## thrivent

# Fund Dashboard instructions: Recommend a grant

Thank you for trusting us with your generosity. We are grateful to serve you.

We celebrate your generosity and hope to make your giving experience seamless and joyful. The following are general instructions to maximize your generosity and support the charities and causes that matter most to you.

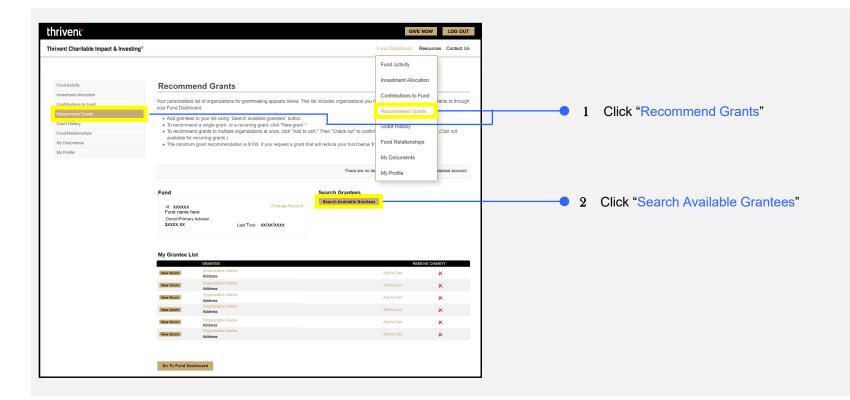
If you have questions, please don't hesitate to reach out to us at <u>thriventcharitable@thrivent.com</u> or 800-365-4172.

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#### **Recommend a Grant**

- 1 After you have logged into your Fund Dashboard, navigate to the "Recommend Grants" page by clicking on the Fund Dashboard option in the top navigation bar and selecting the "Recommend Grants" option from the dropdown menu or by clicking on the "Recommend Grants" option using the sidebar navigation.
- 2 To begin finding information on available grantees and/or adding organizations to your cart, click on "Search Available Grantees" button. \*See next page for further explanation



#### Recommend a Grant - add an organization to your grantee list

After you have navigated to the Search Grantee Organizations page you can add an organization to your grantee list. \*See previous page for reference

- <sup>1</sup> To add an existing organization to your grantee list, begin by typing in the organization's name or partial name (e.g., try "Salv" instead of "Salvation Army of Austin") into the "Grantee Name" field under the search option.
- 2 You can also refine your search by selecting the organization's state in the "State" dropdown.
- 3 Click "Submit" for search results.

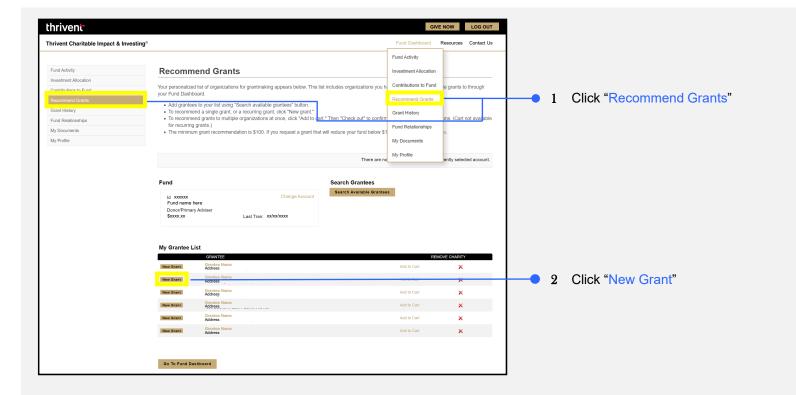
3

4 The search results will provide a list of options. Click on the "Organization Name" in the search results to add them to your personal grantee list.

