

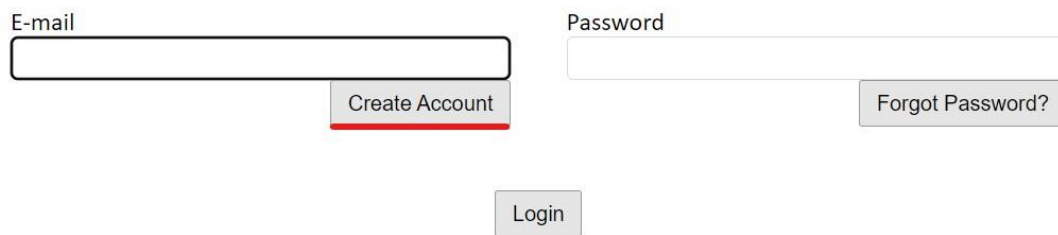
GRANTS RECOMMENDATION WALKTHROUGH

CREATING AN ACCOUNT

- 1) Go to the Donor Advised Fund Resource page: <https://www.txwf.co/grants/daf-grants-landing-page>.
- 2) Click on the green **Grant Recommendation** button on the right. This will take you to the log-in page.
- 3) Select **Create Account** underneath the username field.

Welcome to Texas Women's Foundation

- First time applicants, click the "Create Account" button before entering email.
- If you have an account, please sign in using your E-mail Address and Password.

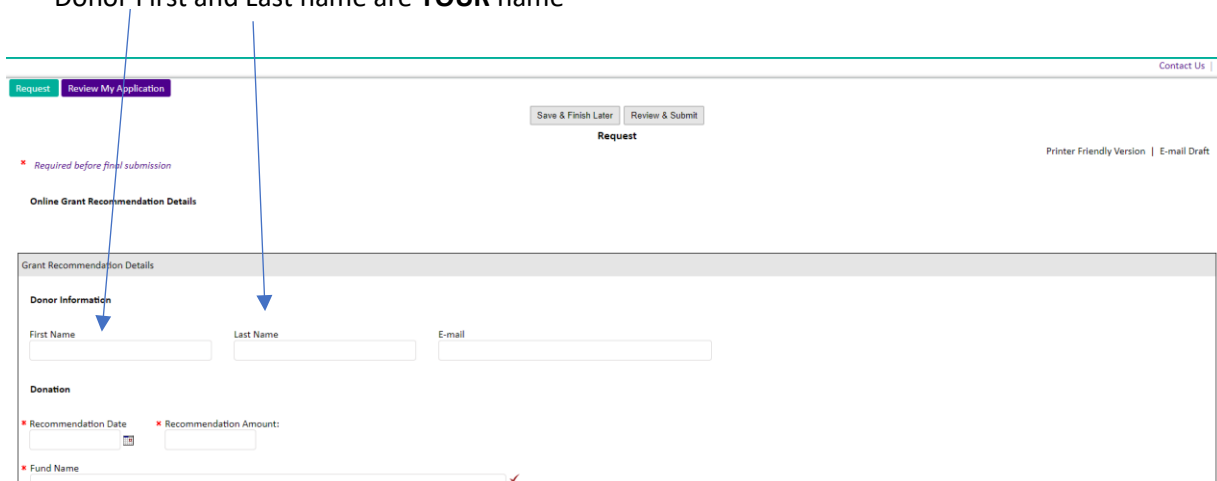


Click the 'Create Account' button as shown above.

- 4) Create your username and password. Make sure it fits the requirements and is something you can remember. You will receive an email from mail@grantsapplication.com confirming your account. Check your spam folder if you do not see it in your inbox and add it to your safe sender list.
- 5) Exit the screen and log back in with your new account information to confirm your log-in.

SUBMITTING A RECOMMENDATION

- 1) Once you log in, you will immediately be brought to the application page. Donor First and Last name are **YOUR** name



- 2) Complete the form - fields with a red asterisk (*) are required.

Example of required fields. These are necessary for the recommendation to be submitted.


* Recommendation Date  * Recommendation Amount:

- 3) You may need to scroll down to see all applicable fields in the recommendation form.

Fund Name is the name of the Donor Advised Fund that is providing the grant.

Organization Name is the name of the GRANT recipient

Donation

* Recommendation Date  * Recommendation Amount:

* Fund Name ✓

Check here if Donor is to be anonymous Check here if Fund is to be anonymous

Purpose of Grant
Operating, Special Purpose, etc

Comments: (in honor of, please pay by)
additional information

Organization

* Organization Name

Address

* City * State ZIP Code

Organization Contact Information

First Name Last Name (only required if any other contact field is populated)

E-mail Office Phone

- 4) Select the **Review & Submit** button at the top or bottom of the page.

- 5) You will receive an email from mail@grantsapplication.com confirming your submission.