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# NORTH TEXAS COMMUNITY FOUNDATION

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*Philanthropic Solutions*

Fill in the form to create your Blackbaud ID. **Please note: the email address on file with the Community Foundation, must be the one used to sign-in or create a Blackbaud ID.**

If you change your email address, please let us know because it will affect the ability to access Donor Central. Blackbaud will not share or use your information in any way.

**This will be your Blackbaud ID \***


  
**Password \***  
  

- Requires 8 characters or more,
- including 3 of the following:
  - Capital letter
  - Lowercase letter
  - Number
  - Special character (!, #, %, etc.)

**Confirm password \***

  
**First name \***  
  
**Last name \***  
  

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).



You will be sent an email to confirm your Blackbaud ID has been created. Click the link on the confirmation email to confirm your Blackbaud ID. You will be redirected back to the Login page. Enter your newly created credentials. You will then be logged in.

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## RESET PASSWORD

1. On the login page, click **FORGOT PASSWORD**. Then enter the email address we have on file for you to receive a reset link.
2. Check your inbox for an email from Blackbaud confirming that you need to reset your password, open it, and click **RESET PASSWORD**. Check your junk folder if the email doesn't appear within 5 minutes.
3. You will be taken to the reset password screen. Reset your password and click **SUBMIT**. You will receive a notification that your password was successfully reset.

## RECOMMEND A GRANT

DonorCentral makes it easy for you to recommend a grant from your fund(s). You can replicate previous grants made or, using the Community Foundation's nonprofit database, research nonprofit organizations and recommend a new grant.

1. From the Dashboard tab, in the View Your Fund Information tile, use the FIND field to locate the fund you want to add a new grant recommendation. As you type, the application matches your entry to existing funds in your account.
2. Select **RECOMMEND A GRANT**. The Grant Recommendation screen will appear.
3. Select a nonprofit organization by searching for it in the Charity search field. For search criteria, you can enter part of the organization's name, zip code or EIN number. The Select Prior Recipient list includes only those charities that you've previously donated to, so you can quickly choose from charities you regularly work with. If the nonprofit does not exist, check the **ADD A NEW CHARITY** box to create a new charity.
4. Click **NEXT**.
5. In the Fund Section, select the fund you want to use for this recommendation. You can keep the fund selected or search for a different fund by typing in the field provided. If you select the Fund Anonymous option, the fund is marked anonymous on the grant, and when the grant check is printed, instead of having a fund name listed on the check stub, "Anonymous Fund" will appear.
6. In the Grant section, enter the recommended Amount, Program Name, Grant Purpose, and any Special Requests. To not display your name, select the Advisor Anonymous option.
7. If you choose to make a grant a recurring recommendation, select **IS RECURRING**. Specify the start date and end date. We recommend scheduling recurring grants for no longer than 3 years and then reevaluating the recurrence schedule. In **RECUR EVERY**, enter the frequency in **NUMBER** and select the time **INTERVAL** (months or years)—for how often you want the grant to occur. When specifying an **END DATE**, the **TOTAL NUMBER OF RECURRENCES** and **TOTAL AMOUNT FOR THE GRANT** are displayed. Note: to track and manage all your recurring grant recommendations, select **RECOMMENDATIONS, MANAGE RECURRING**.
8. Click **NEXT**.
9. Acknowledge the grant recommendation requirements by selecting the **I AGREE** box.
10. Click **SUBMIT**. If necessary, at any time in the process click **SAVE FOR LATER** to store your grant recommendation without submitting. To return later and complete it, look for it in the **SUBMIT YOUR SAVED GRANT RECOMMENDATIONS** tile.

### ENTERING MULTIPLE GRANTS

It is possible to submit multiple grants at one time. When you create the recommendation, rather than clicking the submit button, click the **SAVE FOR LATER** button on each request. Then, once they are all saved, you can go to the Dashboard menu. Scroll down to see pending grants. You can select all, or select only the ones that need to be submitted, and click submit. A message will come up telling you that an email will be sent.

