

# Your Fund Portal Has a New Look!



It looks different, but your login is the same. Use your *email address* to log in.

## How to Create a Grant from your Fund:

Click on [CREATE GRANT REQUEST](#) on either menu.

A screenshot of the Aspen Community Foundation Fund Portal. The top left corner features the Aspen Community Foundation logo. The top right corner has navigation links: "MY FUND", "PROFILE", and "LOGOUT". The main content area is a light blue banner with the text "Welcome to your Fund Portal" and instructions: "For details about your Fund, click on the tabs to the left." and "Click on the blue CREATE GRANT REQUEST button to the right at any time." Below the banner is a navigation menu on the left with items: "FUND SUMMARY", "DONATIONS INTO MY FUND", "GRANTS MADE FROM MY FUND", "CREATE GRANT REQUEST" (circled in red), "FUND STATEMENTS", and "DONATE USING A CREDIT CARD". The main content area contains a dropdown menu with a redacted name, two summary boxes: "Current Balance 12,359.99" and "Cash Available To Grant 11,359.99", and a contact section for Stephanie Gianneschi with her phone number (970-925-9300) and email (stephanie@aspencommunityfoundation.org). A "CREATE GRANT REQUEST" button is circled in red in the top right corner of the main content area.

You will see this on your screen.

Choose [Type](#) from the blue buttons along the bottom.

[PREVIOUS GRANTEE OR FUND](#)

[SEARCH GRANTEE](#)

[MANUAL GRANTEE](#)

aspen  
community  
foundation

MY FUND PROFILE LOGOUT

### Welcome to your Fund Portal

For details about your Fund, click on the tabs to the left.

Click on the blue [CREATE GRANT REQUEST](#) button to the right at any time.

[CREATE GRANT REQUEST](#)

To create a new grant, click on the blue [CREATE GRANT REQUEST](#) button to the right. Then, choose type using the blue buttons below:

[PREVIOUS GRANTEE OR FUND](#)  
To find a grantee or fund that you have granted previously, type into the empty field(s) below.

[SEARCH GRANTEE](#)  
To search for grantees in the system, complete any of the fields below.

[MANUAL GRANTEE](#)  
To enter a new grantee, complete the required fields below. Although not required, the process will be expedited if you enter the EIN.

Grant Request > Choose Type

[PREVIOUS GRANTEE OR FUND](#) [SEARCH GRANTEE](#) [MANUAL GRANTEE](#)

Enter your grant information.

Click on [ADD TO CART](#)

After review, click on [REVIEW GRANT REQUESTS](#)

This lists all grants in your cart. Click on [SUBMIT GRANT REQUESTS](#) to submit your grant(s) to ACF for processing.

Contact Stephanie Gianneschi at 970-925-9300 or [stephanie@aspencommunityfoundation.org](mailto:stephanie@aspencommunityfoundation.org) for assistance.