DonorCentral is the online portal to your fund information. From here you can view your latest fund balances, get fund statements, make grant recommendations, and review your giving history.

**Getting Started**

1. You will receive an email with a link to the DonorCentral login page. The first time you visit, you will need to set up a Blackbaud ID by clicking: Don’t have a Blackbaud ID? Create a new one.

DonorCentral is a product of the company Blackbaud.

Your username MUST BE the email address LVCF has on file for you. If this address is a Gmail address, you can sign in with your Google credentials instead of setting up a Blackbaud ID.

2. Follow the instructions to create your Blackbaud ID. *Remember: Your ID is your email address and a password of your choosing. These are the credentials you’ll use every time to log into DonorCentral.

3. Once your ID is established you’ll be prompted to log in. We recommend you bookmark the login page to your Internet browser that way it’s easy to return to. Once you log in to DonorCentral you will see your homepage, also known as your Dashboard.
The Dashboard

The dashboard (pictured below) offers you a snapshot of your fund and your granting. From here you can view your fund’s spendable balance, review your grant history, and click through to recommend a grant. Use the navigation bar across the top of the page to view your fund and grant making in more detail. At any time, you can return to the dashboard page by selecting Home.
View Your Fund Information

DonorCentral offers easy access to comprehensive information about your fund, allowing you to view, print, and email fund statements. To view fund information, you can select either the Fund tab or the Dashboard (Home) tab from the uppermost navigation bar.

From the Fund tab, in the Choose a fund field, start typing the name of the fund. As you type, the system displays funds with matching text. Select your fund.

From the Dashboard, in the Find field in the View your fund information section, enter the name of the fund you want to view. Once it displays, click “See more fund information.” This takes you to the Fund tab.
The fund name, description, spendable balance and other details display. The Period defaults to All, but options for This Month, This Quarter, This Year, or Last Year are also available. Click one of the totals displayed and all related records and details display in the grid below. Hover your cursor over the information bubble to view an explanation of the total. LVCF reconciles fund values monthly, usually around the 15th, so that is when you’ll see the most up to date information about your fund.

Fund Information Page Example

<table>
<thead>
<tr>
<th>Grants pending</th>
<th>Grants paid</th>
<th>Grants in process</th>
<th>Gifts</th>
<th>Non-gifts</th>
<th>Pending gifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$1.6m</td>
<td>$1.5m</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

$20,000.00
Pending suggestions

Grants paid: $1,603,290.00
(185 records)
View Grant History

To view your grant making history, select the **Grants tab** from the upper most navigation bar. Here, charts detail your grant totals by year and by recipient. You can also view your pending grant recommendations.

**Pending recommendations**

- **Lehigh Carbon Community College Foundation**
  - Address: 4525 Education Park Drive, SSC 104, Main Campus, Schnecksville, PA 18078
  - Grant amount: $10,000.00
  - **Community Partnership Fund**
  - Received: 11/14/2018
  - Approved

- **State Theatre Center for the Arts, Inc.**
  - Address: 453 Northampton Street, Easton, PA 18042-3502
  - Grant amount: $10,000.00
  - **Community Partnership Fund**
  - Received: 11/14/2018
  - Approved

**Grants**

- **Community Music School**
  - Address: 23 N. Sixth Street, Suite C, Allentown, PA 18101
  - Grant amount: $5,000.00
  - **Community Partnership Fund**
  - Received 7/1/2017
  - Paid in full 1/15/2018

- **Allentown Symphony Association**
  - Address: 23 N. Sixth Street, Allentown, PA 18101-1431
  - Grant amount: $10,000.00
  - **Community Partnership Fund**
  - Received 7/1/2017
  - Approved 1/15/2018
  - Paid in full 1/15/2018

**Grant totals by year**

- 2015: $540,000.00
- 2016: $400,000.00
- 2017: $680,000.00
- 2018: $500,000.00

**Grant totals by recipient**

- Lehigh Carbon Community College Foundation: Granted $1,604,260.00
  - Paid $1,603,290.00
  - Grants: 185

Click on icon to view details
DonorCentral makes it easy for you to recommend a grant from your fund. You can replicate previous grants you made or search organizations in the LVCF database and recommend a new grant. Here’s how:

1. From the Dashboard page, under View your fund details, use the Find field to select your fund. *Note: Only funds for which you are an advisor will appear in search fields on this site.

2. Next, select the blue Recommend a grant button. The Grant Recommendation screen will appear.

3. Select an organization by searching for it in the Charity/Organization Look Up field. If the organization does not appear, that means LVCF has not granted to them before. That’s OK! Check the Add a new Charity/Organization box to create a new

4. Select Next.
In the **Fund section**, select your fund. If you are the advisor on multiple funds, select the one you want used for this grant recommendation.

In the **Grant section**, enter the recommended Amount, Program name, and any Special grant processing instructions in the box below.

You can also select the **Advisor anonymous** or **Fund anonymous** option.

Select Next.

**Note:** At any time in the process click **Save for Later** to store your grant recommendation without submitting it. To return later and complete it, look for it in the **Submit your saved grant recommendations** section.
Acknowledge the grant recommendation requirements by selecting the I agree box.

Lastly, select Submit. You're done!
Forgot Your Password?

If you forget your password or would like to reset your password, go to the DonorCentral login page and click Forgot Password? Blackbaud will send an automated email to the address on file with LVCF (also known as your Blackbaud ID username) with prompts to reset it.

If you have tried to reset your password and your login attempts fail, or if you cannot remember your username, contact Ashton Galasso at the Lehigh Valley Community Foundation.

Your DonorCentral Team at LVCF

If you have any questions or require assistance granting from your fund, contact our DonorCentral Team at the Lehigh Valley Community Foundation

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