



Create a grant from your Hilcorp Employee Donor Advised Fund to a nonprofit organization

- 1) After you have logged into your Community Donor account, click on the [Grant Recommendations](#) tab.
- 2) In the area **Choose from previous Grantee** click on the provided drop down menus to choose from nonprofits or funds you have given to previously and proceed to step 7. Go to step 3 if the grant you are creating is to a nonprofit or fund you have not given to previously.
- 3) In the area titled **Search for other Grantees**, type the name of a nonprofit 501(c)3 organization that you are interested in supporting and click [Search](#)
- 4) There will be two tabs in the search results: one tab will show [The Alaska Community Foundation Results](#) and another tab will show **Guidestar Results**
 - a. Grantee's that are in our internal database whom we have granted to in the past will show on the tab for The Alaska Community Foundation.
 - b. **Guidestar** is a database search that will generate results matching your input of all nonprofits within the entire United States.
- 5) Choose the grantee from under one of the two tabs by clicking **Create Request** and go to step 7.
- 6) If the nonprofit you want to grant to does not show up in search, you can also enter the Grantee information manually.
 - a. On the [Grant Recommendations](#) tab, you will enter the information in the [Enter Grantee Information Manually](#). Please note, those fields with a red asterisks are required.
 - b. Click the [Submit](#) button
- 7) Complete the sections under [New Grant Request](#)
 - a. **Description** - where you can provide a specific purpose for your grant, or if you would like to include a message to the grantee. This information will print on the grant letter that will be sent with the grant check.
 - i. Certain types of grants are prohibited under Pension Protection Act of 2006 for Donor Advised funds. They include:
 1. Grants to individuals, including grants made directly to an organization for the benefit of the fund advisor (you) or to satisfy a pledge from the fund advisor.
 2. Grants for non-charitable purposes.
 - b. **Amount** of the grant (the minimum amount is \$100, the maximum is your available fund balance)
 - c. **Anonymous** – click this button if you would like your name/Fund name to remain anonymous from the grantee
 - d. **Additional Instructions** – any instructions you would like to provide to our Program Staff when they are reviewing the grant for approval.
 - e. Click the [Review](#) button, review your information and [Edit Request](#) if needed.
 - f. Click [Submit Request](#)

The average processing time from Grant Submission to grant check being issued is 10-14 days.