thrivent			GIVE NOW LOG OUT		
Thrivent Charitable Impact & Investing	8	Func	Dashboard Resources Contact Us		
	Add a Grantee Orga	anization			
Fund Activity	_				
Investment Allocation	Use this page to search for a grantee	to add to my grantee list.			
Contributions to Fund		nly the first few characters of the grantee name. (e.g., try "Salv" instead of "Salv			
Recommend Grants		u want, try to refine your search by using the state filter or by entering less speci rill return all available charities in the selected state.	ific information.		
Grant History	<ul> <li>You can also click here to sugge</li> </ul>				
Fund Relationships					
My Documents	In the regulte list, glick on the desired	organization to add it to my grantee list, or return to my grantee list.			
My Profile	In the results list, click on the desired	organization to add it to my grantee list, or return to my grantee list.			
	Fund	Search			
	id: x00000X Fund name here Donor/Primary Adviser \$x0xx.xx	Change Account Cartee Name: East: (AL Lest Tran: xx/xx/xxxx Submit	•	 1 2 3	Enter "Grantee Name" Select "State" Click "Submit"
	Recommend Grants Go To Fur Results Organization Name Organization Name	nd Dashboard ADDRESS Address gest here	TAX ID Xxxxxxxx		
	Organization Name	Address goes here	XX-30000X		
	Organization Name	Address goes here	XX-XXXXX	 4	Click "Organization Name"
	Organization Name	Address goes here	30K-300000X		
	Organization Name	Address goes here	30X-300000X		
	Organization Name	Address goes here	XX-30000X		
	Organization Name	Address goes here			
		Address gass here			
	Organization Name	Address goes here	XX-30000X		
	Organization Name Organization Name Organization Name	Address goes here Address goes here Address goes here	20-300000X		

#### Recommend a Grant - create a single or recurring grant

- 1 Navigate to the "Recommend Grants" page by clicking on the Fund Dashboard option in the top navigation bar and selecting the "Recommend Grants" option from the dropdown menu or by clicking on the "Recommend Grants" option using the sidebar navigation.
- 2 To create a single or recurring grant, click on any "New Grant" button from the list. The Grant Entry page will then load. \*See next page for reference



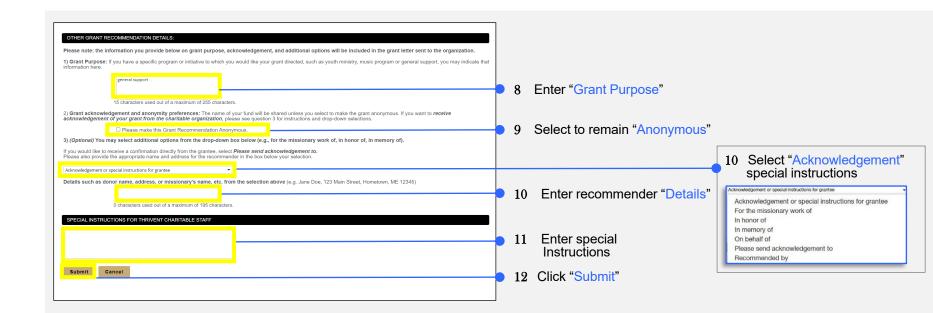
#### **Recommend a Grant –** create a single or recurring grant (continued)

- 3 Once the Grant Entry screen has loaded (\*See previous page for reference on navigating to this page), select either a "Single Payment" or "Recurring Payment". If you select recurring, an additional section of choices will appear.
- 4 Enter the "Grant Amount" you would like to recommend. Be aware of the available balance of your fund.
- 5 To select the frequency you would like this grant payment to recure, click on the frequency bar and select one of the dropdown options: "Annually", "Bi-monthly", "Monthly", "Quarterly", or "Semi-annually".
- 6 After you select the frequency of occurrence, be sure to enter how many times you would like for this payment to occur. To do this, type a number into the "# of Payments" field.
- 7 Select when you would like your first payment to begin using the "Start" date option. The system will calculate the "End" date based on your selections above.

