


Stark Community Foundation’s Donor Portal

As a fundholder of Stark Community Foundation, you have the ability to access your fund information online through your Donor Portal. Within the portal, you can easily check your fund balance, view and download quarterly market summaries, request and track grants, add to your fund and more. The Donor Portal makes it easy to manage your fund and is available 24/7 from anywhere, on any device.

RETURNING USERS: LOGIN PROCESS

To access your Donor Portal, visit www.starkcf.org/donorportal or visit Stark Community Foundation’s website at www.starkcf.org and click Donor Login button in the navy blue footer. You will be redirected to a login page where you will enter your unique username and password. Your username is your email address. If you don’t know your password, you can reset it at any time on the Donor Portal login page by clicking on the Forgot Password link. *The Foundation team does not have the ability to access your password.*



The screenshot shows the footer of the Stark Community Foundation website. It is organized into several columns:

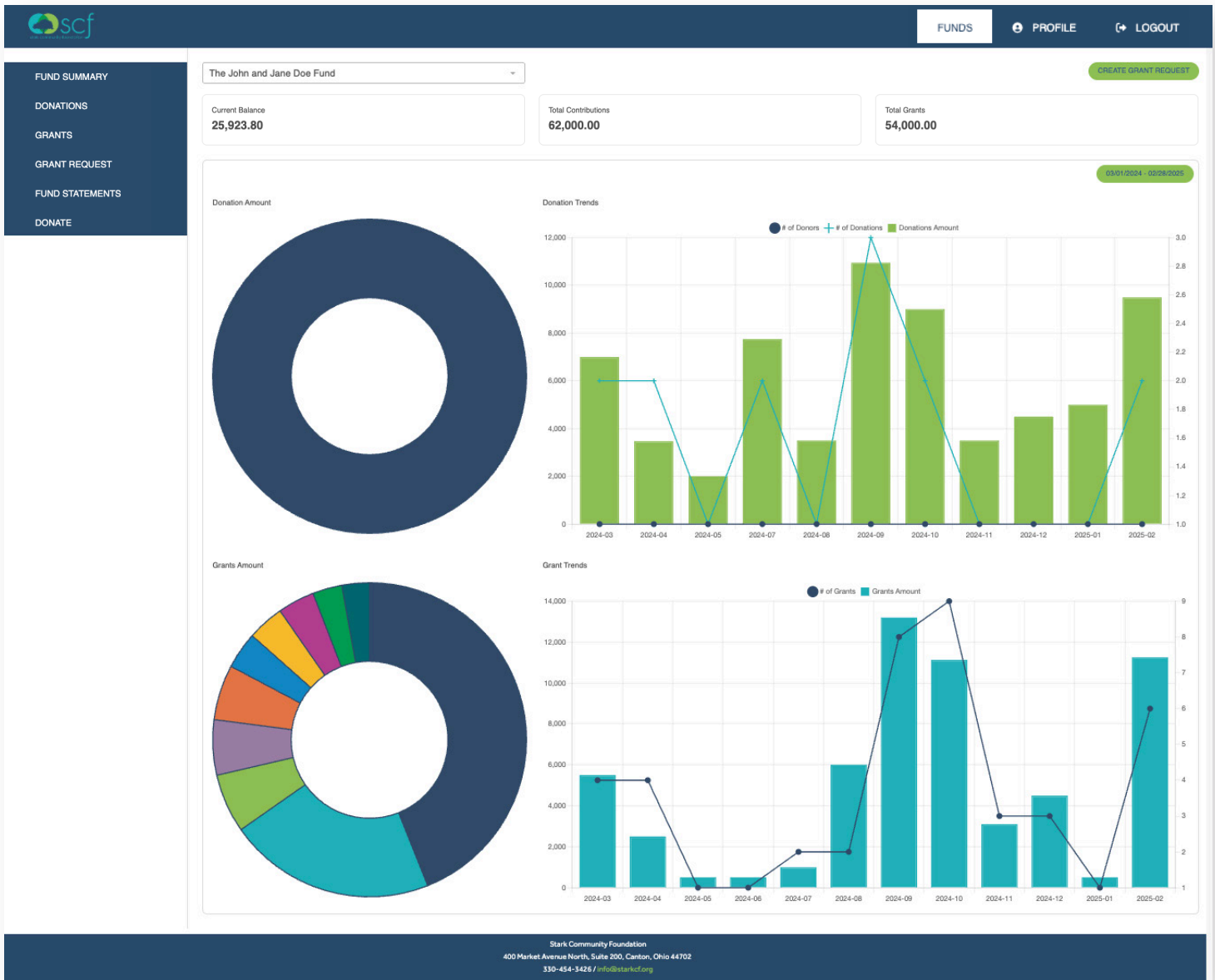
- OUR FAMILY TREE**: Learn about the generous donors who have established charitable funds through Stark Community Foundation.
- NEWSROOM**: Explore the Foundation's latest news releases, publications and research reports.
- STRAIGHT FROM STARK**: Discover helpful articles, stories and videos to educate and inspire you.
- SHARE YOUR STORY**: As your community foundation, we want to hear more about what's happening in Stark County. Share with us the successes and challenges your organization is facing. Includes a **SUBMIT STORY** button.
- THE FOUNDATION**: Who We Are, Who We Help, What We Do, Nonprofit Directory, Our Family Tree, Charitable Giving Cards, Carroll County Foundation.
- FOR DONORS**: Become a Donor, Donor Services, Ways to Give, Professional Advisors, Legacy Society, Request More Information, Donor Login.
- FOR GRANTEES**: For Organizations, For Neighborhoods, For Students.
- LOGIN SECTION**: A vertical stack of buttons: **BOARD MEMBER LOGIN**, **DONOR LOGIN** (circled in red), **GRANTEE LOGIN**, and **STUDENT LOGIN**.

