



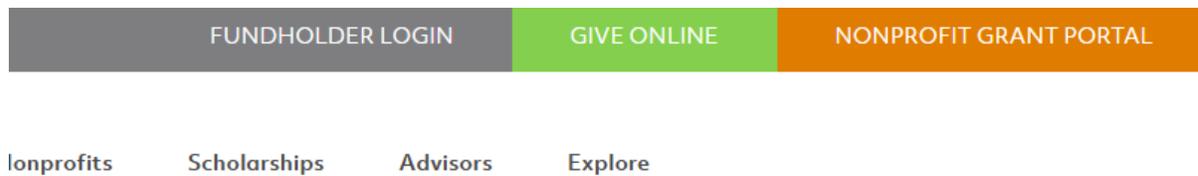
FUND ADVISOR FUND IT FORWARD PORTAL USER GUIDE

Log-in

To access the Fund Advisor Portal, visit North Georgia Community Foundation’s website at www.ngcf.org and click “Fundholder Login” on the top navigation bar. You will be redirected to a login page where you will enter your unique username and password.

If you forget your credentials, please contact our Systems Administrator at 770-535-7880 or acarter@ngcf.org.

While our staff can assist you in resetting your password, please understand we do not have access to user passwords and cannot look them up for you.

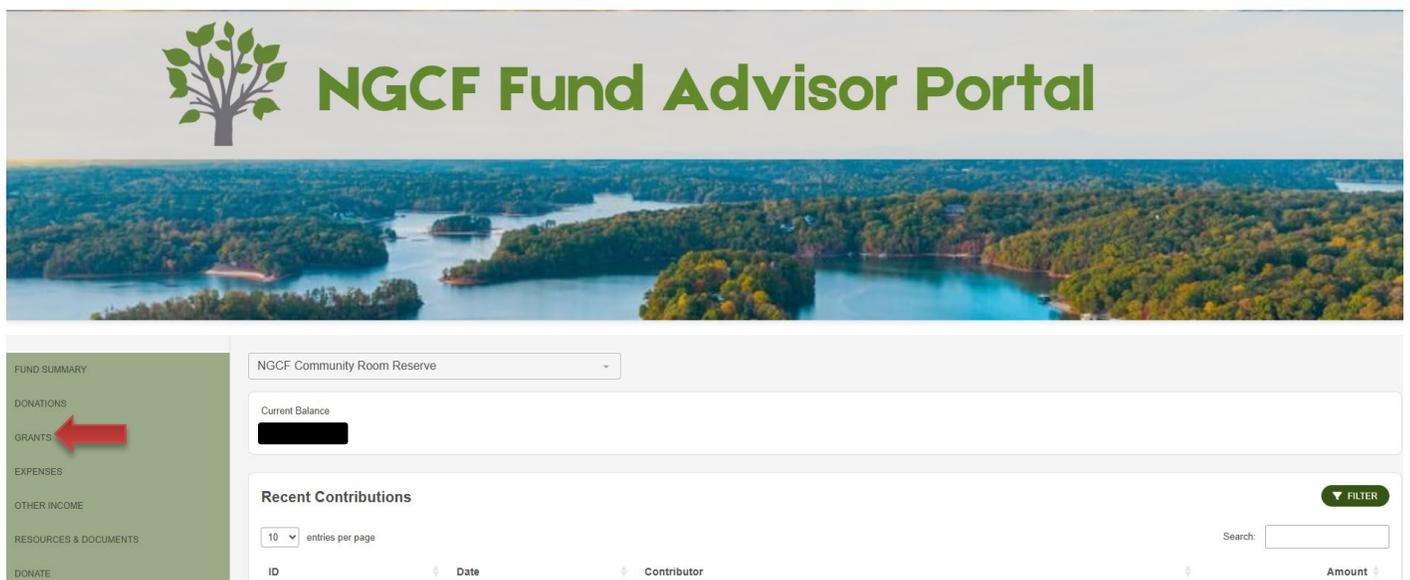


Note:

The Fund Advisor Portal will lock you out after five unsuccessful login attempts. If you are locked out, please contact our Systems Administrator at 770-535-7880 or acarter@ngcf.org.

