

# The HOMER FOUNDATION

*Serving the Southern Kenai Peninsula*

## Fund Advisor Portal Overview

As a Fund Advisor you have access to the online fund advisor portal where you can access information about the funds you manage. Within the portal, you can view the fund balance, fund statements, files, and more. This convenient tool allows you to stay up to date with your fund's activity from any device, any time.

## Initial Login Process & Account Set Up

Homer Foundation will send you a link to access the portal via email. Select the link and you will be prompted to create your own password to the fund advisor portal site. Your username will be the full email address we have on file. Once your password is created go to the Login page, enter your credentials, and log in. We recommend using a unique password with letters, numbers, and/or special characters to keep your account secure.



[Forgot Password?](#)

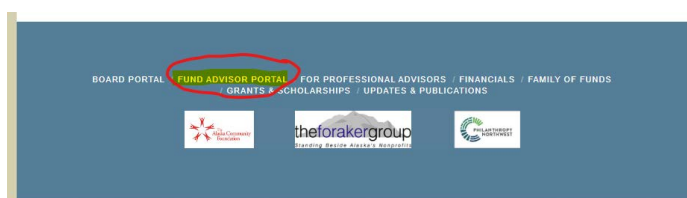
Login

Having trouble logging in? Usernames are in the form of an email address. Passwords are case sensitive. To reset your password, click the link above. If you are still having problems getting into the system, please contact Lauren Seaton at 907-235-0544 or lseaton@homerfoundation.org

## Returning Users

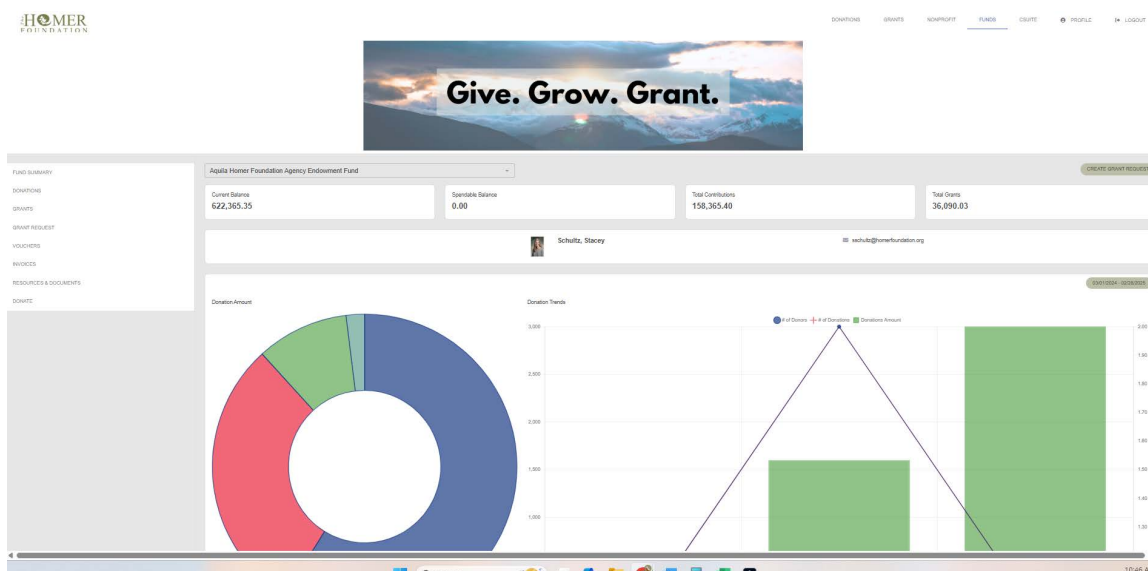
For all future logins after the initial set up, please visit our website at [www.homerfoundation.org](http://www.homerfoundation.org) and click “Fund Advisor Portal” at the bottom of the page. You will be redirected to the login page for the portal where you can enter your username and password created during the initial set up process.

