

## ESTABLISHING YOUR FUNDWEB.NET ACCOUNT

### Look for Email Invitation:

FundWeb.net users will receive an email invitation, initiated by the Foundation, that contains a link which directs you to the FundWeb.net portal for account creation. The sender address is [noreply@fundweb.net](mailto:noreply@fundweb.net). Below is an example of standard message.

Welcome to FundWeb



noreply@fundweb.net  
To Lupe Hernandez  
Cc Grants Admin



Thu 8/6/2020 10:19 AM

We could not verify the identity of the sender. [Click here to learn more.](#)

Hello, Guadalupe!

Welcome to FundWeb.net! You or someone on your behalf at Napa Valley Community Foundation has requested you create a password for Fundweb.net. To set your password, click [this link](#)

If you or the foundation did not request a password, please ignore this email or forward to [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org) to let us know.

Thanks,  
Napa Valley Community Foundation

If you are having trouble clicking the password link, copy and paste the URL below into your web browser:

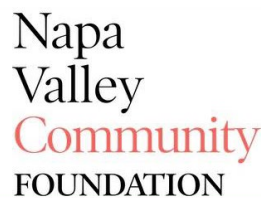
<https://napavalleycf.fundweb.net/Account/SetPassword?userId=d55e5edf-53fc-420a-8f6e-63f596563fad&code=CfDj8Pibm3gUzg1AjW%2FEJqRM8FpjI5zVAbUNeoD9BS1zJy5S2q%2B0gnRREbZcpu7zw3kltpeNdWpFQYbwaErivpg1OmyVx01dz9usce3ckF0zjsas5w1tdZQYkPQnMGrxdvcNbeSlnZW60KyZ85rIG8yJNMFx7kGc%2BnOTL2zbd128Z7n4jj1UmsMFRc7sBoLUDy26rIMWXQI%2BFOPvvCEv9WgsE9j0vQFjalighwU11Gdwl%2B%2BtykOYE%2BJij%2FpAwtmNpTjlg%3D%3D>

If your troubles persist, please email your administrator at [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org) for assistance.

If you do not receive this message be sure to check your junk or spam folder. If the email cannot be found in your spam/junk, please contact [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org) for assistance.

### Follow the Link and Register:

Follow the email instructions and visit the included link. You will be directed to enter your email address (this will be your username), a password, and then you will need to confirm the password by retyping it. Select **Reset** when complete.



Reset your password.

Email

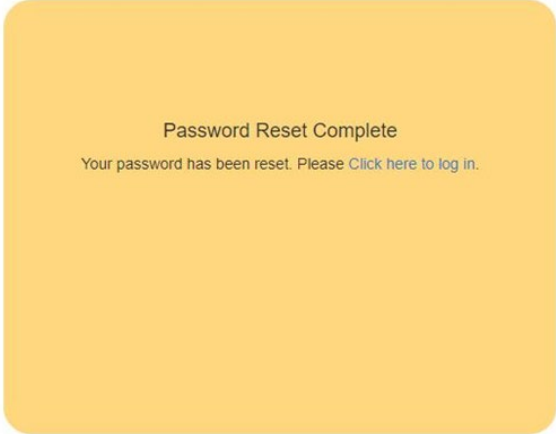
Password

Confirm password

A confirmation screen will appear when complete. Additionally, a link will be available directing you to the main login page.

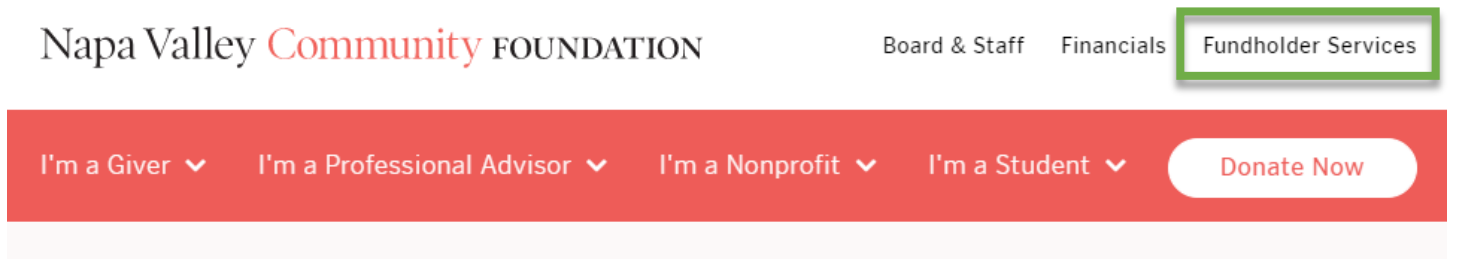
Reset password confirmation.