At the bottom, there is a navigation bar with links for **NEWS & REPORTS**, **EVENTS**, **BLOG**, **RESOURCES**, and **CONTACT**. Social media icons for Facebook, Instagram, and YouTube are also present, along with the text "WEBSITE DESIGN + DEVELOPMENT BY FORM".

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400 Market Avenue North, Suite 200, Canton, OH 44702 330-454-3426

DONOR PORTAL TABS

Once you are logged in, your Fund Summary information will appear. If you are listed as an advisor for only one fund, you will automatically see that fund's information. If you manage multiple funds, you will initially see multiple funds listed and can switch views between your funds at any time using the drop-down menu that appears when you click on the fund name at the top of the page.



The screenshot shows the 'FUND SUMMARY' page for 'The John and Jane Doe Fund'. The page includes a navigation menu on the left with options: FUND SUMMARY, DONATIONS, GRANTS, GRANT REQUEST, FUND STATEMENTS, and DONATE. The main content area displays the following information:

- Current Balance:** 25,923.80
- Total Contributions:** 62,000.00
- Total Grants:** 54,000.00

Two charts are provided to visualize trends:

- Donation Trends:** A combined bar and line chart showing the number of donors (blue line), number of donations (green line), and donation amount (green bars) from March 2024 to February 2025. The donation amount shows a significant peak in September 2024.
- Grant Trends:** A combined bar and line chart showing the number of grants (blue line) and grant amount (teal bars) from March 2024 to February 2025. The grant amount shows a peak in October 2024.

At the bottom of the page, contact information for Stark Community Foundation is provided: 400 Market Avenue North, Suite 200, Canton, Ohio 44702, 330-454-3426 / info@starkcf.org.

The tabs to the left of the page display different features available to you as a fundholder:

- **FUND SUMMARY**

This is the homepage of your fund and is a quick snapshot of your fund's recent activity. It will show your fund's current balance, total donations, total grants and trends.

The *Donation Amount* chart shows different donors who have made contributions to your fund, and the *Donation Trends* chart shows a monthly overview of the contributions made.

- **FUND SUMMARY (CONTINUED)**

The *Grants Amount* chart displays the organizations most frequently granted to from your fund, and the *Grant Trends* displays the number and amount of grants awarded each month.