If you have forgotten your password or have trouble logging in, please contact our office at 907-235-0544 for assistance. Please note the portal will lock you out after five unsuccessful login attempts. If you are locked out of your account, please contact us to regain access.



## Portal Features

Once you are logged in, you will see an overview page of your fund. *If you serve as an advisor for multiple funds, you will see the “Choose Fund” menu and will need to select the fund you wish to review from the dropdown menu.*



Once you have logged in you can select the tabs at the top of the page to review the different areas available to you as a Fund Advisor as well as a Donor. This is a new section available with the enhanced Portal System. On the left hand side is another group, of tab options that are specific to your fund.


- The “**Fund Summary**” tab shows the Fund’s Current Balance plus the Spensible balance (*if applicable*). This area also lists all fund advisors, shows recent contributions and recent grants given for the Fund.


- The **“Donations”** tab shows all contributions or donations to the fund.
  - Clicking on a Contributor’s name will bring up their history of contributions.
- The **“Grants”** tab will show the history of Grants or payments made from the fund.
- The **“Grant Request”** tab is available for most funds as a way to request a grant from your fund. This is in place of a former Grant Recommendation form.
- The **“Resources and Documents”** tab will show fund statements if they are set up for the fund. This area has numerous tabs at the top in the gray section related to your fund only. Fund Advisors will be able to view newly created fund statements immediately after they are created as well as past fund statements.
  - Printing Statements - The system will generate a PDF in a new window in your web browser that you may save or print.
  - The **“Files”** tab will show any viewable files related to your fund. This may include recent Exhibit As, the fund agreement, and other relevant information.
- The **“Donate”** tab allows you to make a gift to your fund. You can also set up a recurring donation using this feature.

## Submitting a grant request (Donor Advised Funds only)

As a Fund Advisor of a Donor Advised Fund you may be able to make a Donor-Advised Grant Requests the fund’s assets by clicking into the **“Grant Request”** Tab.

FOUNDATION





CREATE GRANT REQUEST

FUND SUMMARY

Aquila Homer Foundation Agency Endowment Fund

Use this form to request a new grant from your fund. Select a grantee from the drop-down menu or enter a new nonprofit. The minimum grant recommendation to a single organization is \$500. Grants must provide community benefit within the Homer Foundation's service area of the southern Kenai Peninsula (Ninlickik south, including the communities across Kachemak Bay). Donor Advised Funds may not make grants to individuals. Homer Foundation staff will receive notification of your request and process your grant. We will notify you once the grant has been completed. Grants already processed from your fund are listed.

**Grants**

Request Date	Status	Recipient	Description	Amount
07/29/2024	Complete	Operating Fund	Annual Transfer for Operations	17,603.45

GRANTS

**GRANT REQUEST**

RESOURCES & DOCUMENTS

DONATE

## Creating a grant request (Donor Advised Funds)

First Select Grant Request, then on the right hand section of the screen click the green button "Create Grant Request"  
You may choose:

- A. Choose from a Previous Grantee from the drop-down menu of organizations you have previously supported.
- B. Search for the organization you want to support in [Guidestar](#), the world's largest nonprofit database specializing in reporting on U.S. nonprofit organizations. The more keywords used, the better the search results will be. Once you find the organization you want to support, click "Create Request." The organization must be within the Homer Foundation service area or the charitable benefit must be for the southern Kenai Peninsula, as per HF policy.
- C. Enter grantee information manually. Once you enter this information, please select "Submit"

Choose from previous Grantee

Grantees you have given to in the past

Other foundation funds

or

Search for other Grantees

Name

City

State

or

Enter Grantee information manually

Name \*

Address \*

City\*

State\*

Zipcode \*

Grants are processed once per week. **We ask that grant requests be submitted \_\_\_\_\_ Sundays by 3:00 p.m. in order for the grant to be processed and a check cut and \_\_\_\_\_ mailed in that same week.** Grant requests submitted after 3:00 p.m. on Sunday will be may need more time to process.

Once the organization has been selected, you will be redirected to a new page to provide important information, including the grant description and amount.