Napa  
Valley  
Community  
FOUNDATION



## LOGGING INTO YOUR ACCOUNT

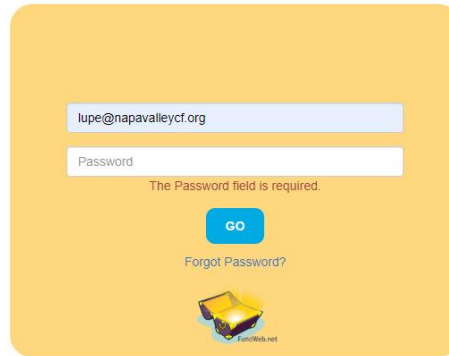
Visit Napa Valley Community Foundation’s website (<http://www.napavalleycf.org/>) and click on “Fundholder Services” at the top of the page.



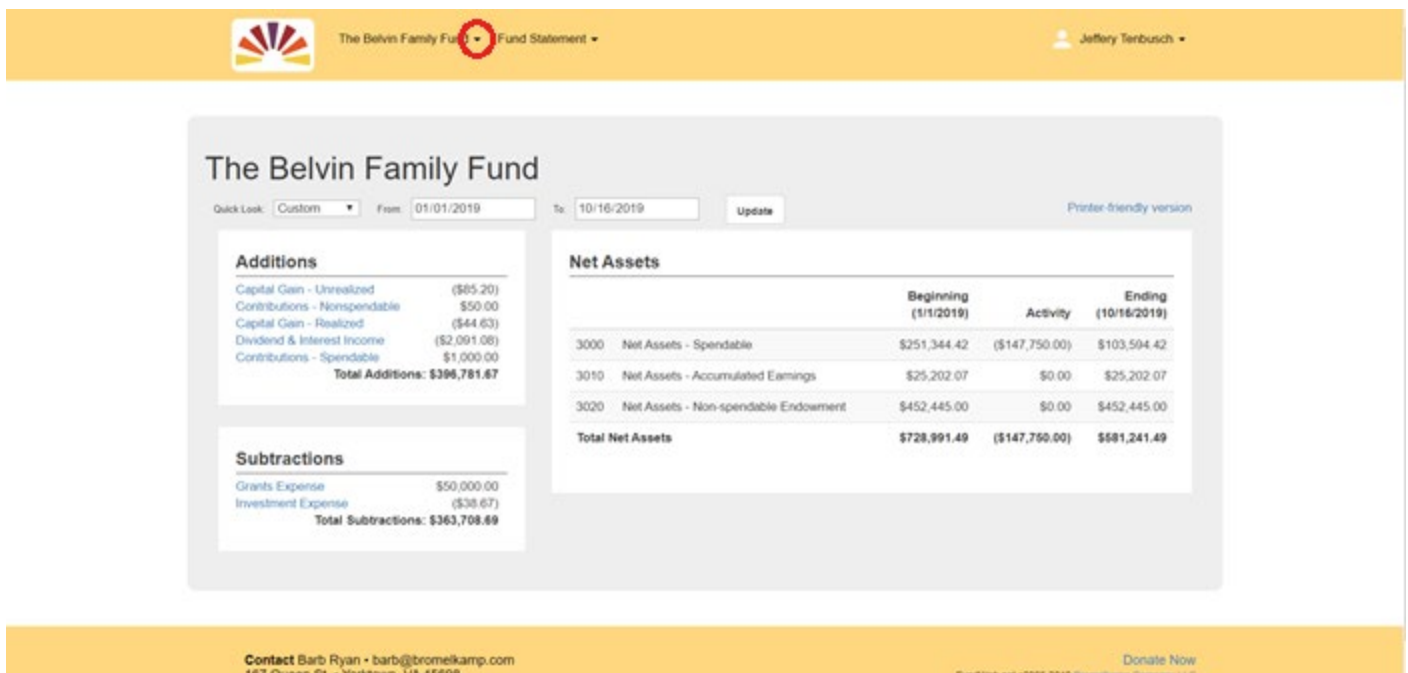
You can also navigate to FundWeb.net by using the following web address: <https://napavalleycf.fundweb.net>

On the main login page, enter your email address and your password and select **GO** to login.