Note: The Fund Summary automatically populates charts that shows data from the **past 12 months** leading up to the current month. To change this time fame, click on the button above the charts that shows the date range, and set a new date range on the following page.

- **DONATIONS**

This tab shows all donations made to your fund. Clicking on a contributor’s name will bring up their history of contributions including the date and amount.

Note: You can generate and export a custom donation report that can be filtered by time frame .

- **GRANTS**

This tab shows all organizations that have been awarded grants from your fund, a summary of your grant history including the date, organization name, description and amount and an overview of any recurring grants.

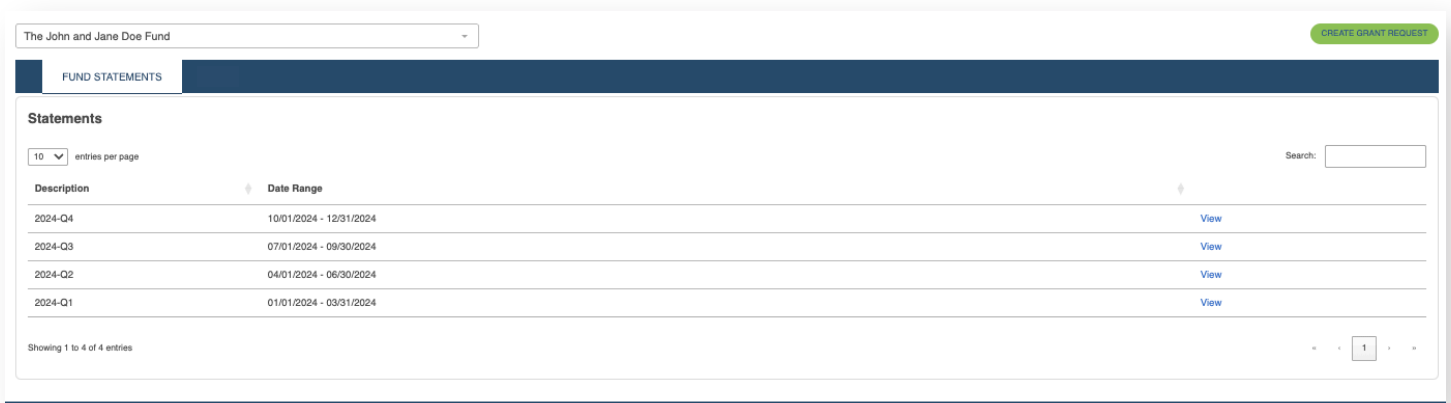
Note: You can generate and export a custom grant history report that can be filtered by time frame.

- **GRANT REQUEST**

This tab allows you to make a grant request from your fund and see recent grant statuses.

- **FUND STATEMENTS**

This tab shows your fund’s quarterly market summaries. Next to the summary you wish to view, click View and the system will generate a PDF in a new window that you may view, save or print.



The John and Jane Doe Fund CREATE GRANT REQUEST

FUND STATEMENTS

Statements

10 entries per page Search:

Description	Date Range	
2024-Q4	10/01/2024 - 12/31/2024	View
2024-Q3	07/01/2024 - 09/30/2024	View
2024-Q2	04/01/2024 - 06/30/2024	View
2024-Q1	01/01/2024 - 03/31/2024	View

