ACCESSING YOUR FUND INFORMATION VIA FUNDWEB.NET

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. Below is an example of standard message.

![Email Invitation Image]

Hello, Guadalupe!

Welcome to FundWeb!

To: [Email Address]
Cc: [Email Address]

We could not verify the identity of the sender. Click here to learn more.

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 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.

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 for assistance.
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.

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.

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.
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).

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

![Select Fund Menu]

**USER MENU**

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

![User Menu]

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

![My Account]

**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 Password]
**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.

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.

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).

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:

![Confirmation Message](image)

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.

![Print or get PDF of answers](image)

**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 or (707) 254-9565 x18 for assistance.