# Napa Valley Community FOUNDATION



Upon logging in you will see the Fund Statement for your Fund.



		Beginning (1/1/2019)	Activity	Ending (10/16/2019)
3000	Net Assets - Spendable	\$251,344.42	(\$147,750.00)	\$103,594.42
3010	Net Assets - Accumulated Earnings	\$25,202.07	\$0.00	\$25,202.07
3020	Net Assets - Non-spendable Endowment	\$452,445.00	\$0.00	\$452,445.00
<b>Total Net Assets</b>		<b>\$728,991.49</b>	<b>(\$147,750.00)</b>	<b>\$581,241.49</b>

Below are definitions of each of the items listed in the Fund Statement:

1. Additions:
  - a. **Contributions - Spendable:** Gifts that have been deposited into the Fund and are available to spend
  - b. **Contributions - Non-spendable:** Gifts that have been deposited into the Fund and become part of the Fund's historical gifts (corpus) subject to NVCF's endowment spending policy (applies only to endowed Funds)
  - c. **Interest & Dividends:** Earnings on the Fund's pooled investments
  - d. **Realized Gains (Losses):** Profit or loss on actual sales of investments in the Fund's pooled investments

- e. **Unrealized Gains (Losses):** Increases or decreases in the fair market value of the Fund’s pooled investments
2. Subtractions:
- a. **Grant Expense:** Grants that have been distributed from the Fund
  - b. **Interfund Grant Transfers:** Transfers from the Fund to another Fund at Napa Valley Community Foundation
  - c. **Investment Management Fees:** Fees charged by NVCF’s investment advisors for the professional management of NVCF’s pooled investments
  - d. **Administrative Fee Expense:** Fees charged by NVCF to manage the Fund
3. Net Assets:
- a. **Net Assets - Spendable:** Cash available to spend from the Fund
  - b. **Net Assets - Accumulated Earnings:** Net earnings on the Fund (investment activity net of fees), for non-endowed Funds, this amount is swept into a. Net Assets - Spendable.
  - c. **Net Assets - Non- spendable Endowment:** Historical gifts (corpus) for endowments
  - d. **Net Assets - Receivable:** Booked contributions or notes receivable
  - e. **Total Net Assets:** The sum of a, b, and c above. Synonymous with “Fund Balance” in our previous donor portal.

## NAVIGATION

**Date Filters:** Beneath the name of the Fund are date filter options. These functions allow you to view financial data for a specific time period. You can choose an option from the “Quick Look” drop down to see data from Last Year, This Year, Last Month, or This Month. The “From” and “To” fields allow you to select custom date filters. Select **Update** to apply the chosen filter.

**Printer-friendly version:** Choose this option to generate a report that prints to a standard 8 x 11 sheet of paper.

10/16/2019 Home Page - FundWeb

## The Belvin Family Fund

**Additions**

Capital Gain - Realized	\$8,656.52
Dividend & Interest Income	\$473.50
Interfund Contribution - Spendable	\$3.82
Contributions - Spendable	\$51,170.05
Capital Gain - Unrealized	\$20,669.46
Contributions - Nonspendable	\$300.00
<b>Total Additions:</b>	<b>\$81,273.35</b>

**Subtractions**

Grants Expense	\$13,000.00
Investment Expense	\$405.71
<b>Total Subtractions:</b>	<b>\$13,405.71</b>

**Net Assets**

	Beginning (1/1/2019)	Activity	Ending (10/16/2019)
3000 Net Assets - Spendable	\$213,170.55	\$38,173.87	\$251,344.42
3010 Net Assets - Accumulated Earnings	\$25,202.07	\$0.00	\$25,202.07
3020 Net Assets - Non-spendable Endowment	\$452,445.00	\$0.00	\$452,445.00
<b>Total Net Assets</b>	<b>\$690,817.62</b>	<b>\$38,173.87</b>	<b>\$728,991.49</b>

Print 2 sheets of paper

Destination Adobe PDF

Pages All

Layout Portrait

Color Color

More settings

Print Cancel

**Account Drill Down:** Click on blue linked accounts to open another window displaying the ledger details that make up the shown balance (Note: this feature may not be available for all users).