- **Grant Details:** In the description box, please provide the grant purpose (e.g. capital campaign, support of a specific program, etc). Please note that if you do not indicate a specific grant purpose, your grant will be earmarked for general support. You can also choose to remain anonymous by checking the “Anonymous” check box below the amount. If you’d like to attach any information to the grant, please use the attachment section to upload relevant files. Once you have finished entering the grant details, click on “Review” to move forward.

**New Grant Request**

Grantee	Green Thumb Network
Description	<input type="text" value="For conservation efforts in Southwest Oklahoma"/> 46/255 characters
Amount	<input type="text" value="3000"/>
Anonymous	<input checked="" type="checkbox"/>
Recurring	<input type="checkbox"/>
Attachment	<input type="button" value="Choose Files"/> No file chosen (or drag and drop anywhere on the page)
Attachment Description	<input type="text"/>

- **Review & Submit Request:** Review your grant request for accuracy. If you need to change any details, please select “Edit Request.” Once you are ready, click “Submit Request” to send the grant recommendation to Homer Foundation. You will receive an automated confirmation email once the grant request has been successfully submitted.

## Reviewing Grant History

To view the most recent grant history for your fund, select the “Grants” tab. Grant Requests still in the “request” status can be canceled from this screen.

## Grants

↕ Date	↕ Status	↕ Recipient	↕ Description	↕ Amount	↕
01/28/2022	Request	Green Thumb Network	For conservation efforts in Southwest Oklahoma	3,000.00	Cancel
01/28/2022	Paid	OK Dept. of Wildlife Conservation	For General Support	8,500.00	
01/28/2022	Approved	Green Thumb Network	For conservation efforts in Oklahoma	4,500.00	

You can use the “Status” Column to track the progress of your grant request:

- **“Request”** – the grant request has been submitted to Homer Foundation staff. If you would like to cancel the pending request before it is processed, click the “Cancel” button or contact us at 907-235-0541.
- **“Cancelled”** – your grant request has been cancelled.
- **“Pending”** – Homer Foundation staff is currently processing your grant request.
- **“Approved”** – your grant request has been processed and approved but has not yet been paid.
- **“Paid”** - the grant request has been finalized and the payment made to the organization.

## Locked Out of your Fund Advisor Portal?

If you are locked out of your account, click **Forgot Password** on the login page. Enter your username and click the **Reset Password** button. If an account with the provided username is found, instructions to reset your password will be sent to the email address for that account. If you’re still having trouble, please contact the Homer Foundation staff at 907-235-0541.

## Email Alerts

Default settings alert you every time a Donation is made or a Grant is paid out from your Fund. These alerts can be utilized or cancelled at any point, but the alerts are not retroactive, so you will not be notified of past grants or donations.

- If you wish to have this notification turned off, please contact the staff at Homer Foundation at 907-235-0541.

## Frequently Asked Questions

### How often are fund statements posted to the portal?

Fund statements are posted to the portal each quarter. You will receive an email when the statements are ready to be viewed in the portal. If you are not receiving these notification emails, please notify us at 907-235-0541.

### How do I change my password?

You may change your password by clicking "Forgot Password" on the login page for the portal. You may also contact staff by calling 907-235-0541. Please note that while our staff can assist you in resetting your password, we cannot access user passwords and cannot look up your current password for you.

### I am a Donor Advised Fund advisor and have made a grant recommendation. How long does it take for the grant to be processed?

Grant recommendations received before 3 P.M. on Sundays will be processed the same week, with the check being sent out no later than Thursday. For grant recommendations received after the deadline, the grant may take more than one week to process. If you have any questions about making a grant recommendation from your Donor Advised Fund, please email Lauren Seaton at [lseaton@homerfoundation.org](mailto:lseaton@homerfoundation.org). Please note grant recommendations may only be made to 501(c)(3) organizations (including schools, churches, and government entities).

### Who do I contact if I am having issues with the portal?

Our staff will be happy to assist you with any issues concerning the donor portal or with any questions you might have. Please give us a call at 907-235-0541.