

# Grant Requests Tab

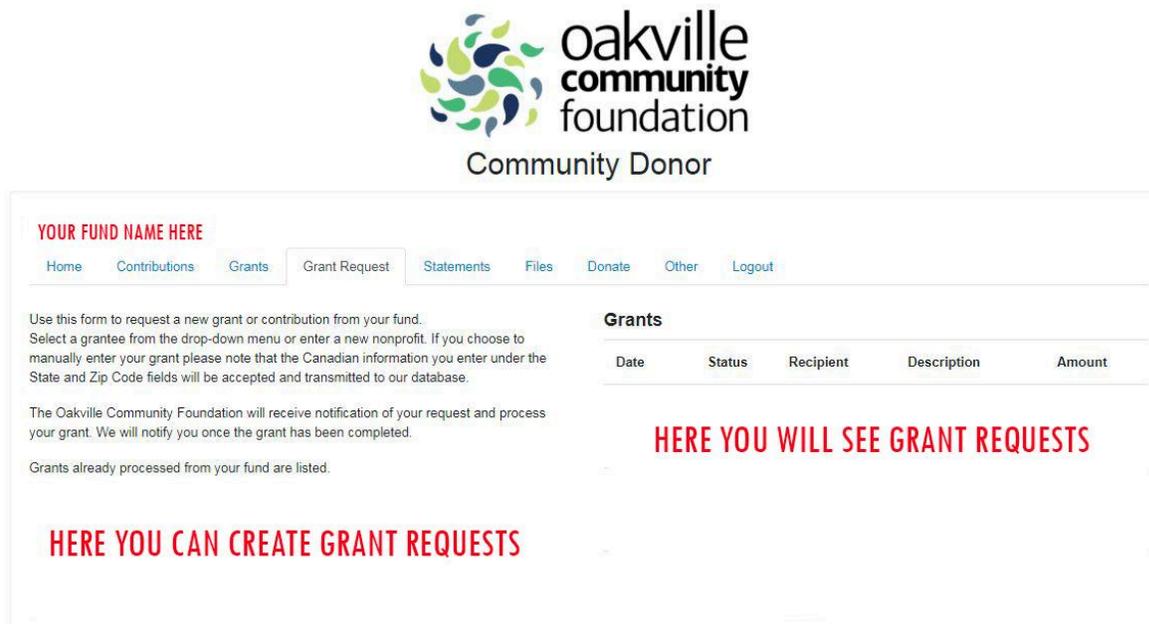
For additional help logging into the Portal, please contact **Michelle Collins** at [michelle@theocef.org](mailto:michelle@theocef.org) or at **905-844-3562 ext. 306**.

After logging in and landing on the Home Page, click on the **Grant Request** tab.



Once on the **Grant Request** page, you will see the left and right side.

- The left side is where Grant Requests can be created.
- The right side shows a list of Grants Requests waiting to be paid.



On the left side, you can create Grant Requests in three different ways.

- The first way is to **choose from previous Grantee**.
  - You will be able to select a previous Grantee from the drop down menus.

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Use this form to request a new grant or contribution from your fund.  
Select a grantee from the drop-down menu or enter a new nonprofit. If you choose to manually enter your grant please note that the Canadian information you enter under the State and Zip Code fields will be accepted and transmitted to our database.

The Oakville Community Foundation 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.

## Choose from previous Grantee

Grantees you have given to in the past

Foundation funds you have given to in the past

Other foundation funds

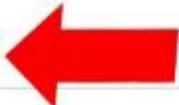
- The second way is to **search for other Grantees**.
  - You can type in keywords if you are unsure of the charity's name.

Search for other Grantees <sup>or</sup>

Name

- The third and final way is to **enter Grantee information manually**.
  - You will need to enter the name of the Grantee, address, postal code and a phone number
  - **\*Please note\***: Grants can only be made to CRA approved charities.

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**Enter Grantee information manually** 

Name \*

Address \*

City

State

Zipcode \*

Phone \*

Email

\* required information

**Submit** 

After completing any of the three steps, click the **Submit** button at the bottom of the page.