thrivent <sup>.</sup>	GIVE NOW LOG OUT			
Thrivent Charitable Impact & Investing®	Fund Dashboard Resources Contact Us			
Fund Activity Investment Allocation Contributions to Fund Recommend Grants Grant History Fund Relationships My Documents	Recommend Grants           Your personalized list of organizations for grantmaking appears below. This list includes organizations you have selected online or made grants to through your Fund Dashboard.           • Add grantees to your list using "Search available grantees" button.           • To recommend grants to multiple organizations at once, citck "Med grant."           • To recommend grants to multiple organizations at once, citck." Add to cart. "Then "Check out" to confirm your grant recommendations. (Cart not available for recurring grants.)           • The minimum grant recommendation is \$100. If you request a grant that will reduce your fund below \$1,000, please consult with us.			
My Profile	Iwould Like To RECOMMEND A GRANT TO:         Name         Address         RECOMMENDED GRANT ANOUNT:         A a Single Payment         Max a Recurring Payment         Balance Soox x		Select "Single Payment" or "Recurring Payment"	
	Amour (10000 )	4	Enter "Grant Amount"	5 Select frequency
	Frequenci Aenually	• 6 • 7	Enter "# of Payments" Enter "Start" date	"Annually", "Bi-monthly", etc.
				Bi-monthly Monthly Quarterly Semi-annually

#### Recommend a Grant – create a single or recurring grant (continued)

- 8 In the text field, provide instructions to the grantee organization regarding the "Grant Purpose".
- 9 If you prefer the grant remain anonymous, check the "Please make this Grant Recommendation Anonymous" box option.
- 10 From the dropdown menu, select any special instructions "Acknowledgement" Provide your name and address for acknowledgment in the "Details" field.
- 11 Enter any "Special Instructions" you may have for Thrivent Charitable staff (not the grantee organization).
- 12 Once all required fields have been completed, click the "Submit" button.



### **Grant History**

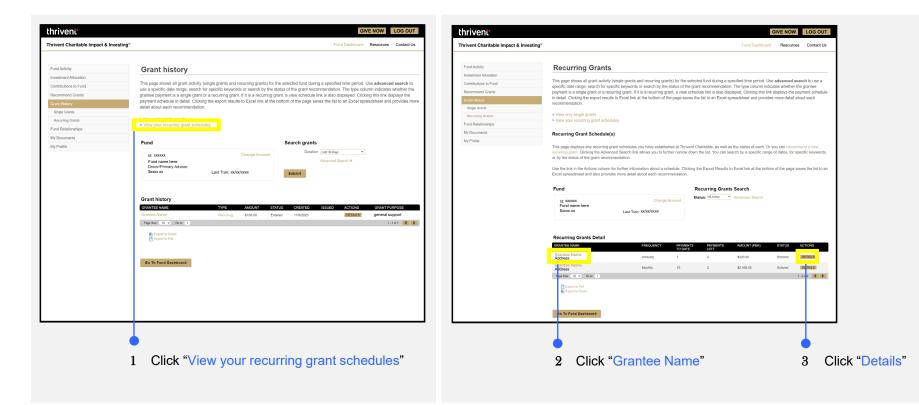
- 1 To view Grant History, navigate to the "Grant History" page by clicking on the Fund Dashboard option in the top navigation bar and selecting the "Grant History" option from the dropdown menu.
- 2 To make changes to the recurring grant, amount, instructions, etc., or to cancel the grant, click the "Back", "Edit", or "Cancel" button. **Note:** These changes will only affect future grants, not any grants in the past.
- 3 To extend the dates of your recurring grant, click the "Cancel & Recreate" button. A new recurring grant will appear with all the same details as the current one. **Note:** Once you click this button the existing recurring grant WILL be cancelled.
- 4 To view more details about a single occurrence of the recurring grant, click the "View" option.

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		Fund Activity				
		Investment Allocation				
Fund Activity	Recurring Grant Details	Contributions to Fund				
Investment Allocation	Grantee name	Recommend Grants			-	
Contributions to Fund	Address here	Grant History			 1	Click "Grant History"
Recommend Grants	Schedule From 1/1/2024 to 1/1/2025 Annually for \$100.00	Fund Relationships				
Grant History	Purpose General support	My Documents			2	Click "Back", "Edit", or "Cancel"
Single Grants	Status	My Profile				, ,
Recurring Grants	Entered					
Fund Relationships	Back Edit Cancel Cancel & Recreate				 3	Click "Cancel & Recreate"
My Documents	Payments to Date					
My Profile	ID STATUS AMOUNT CREATED SCHEDULED	ISSUED CLEARE	D	CTIONS		
		/1/2023 1/1/2023		VIEW	4	Click "View"
	Page Size: 10 🗸 Go to: 1			1-1of1 < >		

