



DonorCentral Quick Start Guide

DonorCentral is the online portal to your fund information. From here you can view your latest fund balances, get fund statements, make grant recommendations, and review your giving history.

Getting Started →

1. You will receive an email with a link to the **DonorCentral login page**. The first time you visit, you will need to set up a Blackbaud ID by clicking: **Don't have a Blackbaud ID? Create a new one.** *DonorCentral is a product of the company Blackbaud.*

Your username *MUST BE* the email address CFNOVA has on file for you. If this address is a Gmail address, you can sign in with your Google credentials instead of setting up a Blackbaud ID.

2. Follow the instructions to create your Blackbaud ID. ****Remember:*** **Your ID is your email address and a password of your choosing.** These are the credentials you'll use every time to login to DonorCentral.

THE community foundation
FOR NORTHERN VIRGINIA

Our DonorCentral was updated! If you have not done so, create a BlackbaudID. If your account e-mail is a gmail address, you can sign in with your Google credentials.

Sign in to continue

Blackbaud ID

email address e.g. name@domain.org

Enter your email address.

Password

Enter your password.

Forgot password? Remember my email

Sign in

Sign in with Google

Don't have a Blackbaud ID? Create a new one

Need help? Can't find your product sign-in?

3. Once your ID is established you'll be prompted to log in. We recommend you bookmark the login page to your internet browser to make it easy to find. Once you **log in to DonorCentral** you will see your homepage, also known as your **Dashboard**.

The Dashboard

The dashboard (pictured below) offers you a snapshot of your fund and your granting. From here you can view your fund's spendable balance, review your grant history, and click through to recommend a grant. Use the navigation bar across the top of the page to view your fund and grant making in more detail. At any time, you can return to the dashboard page by selecting **Home**.

DonorCentral Home Grants Recommendations Gifts Control panel Advisor view Contact us

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Welcome to DonorCentral at the Community Foundation for Northern Virginia!

Welcome to Donor Central, your 24/7 online connection to information about your donor advised fund at the Community Foundation for Northern Virginia. Donor Central allows you to securely access your fund at any time that's convenient for you.

Through your personalized DonorCentral account

- View your Fund balance, gifts made to the Fund, and grant history
- View and print quarterly Fund statements
- Make grant recommendations electronically
- View current funding opportunities
- Research grantee organizations
- Schedule a Site Visit to a local nonprofit
- Update your contact information

Donor Central makes charitable giving easy, secure, and organized.

For questions about your Fund, contact Megan Niewold at 703.347.7419 or megan.niewold@cfnova.org.

View your fund details

Find

Spendable balance : N/A

The spendable balance takes into account all submitted recommendations, including those that have yet to be approved. Saved recommendations are not deducted from the balance until they are submitted.

Recommend a grant

See more fund details

At a glance view your spendable balance!

Click here to recommend a grant!

Recommend a Grant

DonorCentral makes it easy for you to recommend a grant from your fund. You can replicate previous grants you made or search organizations in the CFNOVA database and recommend a new grant. Here's how:

1. From the **Dashboard** page, under **View your fund details**, use the **Find** field to select your fund. ***Note:** Only funds for which you are an advisor will appear in search fields on this site.



