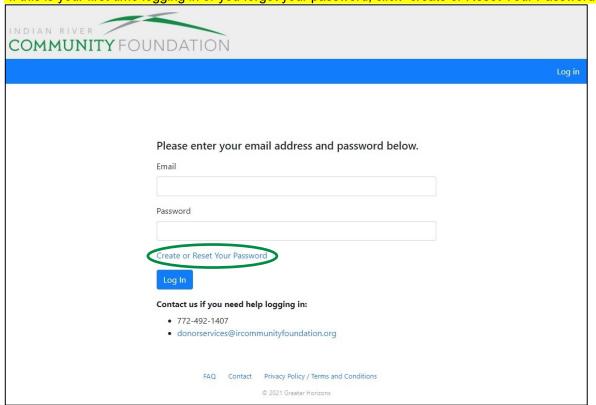


How to Grant from Your Fund

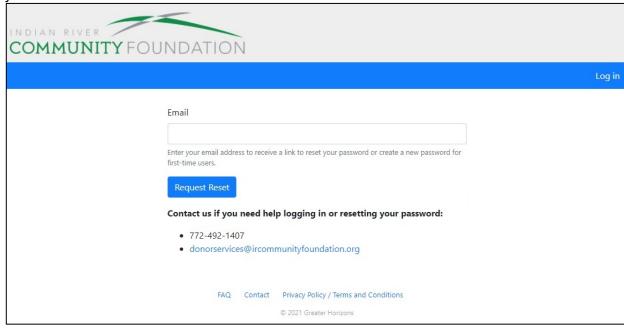
We recommend you use this guide while on your account for better visibility

1. Go to ircommunityfoundation.org, scroll to the footer and select My Fund. To log in to My Fund, enter your email and password. If you have trouble logging in, contact us at 772-492-1407.

If this is your first-time logging in or you forgot your password, click "create or Reset Your Password"



2. Enter your email and click "Request Reset." If you're not sure which email is associated with your fund contact us at 772-492-1407.

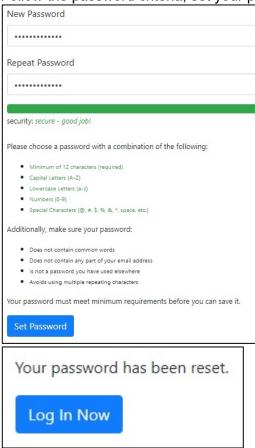




Follow the reset link in your email to reset your password.

Check your email inbox for a reset link. Check your spam or junk folder if the reset link is not in your inbox.

Follow the password criteria, set your password, and log in.



