

## 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%2BnOTL2zbd128Z7n4ij1UmsMFRc7sBoLUDy26rIMWXQI%2BFOPvvCEv9WgsE9j0vQFjalGhwU11Gdwl%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.

Napa Valley Community FOUNDATION

Reset your password.

Email  
lupe@napavalleycf.org

Password  
.....

Confirm password

Reset

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. Scroll down to the “Access your Fund information online” section and click the “Log in to FundWeb here” link.

Napa Valley Community FOUNDATION

Board & Staff

Financials

Fundholder Services

I'm a Giver ▼

I'm a Professional Advisor ▼

I'm a Nonprofit ▼

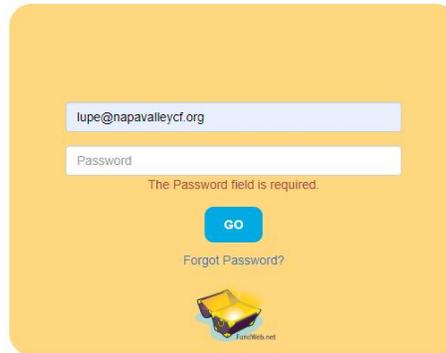
I'm a Student ▼

Donate Now

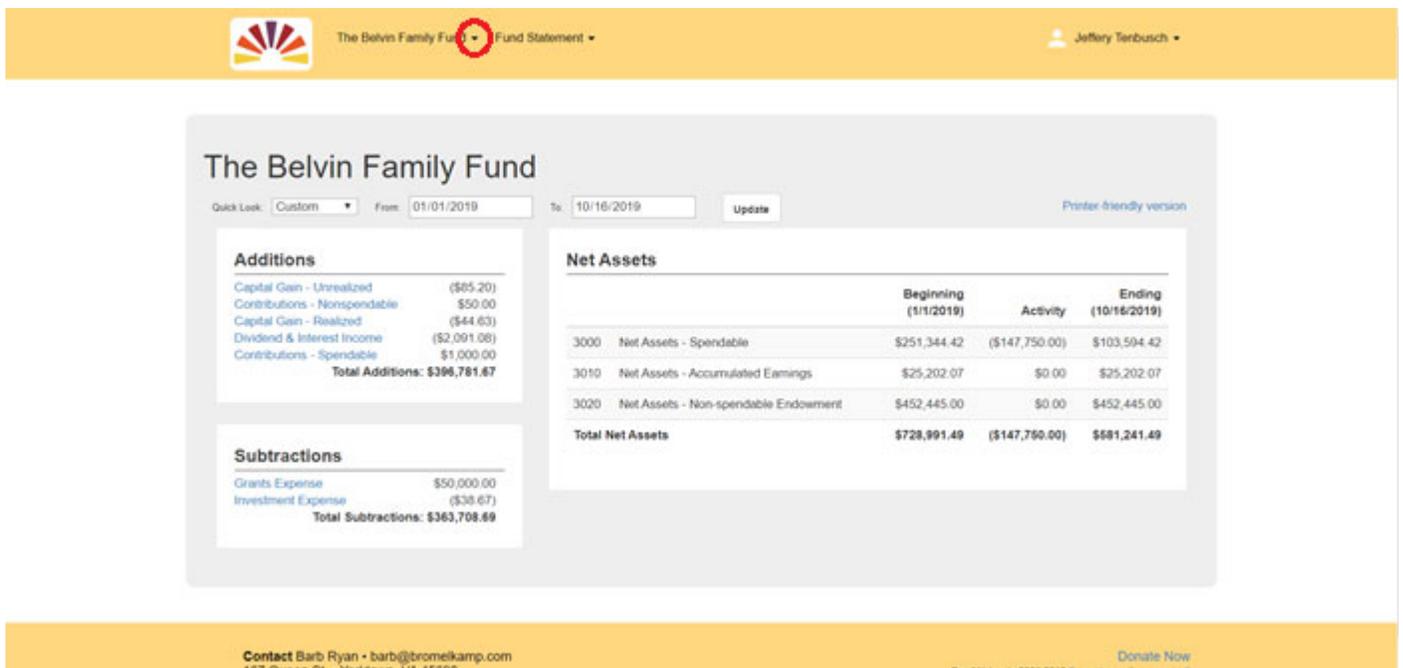
You can also navigate to FundWeb.net by using the following web address: <https://napavalleycf.fundweb.net>

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.