**Additions**

Capital Gain - Realized	\$8,656.52
Dividend & Interest Income	\$473.50
Interfund Contribution - Spendable	\$3.82
Contributions - Spendable	\$51,170.05
Capital Gain - Unrealized	\$20,669.46
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<b>Total Additions:</b>	<b>\$81,273.35</b>

**Subtractions**

Grants Expense	\$13,000.00
Investment Expense	\$405.71
<b>Total Subtractions:</b>	<b>\$13,405.71</b>



The Belvin Family Fund

**Grants Expense**  
2019-01-01 - 2019-10-16

Posting Date	Amount	Note
Mon Apr 01 2019	(\$20,000.00)	Minnesota Zoo
Thu Apr 11 2019	(\$10,000.00)	American Swedish Institute
Wed May 29 2019	(\$10,000.00)	City of Duluth
Sun Jun 16 2019	(\$45,000.00)	Boys and Girls Club
Tue Jun 25 2019	(\$7,000.00)	Asian Youth Outreach
Wed Jun 26 2019	(\$1,000.00)	American Swedish Institute
Mon Aug 19 2019	(\$10,000.00)	American Swedish Institute
Tue Sep 17 2019	(\$50,000.00)	The Jeffery D. and Danielle R. Tenbusch Foundation
<b>Total:</b>	<b>(\$153,000.00)</b>	

Powered by FundWeb.net

**Net Assets:** This section displays the current value of the fund split out by the specific net asset accounts utilized by the Foundation.

**Net Assets**

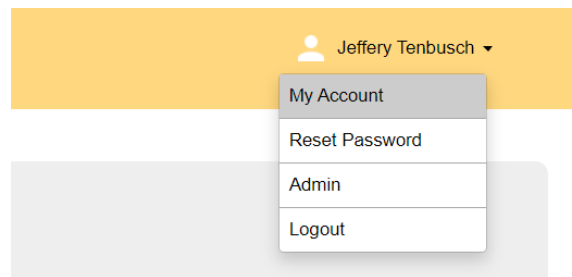
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3020 Net Assets - Non-spendable Endowment	\$452,445.00	\$0.00	\$452,445.00
<b>Total Net Assets</b>	<b>\$728,991.49</b>	<b>(\$147,750.00)</b>	<b>\$581,241.49</b>

**Select Fund:** Near the top of the page the Fund name is listed, and a drop-down arrow will appear if you are linked to multiple Funds. Click the Fund name to display a list of Funds available to you. Choose a different Fund name to display the Fund statement for that Fund.



## USER MENU

Selecting your name in the upper right-hand corner will open the user menu.



**My Account:** Allows you to review and edit the contact information the Foundation has on file for you.

Interested NYEE Codes

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**Contact Information**

First Name	Jeffery
Last Name	Tenbusch
Email	jeff@bromelkamp.com
Address1	1001 Main Street
Address2	
City	Bay City
State	MI
Zip Code	48708
Phone	612-767-6791 ext. 17
Fax	
Website	

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**Funds**

Belvin Children Fund	Fund Reader	a39a0450-4ef0-e911-a988-000d3a3749bc
Big Brothers Big Sisters Campership Fund	Fund User	de1e8a9c-4c00-e911-a98a-000d3a35f53a
The Belvin Family Fund	Fund User	c3ea264b-40f0-e911-a98a-000d3a35f53a

[Edit](#)

**Reset Password:** You can elect to reset your current password. Enter your current password, then enter and confirm your newly selected password. Choose **Reset** when complete.

Reset your password.

Current Password

New Password

Confirm Password

Cancel Reset

**Logout:** Logs you out of FundWeb.net and returns you to the login page.

## RECOMMEND A GRANT

If you are listed as an advisor for the Fund and are eligible to recommend grants, you will see the “Recommend a Grant” link, located at the bottom right-hand corner of the screen. If you have “read-only access” for FundWeb you will not see this link.

If you are an advisor for multiple funds, please select the fund name (from the drop-down list near the top of the page) for the Fund you would like to recommend a grant from BEFORE you click the “Recommend a Grant” link.

Click the “Recommend a Grant” link to open the grant recommendation form and submit your request to the foundation.