3. Select your Fund on the My Fund dashboard. Selecting your Fund will take you to the View Fund Info Tab.

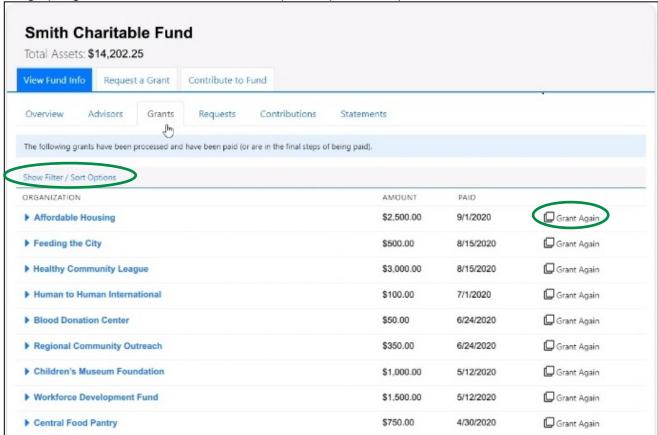




4. From the View Fund Info tab, click "Grants" to fund an organization you have previously supported.

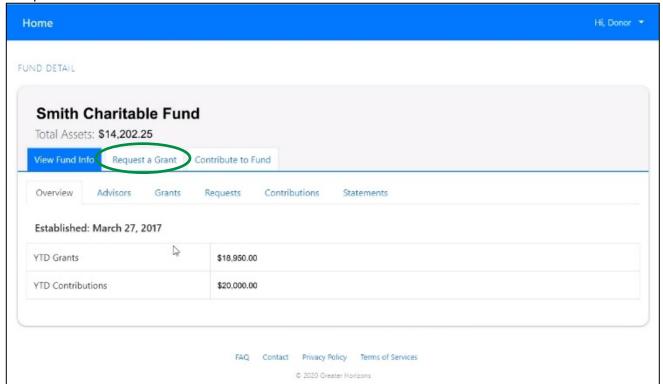
View Fund Info Reque	st a Grant (Contribute to Fund	
Overview Advisors	Grants	Requests Contributions Statements	
Established: March 27,	2017		
YTD Grants	₽	\$18,950.00	
YTD Contributions		\$20,000.00	

This will bring up a list of your past grants. Your most recent grants are listed first. Use the Show Filter/Sort Options to narrow the list. Find the desired organization and click "Grant Again" to bring up a grant recommendation form. Skip to step 8 to complete the form.

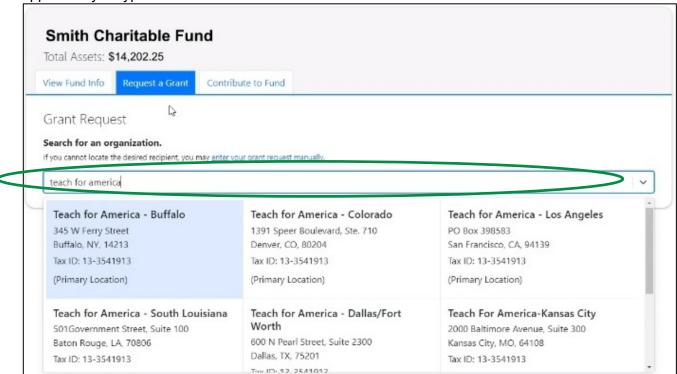




5. If you would like to make a grant to an organization you have not previously supported, click "Request a Grant."

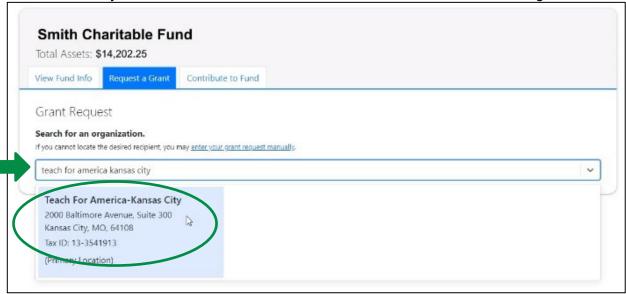


Type the name of the organization you wish to support in the search bar. The search results will appear as you type.





The location may be added to the search to narrow down results and select the organization.

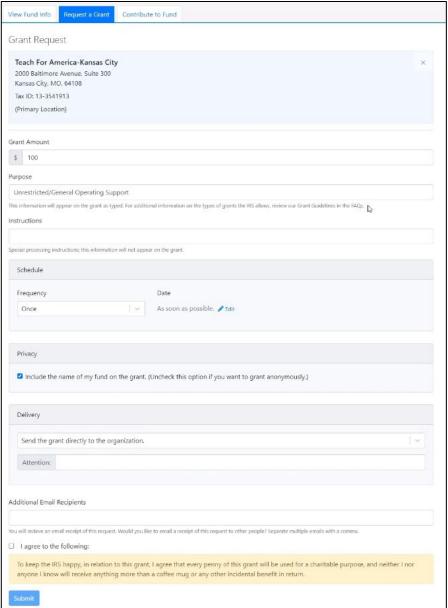


6. If your search did not yield any results, click on "enter the request manually."



7. Complete the amount, purpose of the grant (if any), any special instructions for our staff, a desired frequency of this grant (if any), uncheck the box if you want to grant anonymously, select your delivery option, agree to the terms, and click submit to complete the request.





8. You have submitted your grant request.