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**

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<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**

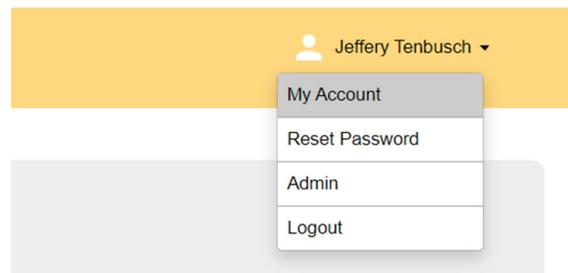
	Beginning (1/1/2019)	Activity	Ending (10/16/2019)
3000 Net Assets - Spendable	\$251,344.42	(\$147,750.00)	\$103,594.42
3010 Net Assets - Accumulated Earnings	\$25,202.07	\$0.00	\$25,202.07
3020 Net Assets - Non-spendable Endowment	\$452,445.00	\$0.00	\$452,445.00
<b>Total Net Assets</b>	<b>\$728,991.49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

**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 NTEE 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-4cf0-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 a 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.

Click the “Recommend a Grant” link to open the grant recommendation form and submit your request(s) 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

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The Grant Recommendation Form page will open in a new window. From here, you can recommend grants to one or more organizations or request a transfer from your Fund to another Fund at Napa Valley Community Foundation.

Napa Valley Community FOUNDATION

## Grant Recommendation Form

Please complete the required fields (fields with an asterisk) to submit a grant recommendation for NVCF staff review. Please complete the optional fields to the best of your ability. All optional fields are helpful to our staff, but not required.

As part of our due diligence process, we will be confirming the organization’s status as a public charity, government agency, religious institution or school and their contact information. We will be in touch with you if any questions or concerns arise during the due diligence process. Grants meeting NVCF’s due diligence requirements are generally processed within 7-10 business days.

One of our Philanthropic Engagement staff will acknowledge receipt of your grant recommendation(s) by email.

If you have any questions or concerns regarding your grant recommendation(s), contact us at [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org) for assistance or reach us by phone at 707.254.9565 x 18.

...

\* Required

To begin, you will need to type in the name of the Fund the distributions should be made from and check the box stating that you agree to the terms of the grant recommendation.

Only fields marked with an asterisk (\*) are required, so it's ok if you don't have all of the requested information. Please complete the optional fields to the best of your ability. All optional fields are helpful to our staff, but not required.

**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 if your Fund **does not** normally make anonymous grants), please check the "Yes" option when asked "Is your grant recommendation anonymous?"

If you would like to recommend multiple grants, please click "Yes" when asked "Would you like to recommend additional grants?"

Lastly, you will need to enter your name and email as the authorized advisor for the Fund and check the box stating that you agree to sign off on approval of the distribution(s).

The screenshot shows a web form titled "Grant Recommendation Form" with the Napa Valley Community Foundation logo. A red header bar contains the title and a menu icon. Below the header, a red asterisk indicates required fields. The section is titled "Certification" in red. Question 15 asks for the name of the authorized advisor, with a text input field below. Question 16 asks for the email address, also with a text input field. Question 17 is a statement of approval, followed by a paragraph of acknowledgment text. Below this is a red instruction: "You must read the Certification text above and check 'I agree' in order to submit your recommendations." This is followed by two radio button options: "I agree" and "I don't agree". At the bottom, there are two buttons: a grey "Back" button and a red "Next" button.

When you are done, click the "Next" button at the bottom of "Certification" page and your recommendation will be sent to Napa Valley Community Foundation for processing.

You will see the confirmation message below when your recommendation(s) is submitted:

 Thanks!

We are in receipt of your grant recommendation.

Grants meeting NVCF's due diligence requirements are generally mailed within 7-10 business days. If you don't hear otherwise, your grant will be processed and distributed by the end of next week.

You may also contact [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org) for the status of your grant recommendation. For more on Fundholder Services, visit our website: <https://www.napavalleycf.org/fundholder-services/>

If you have any questions for us, please do not hesitate to contact us and best wishes to you and your family for the upcoming holiday season.

Sincerely,  
Lupe Hernandez

[Print or get PDF of answers](#)

[Submit another response](#)

Please note, you can print a copy of your answer after you submit by clicking “Print or get PDF of answers” at the bottom on the confirmation message. If you would like to recommend additional grants, click “Submit another response” to start a new recommendation form.



## 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.