#### Recommend a Grant – edit an existing recurring grant

To edit an existing recurring grant, please start by visiting the grant history page. \*Pictured below on the left

- 1 To view, edit, or cancel your active recurring grants, click the "View your recurring grant schedules" option.
- 2 Once the "Recurring grant schedule" page has loaded, click on the "Grantee Name" to view details about the grantee organization. \*See image below on the right side for reference
- 3 Click on the "Details" link to view the history, edit or cancel the recurring grant. \*See next page for further explanation



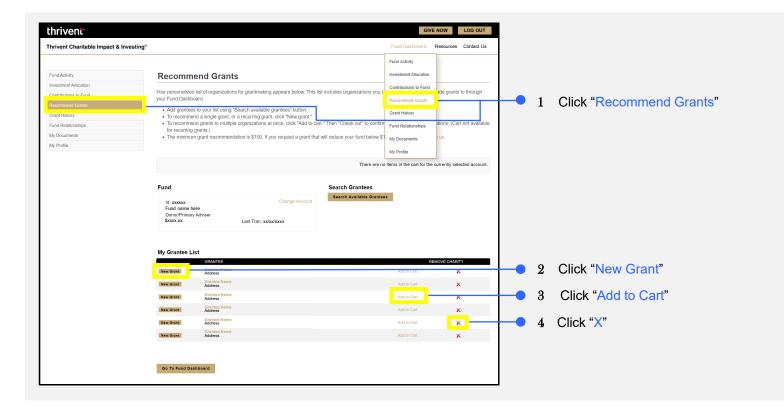
#### **Recommend a Grant –** edit an existing recurring grant

- 1 To amend your recurring grant (\*See previous page for reference on navigating to this page) provide instructions to the grantee organization regarding the "Grant Purpose" in the provided text field.
- 2 If you prefer the grant remain anonymous, check the "Please make this Grant Recommendation Anonymous" box option.
- 3 From the dropdown menu, select "Acknowledgement" special instructions.
- 4 Provide the recipient special instructions in the "Details" field, such as your name and address for acknowledgment.
- 5 Enter any "Special Instructions" you may have for Thrivent Charitable staff (not the grantee organization).
- 6 Once all required fields have been completed, click the "Submit" button.

thrivent	GIVE NOW LOG OUT				
Thrivent Charitable Impact & Investing®	Fund Dashboard Resources Contact Us				
Fund Activity	Edit this Grant				
Investment Allocation	Recommend Grants				
Contributions to Fund	Your personalized list of organizations for grantmaking appears below. This list includes organizations you have selected online or made grants to through your Fund Dashboard.				
Recommend Grants	Add grantees to your list using "Search available grantees" button.				
Grant History	<ul> <li>To recommend a single grant, or a recurring grant, click "New grant."</li> <li>To recommend grants to multiple organizations at once, click "Add to cart." Then "Check out" to confirm your grant recommendations. (Cart not available for recurring grants.</li> </ul>				
Fund Relationships	The minimum grant recommendation is \$100. If you request a grant that will reduce your fund below \$1,000, please consult with us.				
My Documents					
My Profile	I WOULD LIKE TO RECOMMEND A GRANT TO.				
	Grantee name here				
	Address Gowie address				
	RECOMMENDED GRANT AMOUNT:				
	As a Recurring Payment				
	Balance Skoox.xx				
	Amount \$100.00				
	RECURRING PAYMENTS: Datails: From 1/1/2024 to 1/1/2025 Annually				
	OTHER GRANT RECOMMENDATION DETAILS.				
	Please note: the information you provide below on grant purpose, acknowledgement, and additional options will be included in the grant letter sent to the organization.				
	1) Grant Purpose: If you have a specific program or initiative to which you would like your grant directed, such as youth ministry, music program or general support, you may indicate that information here.				
	preat Lopan		1	Enter "Grant Purpose"	
			T	Enter Grant Fulpose	
	15 chanadara used our of a maximum of 255 obsraches.				
	2) Grant acknowledgement and anonymity preferences: The name of your fund will be shared unless you select to make the grant anonymous. If you want to receive acknowledgement of your grant from the charted be metables of the section. Section will be shared unless you select to make the grant anonymous. If you want to receive acknowledgement of your grant from the charted be metables of the section.				
	Please make this Grant Recommendation Anonymous.		2	Select to remain "Anonymous"	3 Select "Acknowledgemen"
	3) (Optional) You may server autonuous oppons non one programm oc oerwer (e.g., for the missionary work of, in hener of, in memory of).		-		special instructions
	If you would like to receive a confirmation directly from the grantee, select <b>Please send acknowledgement to.</b> Please also provide the appropriate name and address for the recommender in the box below your selection.				special instructions
	Acknowledgement or special instructions for existing				
	Details such as donor name, address, or missionary's name, etc. from the selection above (e.g. Jane Doe, 123 Main Street, Hometown, ME 12345)	_		Enter reginigent engelige	Acknowledgement or special instructions for grantee
			4	Enter recipient special	Acknowledgement or special instructions for grantee
	0 characters used out of a maximum of 195 characters.			Enter recipient special Instructions - "Details"	For the missionary work of
	SPECIAL INSTRUCTIONS FOR THRIVENT CHARITABLE STAFF				In honor of
			5	Enter "Special Instructions"	In memory of
			J		On behalf of
					Please send acknowledgement to
			_		0
	Submit Cancel Changes		6	Click "Submit"	Recommended by
		-			