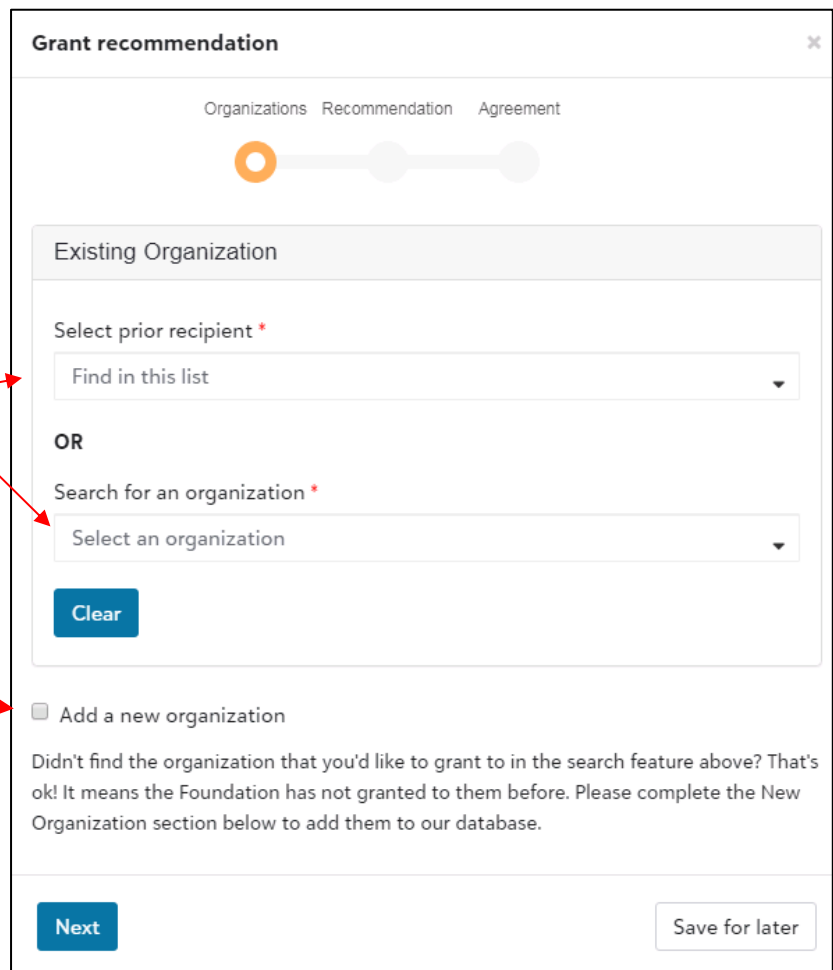
The screenshot shows a rectangular box with the title "View your fund details". Inside the box, there is a search input field with the placeholder text "Find" and a magnifying glass icon on the right side.

2. Next, select the blue **Recommend a grant** button. The Grant Recommendation screen will appear.

3. Select an organization by searching for it in the **Organization Look Up** field.

If the organization does not appear, that means CFNOVA has not granted to them before. That's ok! Check the **Add a new organization** box to create a new record.

4. Select **Next**.



The screenshot shows a "Grant recommendation" modal window with a close button (X) in the top right corner. It features a progress indicator with three steps: "Organizations" (highlighted with an orange circle), "Recommendation", and "Agreement". Below the progress bar, there is a section titled "Existing Organization" containing two search options: "Select prior recipient *" with a dropdown menu labeled "Find in this list", and "OR Search for an organization *" with a dropdown menu labeled "Select an organization". A blue "Clear" button is located below these options. At the bottom of the "Existing Organization" section, there is a checkbox labeled "Add a new organization". Below the checkbox, a message reads: "Didn't find the organization that you'd like to grant to in the search feature above? That's ok! It means the Foundation has not granted to them before. Please complete the New Organization section below to add them to our database." At the bottom of the modal, there are two buttons: a blue "Next" button and a "Save for later" button.

5. In the **Fund section**, select your fund. IF you are the advisory on multiple funds, select the one you want used for this grant recommendation.

6. In the **Grant section**, enter the recommended Amount, Program name and Grant purpose.

This section allows you to indicate that you'd like to include an **additional grant to the Community Foundation** directly to support its work. Thank you for your consideration.

You can also indicate you'd like to make this a **recurring grant**.

7. Select **Next**.

***Note:** At any time in the process click **Save for Later** to store your grant recommendation without submitting it. To return later and complete it, look for it in the **Submit your saved grant recommendations** section.