Showing 1 to 4 of 4 entries 1

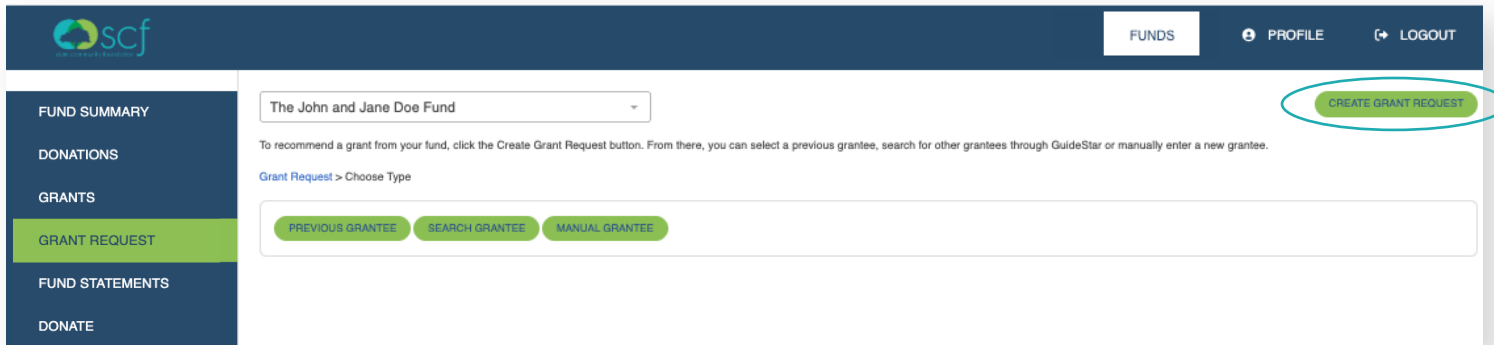
- **DONATE**

This tab opens up a new window for you to make a gift to your fund. You can also set up a recurring donation.

SUBMITTING A GRANT REQUEST

To recommend a grant from your fund, click the **Create Grant Request** button at the top right of any page. Recommending a grant is a three-step process:

1. Choose a type of Grantee in one of three ways:

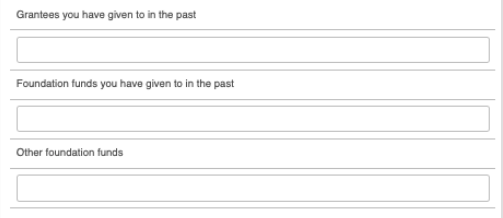


The screenshot shows the donor portal interface. At the top right, there are navigation links for 'FUNDS', 'PROFILE', and 'LOGOUT'. Below these, a 'CREATE GRANT REQUEST' button is highlighted with a green circle. On the left, a sidebar menu includes 'FUND SUMMARY', 'DONATIONS', 'GRANTS', 'GRANT REQUEST' (highlighted in green), 'FUND STATEMENTS', and 'DONATE'. The main content area shows a dropdown menu for 'The John and Jane Doe Fund' and a 'CREATE GRANT REQUEST' button. Below this, there are three buttons: 'PREVIOUS GRANTEE', 'SEARCH GRANTEE', and 'MANUAL GRANTEE'.

1 Choose from Previous Grantees or Funds

Choose the organization or Foundation fund you want to support from the drop-down lists of organizations you have given to in the past. You can also choose a fund you haven't supported before from a drop-down list of funds at Stark Community Foundation under *Other foundation funds*.

Choose from previous Grantees or Funds



This form has three sections: 'Grantees you have given to in the past', 'Foundation funds you have given to in the past', and 'Other foundation funds'. Each section contains a text input field.

2 Search for Other Grantees

Search for the organization you want to support in GuideStar, the world's largest database of nonprofit organizations. Once you find the organization you want to support, click Create Request.

Search for Grantees

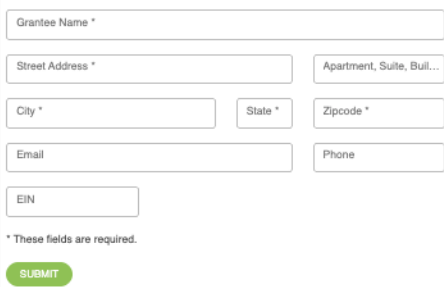


This form includes input fields for 'Grantee Name', 'City', 'State', and 'EIN'. A green 'SEARCH' button is located at the bottom.

3 Enter Grantee Information Manually

If you can't find the organization you wish to support, you will need to enter the organization's information manually: name, address and phone number. Once you enter this information, click Submit.

Enter Grantee information manually



This form includes input fields for 'Grantee Name *', 'Street Address *', 'City *', 'State *', 'Zipcode *', 'Email', 'Phone', and 'EIN'. A green 'SUBMIT' button is at the bottom. A note below the fields states: '* These fields are required.'

Once the organization has been selected, you will be directed to the next page to provide pertinent grant details including the grant description and amount.