#### Recommend a Grant – add a grant to your cart

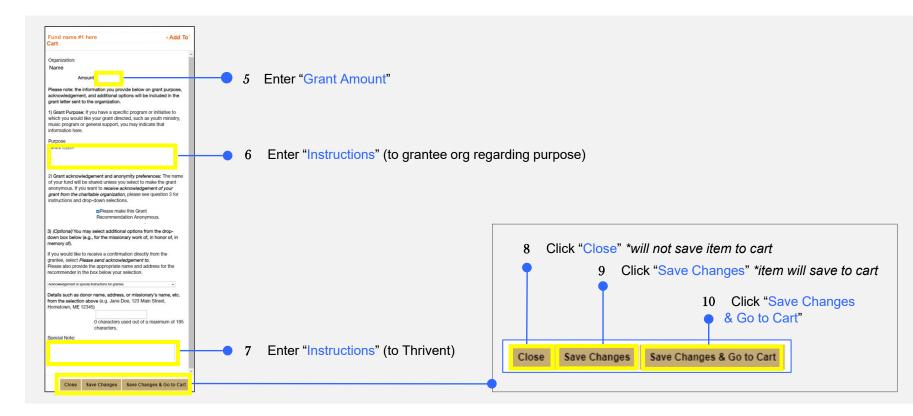
- 1 Navigate to the "Recommend Grants" page by clicking on the Fund Dashboard option in the top navigation bar and selecting the "Recommend Grants" option from the dropdown menu or by clicking on the "Recommend Grants" option using the sidebar navigation.
- 2 To make a single one-time grant or a recurring grant, click on any "New Grant" button. \*This will open the screen on the next page
- 3 If you will be making more than one grant, use the grant cart functionality by clicking on "Add to Cart".
- 4 Clicking the "X" will remove an organization from your grantee list. This will not delete the organization, but simply remove it from your list.



#### Recommend a Grant – add a grant to your cart (continued)

Clicking on the "New Grant" button will bring you to the below screen. \*See previous page for reference

- 5 Enter the "Grant Amount".
- 6 Enter "Instructions" to the grantee organization regarding the purpose of the grant.
- 7 If you have any special "Instructions" to Thrivent Charitable staff (not the grantee organization), enter them here.
- 8 By clicking "Close" you will return to the main Grant page without saving the item to your cart.
- 9 By clicking "Save Changes", the grant will be added to your cart, and you will return to the main Grant page.
- 10 When you are finished making grants and ready to check out, click on "Save Changes & Go to Cart". \*See next page for cart



#### Recommend a Grant – grant cart detail

Once you arrive at your cart, you can still modify options. \*See previous page for reference of how to navigate to your cart

- 1 To modify Grants from your cart, click "Edit" or "Remove" under the Actions column.
- 2 If you make changes, click "Update Cart" to save them.