The screenshot shows a 'Grant recommendation' form with a progress indicator at the top showing 'Organizations', 'Recommendation' (active), and 'Agreement'. The form is divided into three main sections: 'Fund', 'Grant', and 'Recurrence'.
- The 'Fund' section includes a 'Funding source' dropdown menu with the placeholder 'Select a fund...', a 'Fund anonymous' checkbox, and a 'Fund' label.
- The 'Grant' section includes an 'Amount' field with a '\$' symbol, an 'Advisor anonymous' checkbox, a 'Program name' text input, a 'Grant purpose' text area, and a sub-section titled 'Recommend an Additional Grant to the Community Foundation for Northern Virginia. (Please include the requested grant amount.)' with its own text area.
- The 'Recurrence' section includes an 'Is recurring' checkbox.
At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted in blue), and 'Save for later'.

8. Acknowledge the grant recommendation requirements by selecting the **I agree** box, and sign the form using your mouse or finger.
9. Lastly, select **Submit**. You're done!

Grant recommendation

Organizations Recommendation Agreement

Important

I agree that the suggested grant does not represent the payment of any pledge or other financial obligation of mine, any donor advisor, member of an advisory committee, or any related party or entity. I hereby acknowledge and represent to the Community Foundation that no grantee designated in this grant request is owned or controlled by any donor, donor advisor, member of an advisory committee, member of our families, or companies we control. Furthermore, I represent that no donor, donor advisor, member of an advisory committee, member of our families or companies we control have received or are reasonably expected to receive any non-incidental benefit from the designated grantee as a result of this grant, including, but not limited to, benefits such as tickets to an event, tables at a gala, preferential parking, meals, gifts, or the like.

Sign above

I agree

Previous Review Save for later

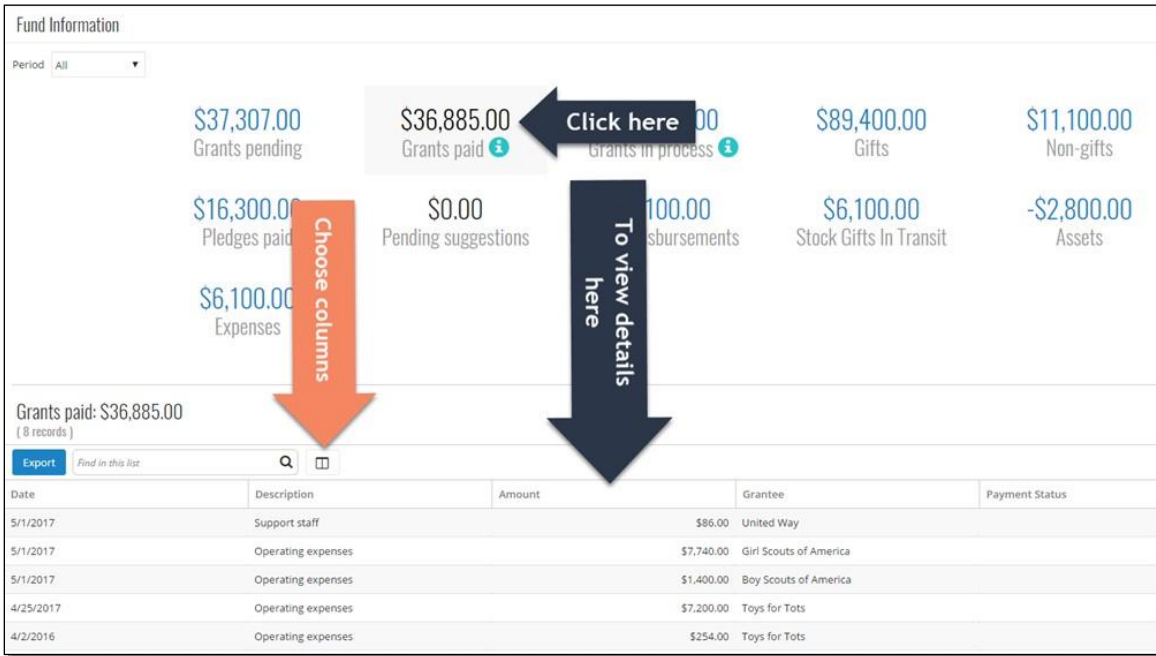
View Your Fund Information

DonorCentral offers easy access to comprehensive information about your fund, allowing you to view, print, and email fund statements. To view fund information, you can select either the **Fund tab** or the **Dashboard (Home)** tab from the uppermost navigation bar.