2. Create Request

In the required description field, please provide the grant description/purpose and any additional notes. **If you don't have a specific grant description to designate, type *General Support*.** A \$100 minimum is required for each grant request. You can also choose to remain anonymous by selecting the Anonymous checkbox, set up a recurring grant or upload any relevant attachments. Once you are finished entering this information, click Add to Cart. Repeat for any additional grants.

As you create additional grant requests, they will show in your cart on the top of the page under the Grant Request tab. When you are finished adding grants, click Review Grant Requests.

Grant Request

Grantee: The Salvation Army of Canton

Primary Contact: _____

Address: PO Box 20249
Canton, OH 44702-2110

Description: 0/255 characters

Amount:

Anonymous:

Recurring:

Attachment: No file chosen
(or drag and drop anywhere on the page)

Attachment Description:

Additional Notes for SCF Staff:

By submitting a grant recommendation through this portal, you certify that no goods, services or membership benefits will be received if the grant is awarded.

[ADD TO CART](#)

FUND SUMMARY

DONATIONS

GRANTS

GRANT REQUEST

FUND STATEMENTS

DONATE

The John and Jane Doe Fund [CREATE GRANT REQUEST](#) [CART \(1\)](#)

To recommend a grant from your fund, click the Create Grant Request button. From there, you can select a previous grantee, search for other grantees through GuideStar or manually enter a new grantee.

[REVIEW GRANT REQUESTS](#)

	Recipient	Description	Attachment	Amount
DELETE	The Salvation Army of Canton PO Box 20249 Canton, OH 44702-2110	General Support		100.00 EDIT
Grant Request Total				100.00

3. Submit Grant Requests

Review your grant request details and click Submit Grant Requests. Once you submit the request(s), you will receive an automated confirmation email and our staff will begin processing.

VIEWING GRANT HISTORY

To review your grant history, click on the Grants tab and select Grant History.

ID	Date	Status	Grantee	Description	Advisor	Amount
70089	12/08/2023	Pending	Girl Scouts of North East Ohio	Needs	Smith, Mr. John A	2,000.00 COPY

Under the Status column, you will see one of five statuses for each grant:

- **Request** means that your grant request has been sent to our staff. If you would like to CANCEL a pending grant request before it is processed, click the CANCEL button.
- **Cancelled** means your grant request has been cancelled.
- **Pending** means that our staff is currently processing your grant request.
- **Approved** means your grant request has been approved but not yet paid.
- **Paid** means that the grant request has been approved and a check has been paid out to the organization.

CONTACT US

If you have any questions or are experiencing issues with the Donor Portal, please don't hesitate to contact our Advancement Team at 330-454-3426 or donorservices@starkcf.org.

DONOR PORTAL FREQUENTLY ASKED QUESTIONS

How often are quarterly statements posted?

Quarterly market summaries are posted the month immediately following the end of each quarter. You will be notified via email when your statement is ready to be viewed in the Donor Portal. If you are not receiving these notification emails, please contact our Advancement Team at 330-454-3426 or donorservices@starkcf.org.

How do I change my password?

If you need to change your password, click on the Forgot Password link on the login page and reset your password.

How long does it take for my grant recommendation to be processed?

Generally, recommendations are processed within five business days.

Who can I make a grant recommendation to?

Grant recommendations must be made to 501(c)(3) organizations (including schools, churches and government entities) in the United States.

What is the minimum amount for a grant recommendation?

A \$100 minimum is required for each grant recommendation.

Are there other ways to submit a grant recommendation?

Yes, recommendations may be submitted through email or mail/fax.

Email: Email give@starkcf.org with your recommendation. Please include the fund name, grant amount, grant purpose and any additional instruction in the email. A member of our Advancement Team will email a confirmation of the recommendation.

Mail/Fax: If you prefer to make manual recommendations, you can fill out the Donor Recommendation Form, which is located on the Foundation's website within the Donor Toolkit section of the Resource Library. You can then mail, email or fax the form to Stark Community Foundation.

How do I know if a grant I recommended has been issued?

To view your most recent grants, click on the Grants tab and select Grant History.