

Your guide to GOfund

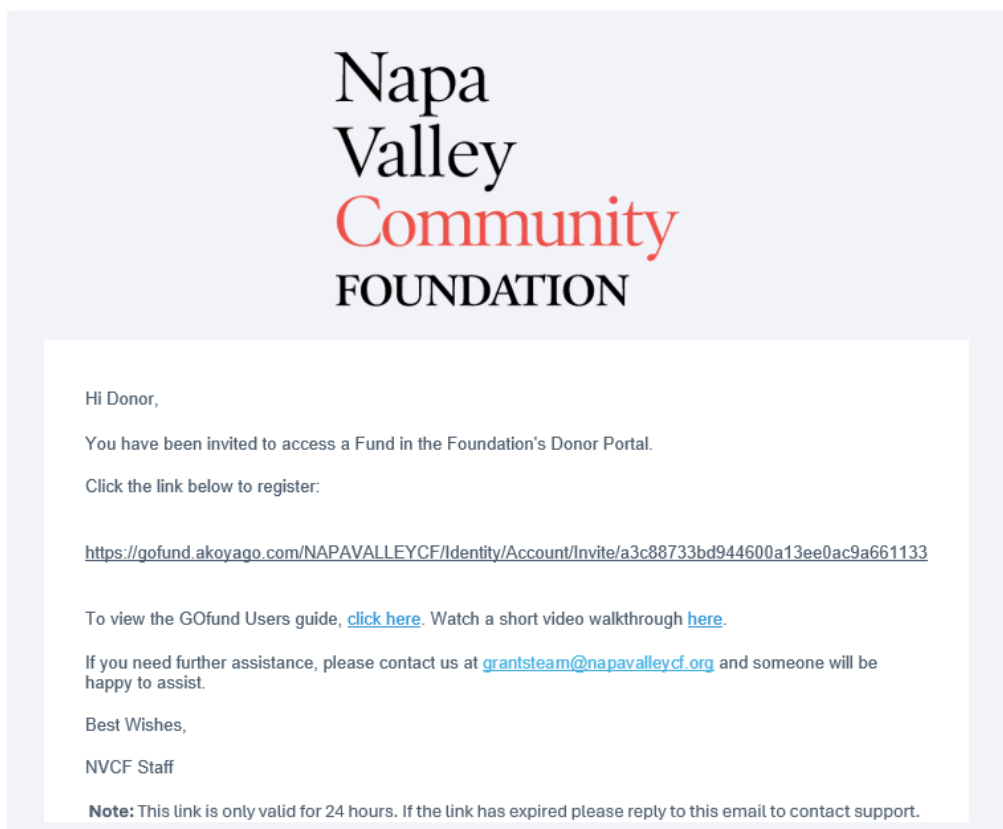
Napa
Valley
Community
FOUNDATION

Welcome to GOfund!

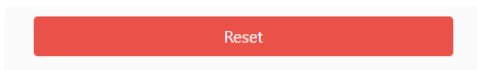
As a fundholder of Napa Valley Community Foundation, you can access your fund's grants and contribution history, and view your fund statement on our donor portal, GOfund. Our donor portal makes it simple to manage your fund and its available 24/7 from anywhere, on any device.

Establishing your GOfund account

GOfund users will receive an email invitation, initiated by the Foundation, that contains a link which directs you to the GOfund portal for account creation. The sender address is lupe@napavalleycf.org. Below is an example of the standard message. *Note: if the email cannot be found in your inbox or spam/junk folder, please contact GrantsTeam@napavalleycf.org for assistance.*



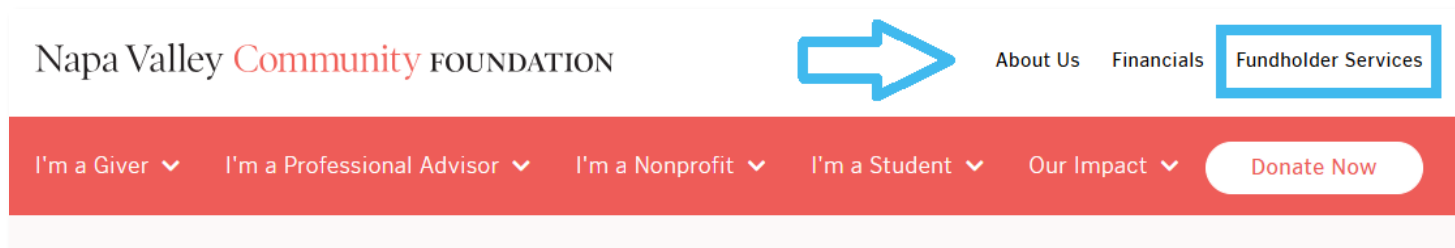
Follow the email instructions and visit the included link to create your new password. You will be directed to enter your email address (this will be your username) and a password of your choice. You will need to confirm the password by retyping it. **Select Reset when complete.**