Contact Napa Valley Community Foundation • (707) 254-9565  
grantsadmin@napavalleycf.org • www.napavalleycf.org  
3299 Claremont Way, Ste 4 • Napa, CA 94558

[Recommend a Grant](#)  
[Donate Now](#)

FundWeb.net c2005-2020 Bromelkamp Company LLC

The Grant Recommendation Form page will open in a new window. Click the “Organization Name” scroll to the very bottom of the list and click “\*\*\*Add New\*\*\*”. A blank grant recommendation form will appear. Please fill in all of the fields to the best of your ability.

# Napa Valley Community

## FOUNDATION

### GRANT RECOMMENDATION(S) FORM

Fund Name:	<input type="text" value="Community Fund"/>
Fund Number:	<input type="text" value="00161"/>
Organization Name:	<input type="text" value="Select an Organization"/>

- Western Governor's University
- Western International Band Clinic, Inc.
- Westminster Woods Camp and Conference Center
- What If? Foundation
- Whiskers Tails and Ferals
- Wilderness Torah
- Wildlife Rescue Center of Napa County
- Wildlife Warriors USA Inc
- Wine Country Animal Lovers
- WineSpirit Institute for the Study of Wine & Spirituality
- Woodrow Wilson International Center for Scholars
- World Central Kitchen Inc.
- World Wildlife Fund, Inc.
- Yosemite Foundation
- Young Life - SC26-4110
- Young Life Portland Central - OR 20
- Young Life Portland West-OR21
- Yunona Orphan Relief Fund
- Zen Hospice Project, Inc.

\*\*\*Add New\*\*\*

In the following page, there is an image of the grant recommendation form.

**For all grant recommendations**, please fill in the “Amount” and “Purpose of Grant” fields before submitting your request.

If you would like your grant recommendation to be anonymous (especially for Funds that are not normally anonymous), please check the box next to “Recommendation Anonymous.”

You will also need to complete the Name, Email and Phone number fields for the “...person submitting this request” and check the box stating that you agree to the terms of the grant recommendation.



# Napa Valley Community

## FOUNDATION

### GRANT RECOMMENDATION(S) FORM

Fund Name:	<input type="text" value="Community Foundation Fund"/>
Fund Number:	<input type="text" value="00000"/>
Organization Name:	<input type="text" value="***Add New***"/> <input type="text" value="Girls on the Run"/>
Contact First Name:	<input type="text"/>
Contact Last Name:	<input type="text"/>
Contact Person Title:	<input type="text"/>
Address1:	<input type="text"/>
City:	<input type="text" value="Napa"/>
State:	<input type="text" value="CA"/>
Zip:	<input type="text" value="94558"/>
Phone:	<input type="text" value="--"/>
Amount:	<input type="text" value="\$ 250.00"/> <small>(Distributions must be a minimum of \$250)</small>

Purpose of Grant:  
(e.g. general support, capital campaign, specific program, endowment, etc.):

Name of person submitting this request:

Email of person submitting this request:  (used for confirmation)

Phone of person submitting this request:

Recommendation Anonymous:  (Fund name will not appear on the grant letter or check for Anonymous Recommendations)

Certification:  The advisor of the above named Fund of Napa Valley Community Foundation confirms that this recommendation will not be used for the following purposes: (i) to satisfy any personal financial obligation I have made to this organization, (ii) to benefit a specific individual, (iii) to support a political campaign or for lobbying, (iv) to pay for a membership, dinner, raffle tickets or other tangible benefits, goods, or services from this organization, or (v) to provide financial or business benefits to myself or a related party.

By submitting this request, the advisor of the above named Fund of the Napa Valley Community Foundation recommends approval of this distribution.

I also acknowledge that by clicking the "Submit" button I am signing the recommendation form electronically which is equivalent to my legal handwritten signature. I understand that the NVCF Board of Directors will make final approval of this request.

Please only click the Submit button once or multiple recommendations will be submitted to the foundation. A confirmation message will appear when your request has been completed.

When you are done, click the "Submit" button at the bottom of the form and your recommendation will be sent to Napa Valley Community Foundation for processing. You will see the confirmation message below when your recommendation is submitted:



FOUNDATION

Your request has been submitted.

Thank you.

If you would like to recommend additional grants, return to the open Fundweb tab with your "Fund Statement" and click the "Recommend a Grant" link again. A new recommendation form will appear for you to fill out.

## TROUBLESHOOTING

If you have any questions or you are having trouble with any of the items listed above, please contact Lupe Hernandez, [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org) or (707) 254-9565 x18 for assistance.