- From the **Fund tab**, in the Choose a fund field, start typing the name of the fund. As you type, the system displays funds with matching text. Select your fund.
- From the **Dashboard**, in the **Find field** in the **View your fund information** section, enter the name of the fund you want to view. Once it displays, click “See more fund information.” This takes you to the Fund tab.

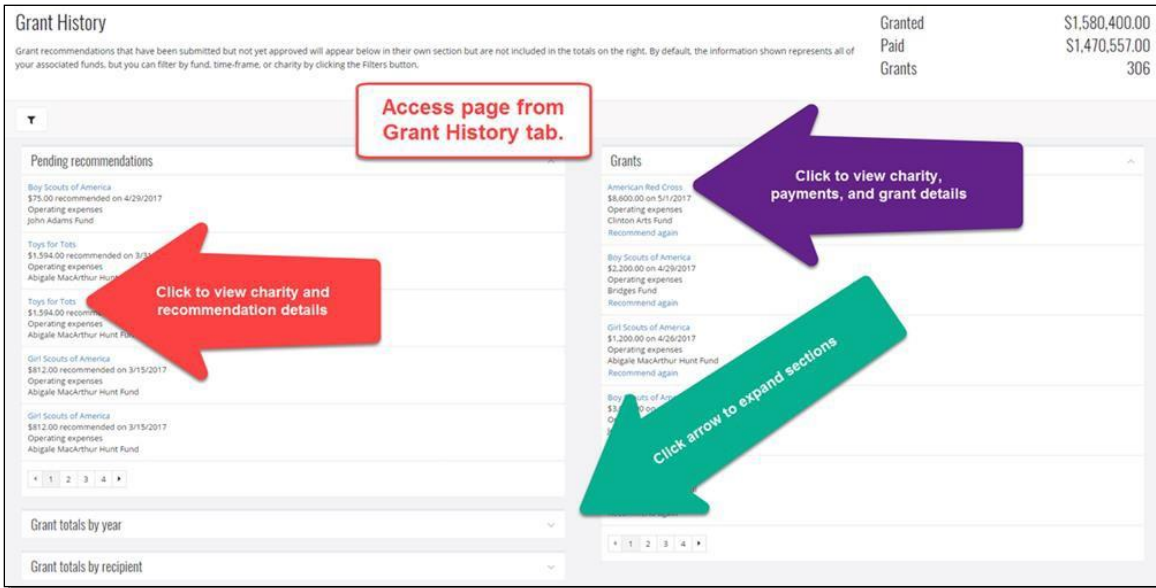
The fund name, description, spendable balance and other details display. The Period defaults to All, but options for This Month, This Quarter, This Year, or Last Year are also available. Click one of the totals displayed and all related records and details display in the grid below. Hover your cursor over the information bubble to view an explanation of the total. CFNOVA updates fund statements quarterly, usually one month following the end of each quarter, so that is when you'll see the most up to date information about your fund.

Example Fund Information Page



View Grant History

To view your grant making history, select the **Grants** tab from the upper most navigation bar. Here, charts detail your grant totals by year and by recipient. You can also view your pending grant recommendations.



Forgot Your Password?

If you forget your password or would like to reset your password, go to the DonorCentral login page and click **Forgot Password?** Blackbaud will send an automated email to the address on file with CFNOVA (also known as your Black ID username) with prompts to reset it.

If you have tried to reset your password and your login attempts fail, or if you cannot remember your username, contact the Donor Services team at the Community Foundation for Northern Virginia for assistance.

Your Donor Services Team

If you have any questions or require assistance granting from your fund, contact the CFNOVA team at Josiah.Day@cfnova.org or 703.879.7636.

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