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

Returning to your GOfund account

Visit Napa Valley Community Foundation's website (napavalleycf.org) and click on **Fundholder Services** at the top of the page.



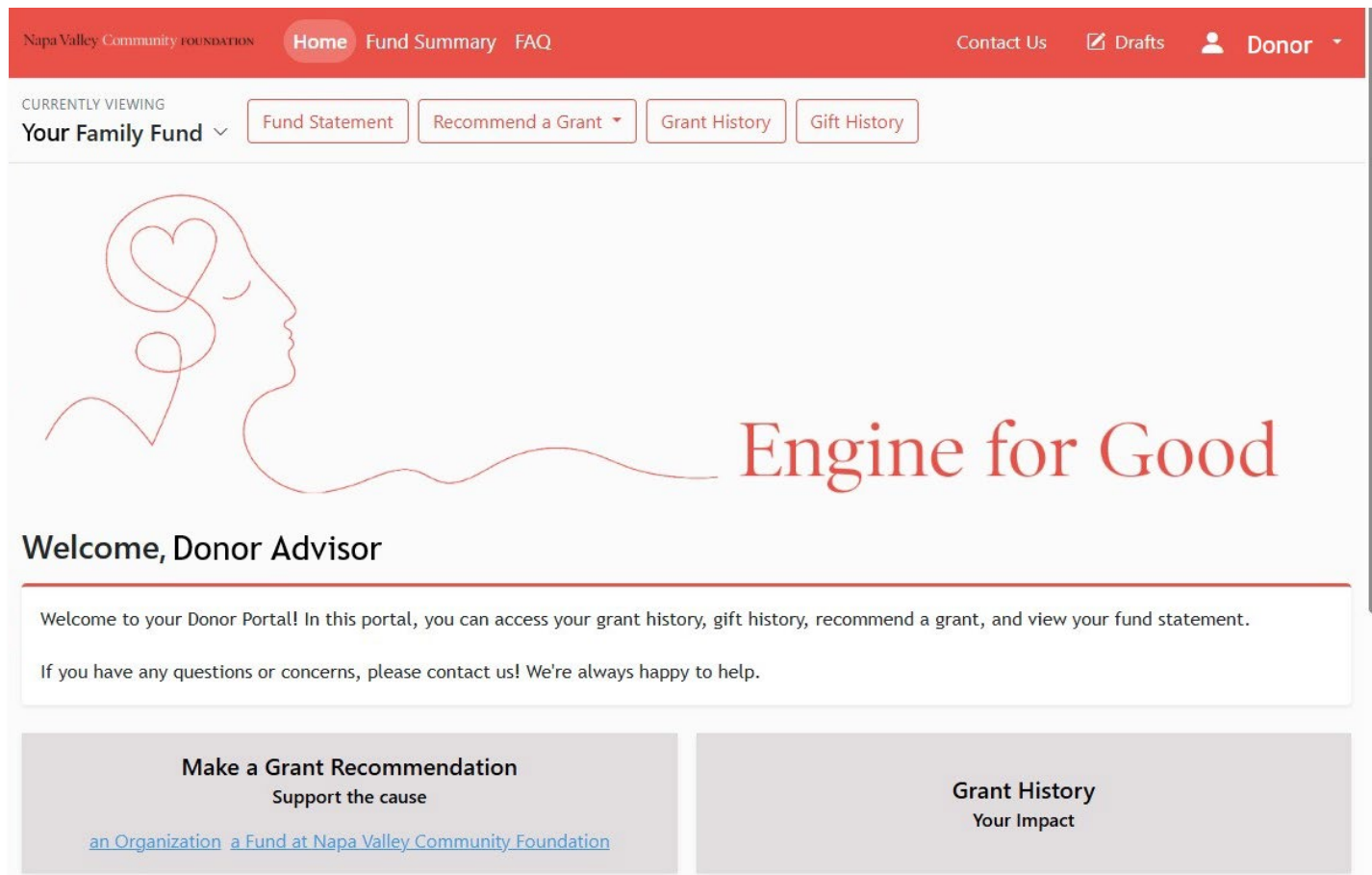
You can also navigate to GOfund directly by using the following web address:

<https://gofund.akoyago.com/NAPAVALLEYCF>

Signing In

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

Upon logging in, your home page will appear. On this page, you have quick access to fund management tools and to our latest news feed. *Note: if you manage multiple funds, you can toggle between your funds by clicking "Fund Summary" or the drop-down menu under "Currently Viewing".*



Fund Management Features

The options at the top of the page display different features available to you as a fundholder. *Note: the tabs available to you may be different depending on your fund type or your fund access permissions.*

Napa Valley Community Foundation

HomeFund SummaryFAQ

Contact UsDraftsDonor

CURRENTLY VIEWING

Your Family Fund

Fund Statement

Recommend a Grant

Grant History

Gift History

Fund Summary

A snapshot of your fund's activity, including current fund balance, recent contributions received into your fund, recent grant payments from your fund, and pending grant recommendation/submissions.

FAQ

Provides you with support and responses to the most frequently asked questions about processing grants from a Donor Advised Fund.

Fund Statement

Shows a year-to-date fund statement for you to download as a PDF file. You can adjust the date filters to view activity prior to the current calendar year.

Recommend a Grant

Make grant recommendations from your fund.

Grant History

Shows the history of grants awarded from your fund including type of grant, organization name, amount, grant purpose, date issued, and the ability to repeat a previous grant recommendation. Click "Export to Excel" to download information about each grant payment (with additional info) into a spreadsheet.

Gift History

Shows the history of contributions received into your fund. Click the "Export to Excel" to download info about each contribution into a spreadsheet.

Reviewing your Grant or Gift History

By default, these pages display grant or gift entries for the current calendar year. To view grant or gift entries from past years, adjust the **Start Date** and **End Date** and click **Apply Filter**. Choose the **Export to Excel** option to generate a shareable Excel spreadsheet. *Note: if you manage multiple funds, you can see history for more than one fund at a time by clicking into the drop-down list under "Fund Name".*

Start Date

12/01/2023

End Date

12/19/2024

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear

Today

Reset

Apply Filter

Additionally, when in Grant History, you can select to repeat a grant from your history by clicking **Repeat Grant** on the far-right hand column.

REQUEST TYPE	REQUEST APPLICANT	NET AMOUNT	TITLE	EST. GRANT PAY DATE	PAYMENT STATUS	REQUEST #	FORMAL FUND NAME	
Grant	Nonprofit	\$15,000.00	for general support	5/27/2026	Paid	014684	Your Family Fund	Repeat grant
Grant	Nonprofit for Kids	\$12,000.00	to provide low-income children opportunities to participate in preschool programs	5/27/2026	Paid	014683	Your Family Fund	Repeat grant
Grant	Nonprofit for Youth	\$13,000.00	for support of Youth Leadership Academies	5/27/2026	Paid	014681	Your Family Fund	Repeat grant

Recommending 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** button on your menu options next to your Fund name. *Note: if you have “read-only access” for GOfund, you will not see this option.*

When you click on the button, you will need to select whether you are recommending a grant to an **Organization**, or to **another Fund at NVCF** (like our One Napa Valley Initiative for example.)

Napa Valley Community Foundation

HomeFund SummaryFAQ

Contact UsDraftsDonor

CURRENTLY VIEWING

Your Family Fund

Fund StatementRecommend a GrantGrant HistoryGift History

to an Organization

to a Fund at Napa Valley Community Foundation

Recommending a grant to a Fund at NVCF

When you select the option to recommend a grant to a fund at Napa Valley Community Foundation, you will see a drop down list of public NVCF Funds available for giving. Please select the one you wish to give to and continue with the form.