Please note: if you do not save your changes, they will be lost upon existing your cart.

- 3 To add another grant, click "Add Another Charity".
- 4 When you are finished, click "Check Out". \*See next page for grant confirmation

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Thrivent Charitable Impact & Investi	ing <sup>⊗</sup>			Fun	Dashboard Resources Contact Us			
Fund Activity Investment Allocation			Т	he fund xxxxxx 1 item(s)	Current Grant Cart Subtotal: \$100 in your cart HE Edit Cart Or Check Out			
Contributions to Fund								
Recommend Grants	Your Grant Cart							
Grant History	Below is the list of all grant recommendation When you are ready to submit your recommendation When you are ready to submit your recommendation Below is the list of all grant recommendation When you are ready to submit your recommendation Below is the list of all grant recommendation Below is the list of all grant recommendation When you are ready to submit your recommendation Below is the list of all grant recommendating Below is the			edit or remove grants fro	m this list, or go back to your "Grantee" I	ST.		
Fund Relationships	NOTE: Any time you make a change	on this page, you must o	lick the "Update" button t	o save vour changes.				
My Documents								
My Profile	Account: fund name					_		
	GRANTEE NAME Grantee name	\$100.00	GRANT PURPOSE general support	ANONYMOUS N			1	Click "Edit" or "Remove"
		\$100.00						
	Number of grants: 1							
	Total Amount: \$100.00						2	Click "Update Cart"
	Spencable Balance: \$xxxx.xx							
	Update Cart						3	Click "Add Another Charity
	Add Another Charity Check Out					•	4	Click "Check Out"

#### **Recommend a Grant –** grant cart detail (continued)

After clicking the check out option, you will be shown a summary page for a final review (see below). \*See previous page for cart specifics

5 Click on "Confirm and Submit" to finalize your grant.

Please note: Your grant request is not submitted until you click the "Confirm and Submit" button.

6 To cancel this recommendation, click the "Cancel" button.

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Thrivent Charitable Impact & Investing®	Fund Dashboard Resources Contact Us
Fund Activity	Confirm Grant Recommendations
Investment Allocation	
Contributions to Fund	NOTE: Your grant request is NOT submitted until you click the Confirm and Submit button (below). Clicking "Cancel" will take you back to your cart.
Recommend Grants	I understand that while the vast majority of grant recommendations can be honored by Thrivent Charitable, here are common types of grant requests that cannot be made:
Grant History	
Fund Relationships	1. Grants that provide a more than incidental benefit to the donor or other third party. This includes: all or a portion of the cost to attend a charitable event or
My Documents	banquet, goods bought at chartable auctions, raffle tickets, grants to satisfy a financial obligation or any individual or entity, grants that fulfill fundraising or other commitments or pledges, or that are directed to or for the benefit of specific individuals (or, a chart plution), scholarships earnarkad for fundviduals);
My Profile	2. Grants to organizations whose purpose or work is not solely charitable or when the grant will be used for a non-charitable purpose (e.g., cemeteries, VFW, fratemal societies);
	3. Grants to private non-operating foundations;
	4. Grants to supporting organizations (501(c)(3)s identified in 509(a)(3) that do not have an IRS determination letter stating they are "Type II".
	By clicking the Confirm and Submit button, I recommend the grant(s) listed above. I understand that this recommendation does not represent the payment of any pledge or other financial obligation, nor provides any impermissible benefits.
	Account: Fund name
	GRANTEE NAME AMOUNT GRANT PURPOSE ANONYMOUS
	Grantee name         \$100.00         general support         N           \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         \$100.00         <
	Autor
	1
	Total Amount \$100.00 Speendable Balance \$xxxxx
	Cencel Confirm And Submit 5 Click "Confirm and Subr
	6 Click "Cancel"



**Questions?** Please don't hesitate to contact our team for additional assistance at <u>thriventcharitable@thrivent.com</u> or call 800-365-4172.

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