These instructions are for TDF Connect, The Denver Foundation’s online portal for fundholders. In this document, you will learn how to recommend a grant online.

**Recommend a Grant**

From the TDF Connect Welcome page, click on **Recommend a Grant** in the menu options on the right side of the page in the menu options.

You will then be taken to the **Grant Recommendations** page. The top of this page will show the **Donor Information**, including **Contact Name**, **Email Address**, **Fund Name**, and **Available to Spend** amount for the fund. If you have more than one fund, the **Fund Name** will be a drop-down list for you to select a different fund.
Step #1: Identify the Recipient
There are three options for recommending a grant. You can recommend a grant to a new organization to The Denver Foundation, an organization in our system, but that you have never granted to from your fund, or a grantee that you have previously given to. The following steps will show you how to use all three options.

Step #1a: Recommend Grant to New Grantee

Clicking this link will bring you to the New Grant Recipient page where you can enter the name and address of the organization. The Denver Foundation will perform the necessary due diligence of the charitable organization to ensure compliance with federal regulations. Once you enter the grantee information and click Save, you will be returned to the Recommend a Grant page, now loaded with the Recipient Information, to continue with the process. Proceed to Step #2 on page 5.
Step #1b: Search for Organization

The Denver Foundation’s database contains a large number of organizations that have been supported by both the Foundation and our donor-advised fundholders. There is a good chance that an organization you would like to recommend a grant to is already in our system. Clicking on this link will bring you to the Recipient Search page where you can enter an organization’s name, or any part of their name, for a broader search.

Enter your search criteria in the Recipient box and click Search. Any matches to your criteria will then display. Checking the Search Aliases box will have our system also search for alternative names an organization might use.

The following are the results of searching for “food bank.” Note that the Organization Name and Create Grant are hyperlinks to select that organization and return you to the Recommend a Grant page, now with the Recipient Information populated, to continue with the process. Also note that, because the “Search Aliases” box was checked, it also pulled “Foodbank of Santa Barbara County,” which would not have appeared had the box been unchecked. Proceed to Step #2 on page 5. If the search does not provide you with the organization you want, use the click here link to take you to the New Grant Recipient option (see Step #1a).
Step 1c: Recommend Grant to Previous Grantee

Clicking this link will provide you with a list of previous grantees from your fund. Note that the **Organization Name** and **Create Grant** are hyperlinks to select that organization and return you to the Recommend a Grant page, now with the Recipient Information populated, to continue with the process.
Proceed to Step #2.

Step #2: Entering Grant Information
After you have selected the fund to use and the recipient for the grant (notice that the Recipient Information is populated from your selection), you now identify the Grant Amount and other information to be included. Enter the amount without a dollar sign ($), but do include a decimal point and cents (e.g. 2500.00).

- If you are restricting the grant for a specific purpose, enter that information in the Charitable Purpose box, otherwise the grant letter will indicate it is for “general operating support.”
- If you have additional information for the grantee to receive with the grant letter, use the Additional Comments box.
- If you have other information you would like to convey to us, e.g. an address change, etc., use the Additional Comments box.
- If the grant should be sent to the “attention of a specific person” at the organization, please include that information in the Additional Comments box.
- If you want the grant to be made anonymously, check the Anonymous Grant checkbox.
If you want the grant to be in honor or in memory of someone, use the Acknowledgement Information section:
Step 3: Confirmation of Legal Statement
The final step to complete the grant recommendation is to read and agree to the Legal Statement. To agree to the statement, simply check the box at the bottom of the page and click Submit Request. You will then be redirected to a confirmation page that the grant recommendation was successfully submitted and a confirmation email will be sent.

Sample of Confirmation Email:

From: dafgrants@denverfoundation.org  
Sent: January 9, 2018  
To: {email address}  
Subject: Your Grant Request

Thank you for your recommendation of a grant of $1,000.00 to ABC Nonprofit from Sample Fund Name (Fund Number 12345). This grant will be processed promptly.

If you have any questions, please email dafgrants@denverfoundation.org, or call 303.951.9563.

Thank you for the support of the community.

Sincerely,  
The Denver Foundation
Troubleshooting:
If you click "Submit" and you are not redirected to the confirmation page, there is an error with the recommendation.
- The most likely culprit is a "$" in the Amount field. Please scroll up and make sure to remove any special characters from the Amount field.
- In addition, a Grantee must be selected - please make sure that this information is populated.
- Another common mistake is not checking the confirmation box at the bottom of the Legal Statement.

Please note:
If your grant recommendation is received by Sunday, and requires no additional due diligence, the grant will be processed and mailed by Friday of that week. If you recommend a grant after Sunday of any given week, it will usually be processed the following Friday.

At the end of the calendar year, please go to www.denverfoundation.org to view our end-of-year deadlines. Deadlines are slightly different due to the volume of grants and holiday/office closures.

If you have any questions or technical difficulties with TDF Connect, please contact the Philanthropic Services Group Help Desk at 303.300.1790 or via email at help@denverfoundation.org. Thank you!