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.