



THE DENVER FOUNDATION

TDF Connect

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.

WELCOME JOHN!

Thank you for using **TDF Connect**, The Denver Foundation's online grantmaking portal.

Still getting paper fund statements? Choose your statement delivery preference.

Your quarterly **fund statements are available to view and download** online on **TDF Connect**. You can "go green" by accessing your statements online, and save paper by only printing the information you need. **To stop receiving printed quarterly fund statements and view your fund activity online, please click here.**

Click here for an overview of online fund management at The Denver Foundation.

Through **TDF Connect**, you can access your account, recommend grants, and learn what The Denver Foundation is accomplishing with your support.

Scheduled Maintenance Notification

Center Please be advised of maintenance that is scheduled to occur on Thursday, May 24 at 9:00 p.m. The system will be back up on Friday, May 25, at 1:00 a.m. We apologize for any inconvenience.

My Account

- My Home Page
- Update My Information
- View Fund Statement
- View Gift History
- Manage My Grants
 - View Available to Spend
 - Recommend a Grant
 - Grant Recommendation Status
 - View Pending Grants
 - View Grant History
- Logout

Click here to start a grant recommendation

Menu of available 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.

GRANT RECOMMENDATIONS

The amount available to spend from your fund is displayed beneath your fund name.

Please complete the below information to recommend a grant from your fund. The Foundation processes donor-advised grant checks each week; any recommendation received by Sunday will be mailed the Friday of that week.

Questions? See our step-by-step instructions on [how to make a grant recommendation](#) [PDF].

Still have questions? Contact the Philanthropic Services Group, at help@denverfoundation.org or 303-300-1790.

Donor Information

Please complete this form and click **SUBMIT** at the bottom.

Contact Name	Name
Email	Email address
Fund Name	Fund Name or Drop-down list for fund access
Available to Spend	Amount shows here

Your information will be shown here



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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

Recipient Information

To Select Recipient Organization:

- Recommend Grant to Previous Grantee
- Recommend Grant to New Grantee
- Search for Organization

Organization

Address

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.**

NEW GRANT RECIPIENT

Please enter the information about the grantee organization below. Click save at the bottom of the page and you will be directed to the next step in the process.

Organization

Address 1

Address 2

City

State

Zip

Enter new organization information here

Save Cancel



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Step #1b: Search for Organization

Recipient Information

To Select Recipient Organization:

[Recommend Grant to Previous Grantee](#)
[Recommend Grant to New Grantee](#)
[Search for Organization](#)

Step #1b →

Organization
Address

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.

RECIPIENT SEARCH

If the organization you are looking for is not found, please [click here](#) to recommend a grant.

Recipient

Search Aliases

Enter search criteria here

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).



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RECIPIENT SEARCH

If the organization you are looking for is not found, please [click here](#) to recommend a grant.

Recipient

Search Aliases

Organization Name	Address	City/State	
Food Bank for Larimer County	1301 Blue Spruce	Fort Collins, CO	Create Grant
Food Bank of Lincoln	4840 Doris Bair Circle Suite A	Lincoln, NE	Create Grant
Food Bank of the Rockies	Post Office Box 151560	Lakewood, CO	Create Grant
Food Bank of the Rockies - Western Slope	120 North River Road	Palisade, CO	Create Grant
Foodbank of Santa Barbara County	4554 Hollister Avenue	Santa Barbara, CA	Create Grant

Annotations:
- A red box highlights the "New Recipient" button with the text: "This link takes you to New Grant Recipient (see Step #1a)".
- A red box highlights the "Create Grant" links in the table with the text: "Hyperlinks to populate Recommend a Grant page".

Step 1c: Recommend Grant to Previous Grantee

Recipient Information

To Select Recipient Organization **Step #1c** → [Recommend Grant to Previous Grantee](#)
[Recommend Grant to New Grantee](#)
[Search for Organization](#)

Organization
Address

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.



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PREVIOUS GRANT RECIPIENTS

Select Fund:

0..9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Show All

Organization Name	Address	City/State	
Art Students League of Denver	200 Grant Street	Denver, CO	Create Grant
bARTer collective	c/o Redline	Denver, CO	Create Grant
Buntport Theater Company	717 Lipan Street	Denver, CO	Create Grant
Colorado Black Arts Movement	2620 Poplar Street	Denver, CO	Create Grant
Comic Book Classroom	1391 Speer Boulevard Suite 360	Denver, CO	Create Grant
Control Group Productions	1801 Brentwood Street	Lakewood, CO	Create Grant

Hyperlinks to populate Recommend a Grant page

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.



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Recipient Information

Organization: Food Bank of the Rockies
Address: Post Office Box 151560, Lakewood, CO 80215-0560

Recipient information is now populated

Grant Information

Please click below to indicate if you wish your grant to be anonymous. If you have additional requests for this grant, such as a specific person it should be directed to, please include those in the Additional Comments section.

Grant Amount: Grant Amount *

[type amount as 0.00, no \$ sign]

Minimum amount \$500

Charitable Purpose (if other than general support): Charitable Purpose

Supporting an event? Please remember that donor-advised funds cannot be used for expenses related to events/galas. If you wish to attend a nonprofit's event, you must purchase tickets separately.

Additional Comments: Additional Comments

Anonymous Grant Anonymous Grant

- If you want the grant to be **in honor** or **in memory** of someone, use the **Acknowledgement Information** section:

YOUR GIVING Anonymous Grant PROFESSIONAL ADVISORS NONPROFITS SCHOLARSHIPS COMMUNITY ABOUT Give Now **GIVE NOW**

Acknowledgement Information

If the grant is made in honor of an individual or organization, please indicate who you would like to acknowledge.

Acknowledgement:

Address:

City:

State:

Zip Code:



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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.

Legal Statement

I certify that neither I nor any individual will receive any material benefit from the charitable organization as a result of this grant. I understand and acknowledge that a grant must directly and fully support a charitable program and I will not submit a recommendation intended to:

- Pay for goods, services, membership benefits, event tickets, goods bought at auction or tuition.
- Benefit myself, any specific individual, family member or business they control.
- Support political campaigns or lobbying activities.

I understand that this is a recommendation and not a disbursement and is subject to review and approval. The Denver Foundation will perform the necessary due diligence of the charitable organization to ensure compliance with federal regulations.

By checking this box, I confirm the above statement.

Your grant request is successful when you are redirected to a confirmation page.

Please note that if you click "Submit" and you are not redirected to a confirmation page that there is an error on this recommendation. The most likely culprit is a "\$" in the Amount field. Please scroll up and make sure to remove any characters like this from the Amount field. In addition, a grantee must be selected - please make sure that this is populated as well. Thank you!

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



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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!