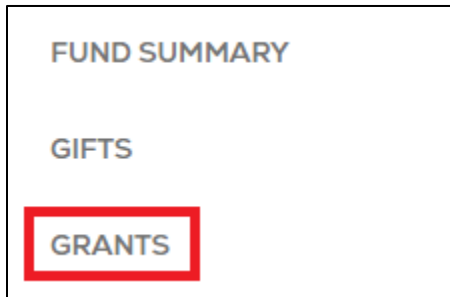
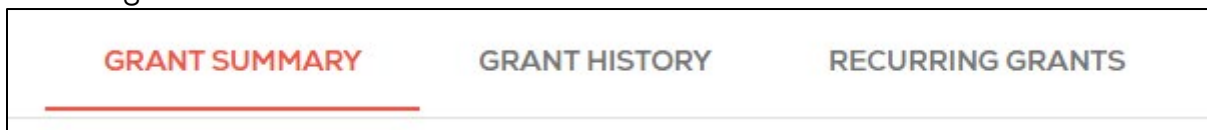


View Grants

To view grants from your fund, click GRANTS on the left menu. If you have more than one fund, also make sure the correct fund is selected in the fund selection dropdown.



The Grants area includes 3 different sections: Grant Summary, Grant History, and Recurring Grants.



Within Grant Summary, all grantees are listed with the total number of grants and the total amount. Click on a grantee name to see the list of grants to only that grantee.

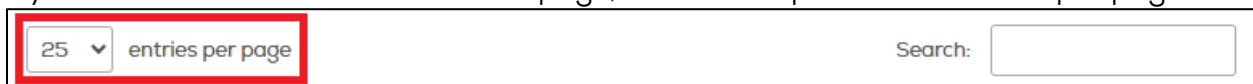
Change the sort order by clicking the field name. The arrows to the right of the field name will change indicating how the field is sorted.



To search for specific grantees, type text in the Search box. Records where a match is found will be listed.



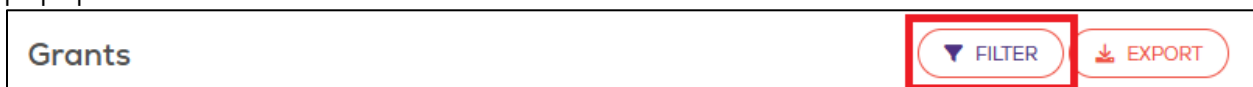
If you need to see more results on the page, click the dropdown for “entries per page”.



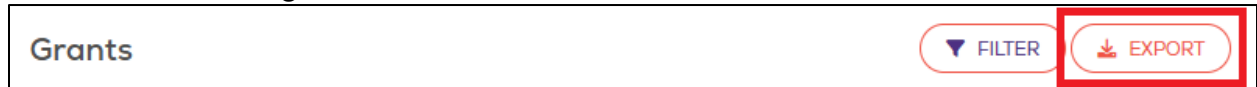
In the Grant History section, all grants are listed by date. This list can also be sorted by clicking a field name at the top.



To filter the grants list by date, select the Filter button and enter a date range in the popup.

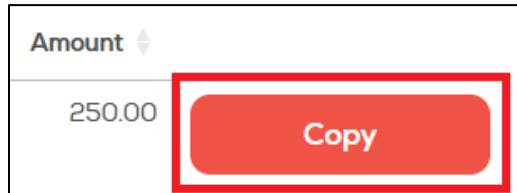


To export the list of grants to a file, click the Export button. Your browser will download a spreadsheet of the grants which you can then open.



Within the grant list, click the grant ID link to see more details about that grant.

If you would like to make a recommendation to the same organization and to copy over the details, click the Copy button.



The Recurring Grants section will list any recurring grants from your fund. The same sort, search, and filter options apply for this list.