Fund Name

Your Family Fund

Fund at Napa Valley Community Foundation *

Select a fund

Barbara J. ("BJ") Wells Scholarship Fund

Community Leadership Fund

Coppola Family Travel Scholarship Fund

Daisy Cavalli Scholarship Fund

Dave Smith Scholarship Fund

Dr. Rick Bachman Memorial Veterinary Medicine Scholarship Fund

Edward W. Solomon Scholarship Fund (Fur)

Save DraftSubmit Now

Recommending a grant to an Organization:

A Fund Name

If you are an advisor for multiple funds, you must select the fund name from the drop-down list under “Currently Viewing” before you begin your grant recommendation.

B Organization Name

Choose an organization you wish to support from a drop-down list of organizations in our database. To improve your search results, please type-in the organization’s legal name when available. *Note: if you can’t find the organization you wish to support, you can **search** for the organization using the Charity Search or **create** an organization if you are not able to find it another way.*

C Amount

Type in the amount of your grant recommendation. Minimum grant amount is \$250.

D Charitable Purpose

Select whether your grant is unrestricted or restricted. If restricted, please tell us what the grant should be designated for (e.g. capital campaign, specific program, endowment, etc.).

E Additional Instructions for NVCF Grants Team

Optional field for you to provide our grants team with any additional instructions for processing your grant.

F Do you want us to share your name contact information with this organization?

Your fund’s name will be listed by default, unless your Fund is anonymous. If you wish to additionally be recognized by name in the grant letter, please enter your name(s) and any contact information here.

G Anonymity

If you would like your grant recommendation to be anonymous (especially for Funds that are not normally anonymous), please check off the box for “Please issue this grant anonymously”. Checking this box ensures that your fund name will not be shared in the grant letter.

Recommend a Grant to an Organization

Fund Name
Your Family Fund

Organization Name *
Click to search organizations...

[Add dedication](#)

Amount *
\$

Distributions must be a minimum of \$250.00

Charitable Purpose *

Additional instructions for NVCF Grants Team

Do you want us to share your contact information with this organization?

☐ Please issue this grant anonymously

☐ * By check off this box, the authorizing organization agrees to share the grant recommendation with the Valley Community Foundation

Note: only fields marked with an asterisk() are required, so it’s okay if you aren’t able to fill in every field of the form.*

Please review your grant recommendation details and read and check the certification clause before you click the **Submit Now** button.

Click **Save Draft** if you want to submit multiple recommendations to review altogether in your cart.

To find your draft grants later, click on **Drafts** at the top right of the screen at any time.

You must read the Certification text above and click the check box to submit your recommendations.

 Save Draft

Submit Now

Napa Valley Community Foundation Home Fund Summary FAQ Contact Us  Drafts 1  Donor

Grant Recommendation Drafts

Your Family Fund (0000)

Recommendation to	Amount	Status
Ag 4 Youth Upvalley Ranchers Inc. Modified: 6/26/2026 9:06 AM	\$250.00	Ready to submit    
Total	\$250.00	Limit: \$27,796.04

You will see this confirmation message after submitting your recommendation(s):

We are in receipt of your grant recommendation(s).

Grants meeting NVCF's due diligence requirements are generally mailed within 10-12 business days.

You may also contact GrantsTeam@NapaValleyCF.org for the status of your grant recommendation(s).

For additional Fundholder Services and information, visit our website: <https://www.napavalleycf.org/fundholder-services/>

If you have any questions, please do not hesitate to contact us at GrantsTeam@NapaValleyCF.org .

Sincerely,
NVCF Grants Team

One of our Philanthropic Engagement staff will acknowledge receipt of your grant recommendation(s) by email. Grants meeting NVCF's due diligence requirements are generally processed and mailed within 10-12 business days.

If you would like to recommend more grants, please click **Recommend another Grant**. If not, you can return to your Fund Summary to find your latest submission under Pending Recommendations/Submissions.

Pending Recommendations/Submissions

REQUEST #	APPLICANT	GRANT RECOMMENDER	RECOMMENDED PAYMENT DATE	RECOMMENDED GRANT	TITLE	REQUEST STATUS
014880	Nonprofit	Guadalupe Reyes		\$250.00	General Operating / Unrestricted	Pending

Troubleshooting

If you have any questions or you are having trouble with any of the items listed above, please contact Lupe Reyes, GrantsTeam@napavalleycf.org or (707) 254-9565 x18 for assistance. You can also check out the **FAQ** tab for more information.