I. Access the Fund It Forward Grant Request

- Once you have logged in, your fund’s homepage will appear. *If you manage multiple funds, you will see each of them listed and you may select the fund you wish to review.*



2. Navigate to the Grants Section

- The navigation bar is located to the left of the screen, and you will see different features available to you as a fundholder:
- Select the **Grants** tab from the list.

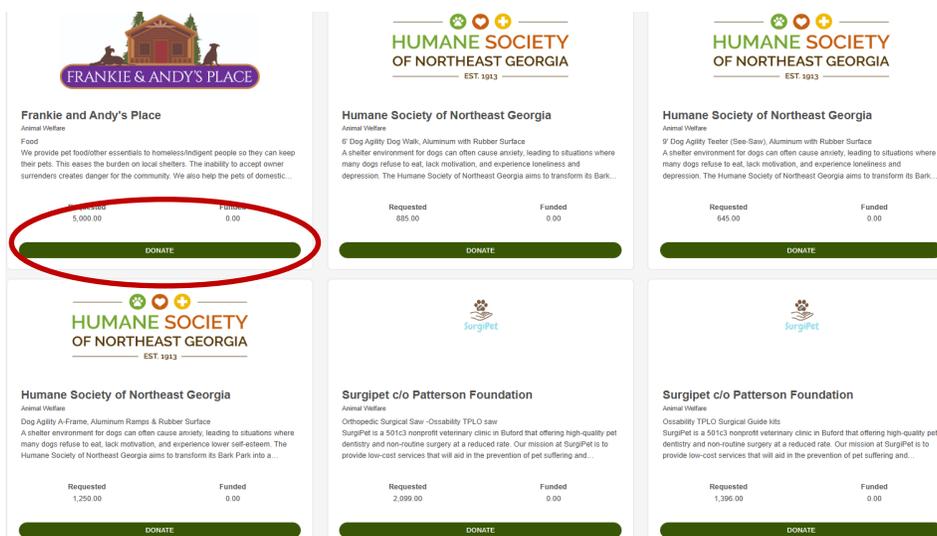


3. Access the Grant Catalog

- Select the **Grant Catalog** tab along the top of the page



- A list of Nonprofit Requests will appear. You can browse the requests and select the one you want to view.



4. Fulfill a Grant Request

Grant Catalog > Frankie and Andy's Place



Frankie and Andy's Place
Animal Welfare
<https://www.frankieandandysplace.org>
Food

FULFILL

We provide pet food/other essentials to homeless/indigent people so they can keep their pets. This eases the burden on local shelters. The inability to accept owner surrenders creates danger for the community. We also help the pets of domestic violence victims as a priority and want to increase our help in this area. We help 800+ pet owners pm and aim to grow to 1200 plus from March as we add in a new location in Clarke county. We serve two rural locations in Jackson/Banks Counties, with a human food pantry. Areas were chosen because families suffering from poverty in rural areas do not get as much help as some larger areas. Our locations are chosen to fill gaps not currently covered by other pet food pantries. We need funds to buy pet food & extra items such as socks, blankets etc. for the homeless. The cost is \$2500pm & we need funds to ensure funds for at least 6 months in advance. The grant request of \$5,000 is to fill the shortfall between what we have and what we need.

- If you find a project you would like to fund, click the Fulfill button.
- You will be redirected to the payment screen to complete the grant process.

Donate to Grant Request

Grant	Frankie and Andy's Place Food
Grant Request	5,000.00
Unfunded Amount	5,000.00
Donation Amount	<input type="text"/>
Anonymous	<input type="checkbox"/>
Grant Designation & Notes:	<div style="border: 1px solid #ccc; height: 80px;"></div>

SUBMIT REQUEST

Please Note:

You can fund an entire request or a portion of a request, it is up to you! If a request has not received full funding by the end of the cycle, NGCF will work with the nonprofit to secure the remaining balance, or your donation will be returned to you.

Who do I contact if I'm having issues with the Fund Advisor Portal?

If you have any questions or are experiencing issues with the Fund Advisor Portal, please contact our Systems Administrator at acarter@ngcf.org or 770-535-7880.