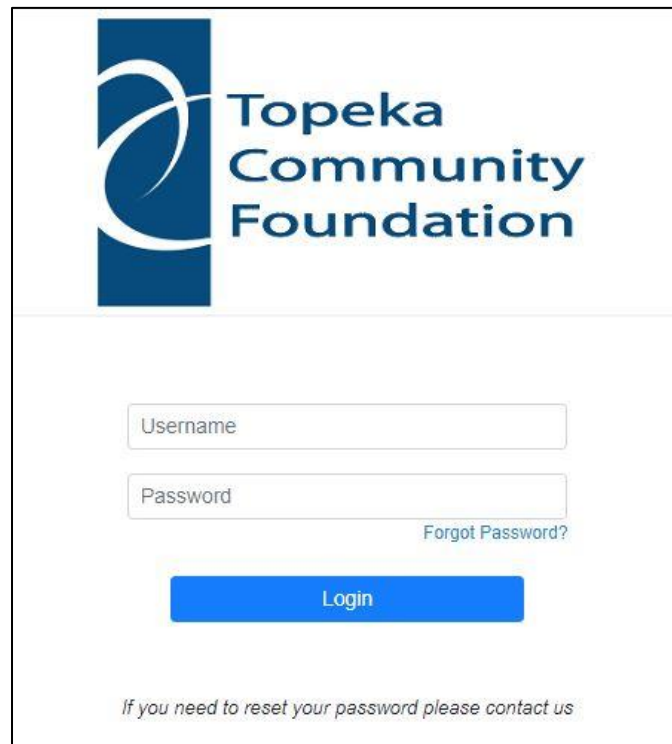


Fund Central Walk Through: Features

1. Log in to Fund Central by simply going to topekacommunityfoundation.org/fund-central and clicking “Fund Central Log In,” seen below in yellow.

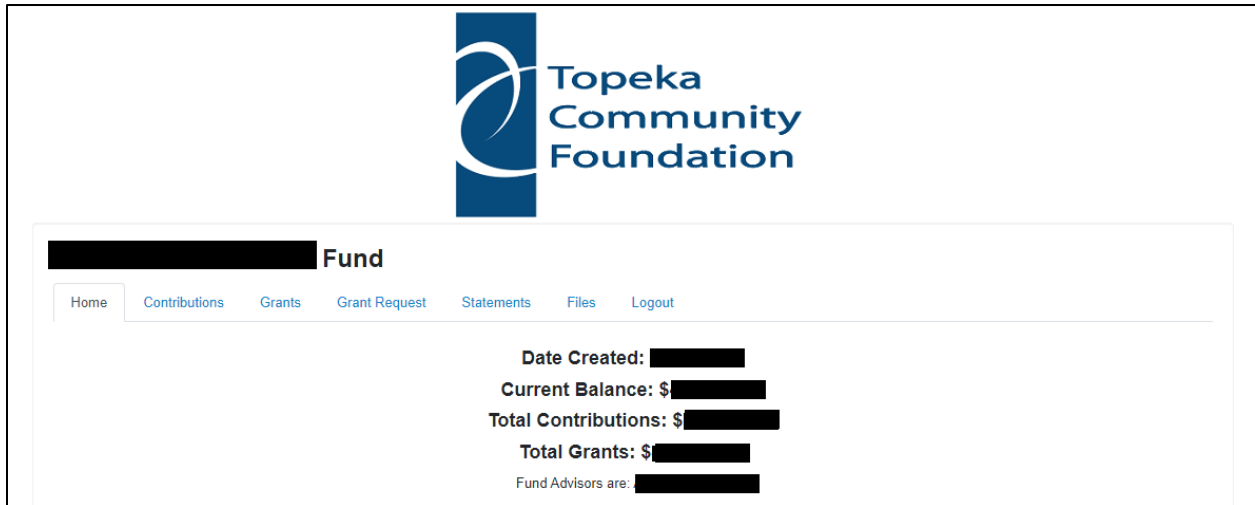


2. You will be taken to a log in screen, where you will enter your username and password:



The screenshot shows the login screen of the Topeka Community Foundation Fund Central. The logo is at the top left. Below it are two input fields: "Username" and "Password". A link for "Forgot Password?" is located to the right of the password field. A blue "Login" button is centered below the fields. At the bottom, there is a note: "If you need to reset your password please contact us".

3. You should be taken to the Fund Central home screen that looks like this:



You will also see four graphs that detail contributors, grantees, contributions, and grants.

TABS

Each tab on Fund Central will show you various details about your fund.



The **contributions** tab will show you contributions made to your fund dating back to 2011, including date, ID number, who made the contribution, a description of the contribution, the type of contribution, and the amount contributed.

The **grants** tab will show you a summary of grants made from your fund dating back to 2011, including the grantee, the number of grants made to that organization, and the total amount of grants made to the organization.

The **Grant Request** tab will allow the fund advisor to submit grant requests directly to the Foundation.

The first section of the Grant Requests Tab is for granting to an organization you have given to in the past via Fund Central.

You can also search for a new grantee. After typing the organization's name and clicking "search" you will be taken to a page that includes Foundation results. There is also a page for Guidestar results, if the Foundation does not have the organization in our records. Guidestar is a trusted national database of nonprofit organizations.

If preferred, you can also enter the grantee's information manually.

Complete the requested information in the proper section and hit "submit" to complete the grant request.



Fund

Home Contributions Grants Grant Request Statements Files Donate Logout

Use this form to request a new grant or contribution from your fund. Select a grantee from the drop-down menu or enter a new nonprofit. [foundationname] will receive notification of your request and process your grant. We will notify you once the grant has been completed. Grants already processed from your fund are listed.

Choose from previous Grantee

Grantees you have given to in the past

or

Search for other Grantees

Name

City

State

or

Enter Grantee information manually

Name *

Address *

City*

State*

Zipcode *

Phone *

Email

* required information

Grants

Date	Status	Recipient	Description	Amount
	Complete			
	Complete			
	Complete			
	Complete			
	Complete			

The **Statements** tab will show you your Fund Statements starting in 2022. The **Files** tab will show you all your previous Fund Statements dating back to first quarter 2021 as well as your Fund Agreement.

Finally, the **Log Out** button will log you out of Fund Central and return you to the Log In page.