### VIEW YOUR FUND INFORMATION

DonorCentral offers easy access to comprehensive information about your fund(s), allowing you to view, print and email fund statements. To view fund information, you can select either the Fund Info tab or the Dashboard tab.

From the Dashboard, in the Find field under the View Your Fund Information section, enter the name of the fund you want to view. Once it displays, click **SEE MORE FUND INFORMATION**. This takes you to the Fund Info tab. From the Fund Info tab, in the Choose a Fund field, start typing the name of the fund. As you type, the system displays funds with matching text. Select the desired fund.

The Fund Name, Description, Spendable Balance and other details will display. The Period defaults to All, but options for This Month, This Quarter, This Year or Last Year are also available. Click one of the totals displayed and all related records and details display in the grid below. Hover over the information bubble to view an explanation of the total.

Fund details		Market value			
Date range		From date	To date		
Last year ▼		1/1/2018	12/31/2018		
Fund details					
N/A	\$544,666.99	N/A	\$565,506.03	N/A	N/A
Grants pending	Grants paid ⓘ	Grants in process ⓘ	Gifts	Non-gifts	Pending gifts ⓘ
N/A	\$33,500.00				
Pledges paid	Pending suggestions				

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To export your grant history, click on the **FUND INFO** tab and then click on the **GRANTS PAID** total. A list of all grants paid will populate with a gold Export button. *Note: This will export all grants recommended.*

Grants paid: \$329,112.50

( 84 records )

ID	Date	Amount	Grantee
20190807	5/15/2019	\$500.00	Priest Holmes Foundation

## VIEW GRANT HISTORY

You may view your Grant History from the **GRANT HISTORY** tab. You may filter the date range and click on the icon to view the details about the charity, payments and grant details.

### Grants

Grant recommendations that have been submitted but not yet approved will appear below in their own section but are not included in the totals on the right. By default, the information shown represents all of your associated funds, but you can filter by fund, time-frame, or charity by clicking the Filters button.

Granted	\$1,987,335.32
Paid	\$1,987,335.32
Grants	1,117

Filters

Pending recommendations

#### ZOE Ministry

700 Waterfield Ridge Place  
Garner, NC 27529

Received  
6/29/2019  
Approval in  
progress

Grant totals by year

Grant totals by recipient

## VIEW FUND STATEMENTS

Click on the Fund Info tab at the top. Then click on the **VIEW STATEMENT** button in the middle of the page. Select the date range for the statement you would like to review. All fund statements will be archived in this location. Also in this location, you can email yourself the fund statement or you can print the fund statement.

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## HOW OFTEN IS THE INFORMATION IN DONORCENTRAL UPDATED?

Each night, except for the total net asset value, which is updated monthly.

## WHAT IF I FORGET MY PASSWORD?

The email address you have on file with the Community Foundation is your User ID. On the login page, click on “Forgot Password?” and follow the steps to reset your password. Please keep in mind that the email address you use must be the one we have on file. Contact Amy Radcliffe at 817.877.0702 or [aradcliffe@northtexascf.org](mailto:aradcliffe@northtexascf.org) for any other issues.

## WHEN ARE GRANTS PROCESSED?

Grants submitted by Tuesday at 5:00 pm will be included in that week’s grant checks, unless further due diligence is needed to verify the charity’s status. Grant checks are usually printed on Wednesdays and mailed out Friday.

## HOW CAN I LEARN ABOUT NEW ORGANIZATIONS THAT MATCH MY INTEREST AREAS?

We are pleased to research charities that fit with your mission. The Community Foundation’s **Good Grants Program** offers fundholders a curated selection of funding opportunities to ignite impactful grant making. Visit our website to browse current funding opportunities. Contact Donor Relations for more information about the Good Grants Program.

## CONTACT US

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