



Lincoln Community FOUNDATION

Creating Grant Requests

1. **Log in to the portal** at LCF.org with your username and password.
2. Click **Create Grant Request**.
3. Select Grantee by:
 - Previous Grantees you've given to in the past,
 - Search Grantees that are in the LCF database, or
 - Enter a Grantee manually.
4. Add Description (if other than general purposes) and Grant Amount (minimum \$100). Select Anonymous as desired and complete other details as necessary. Click **Add to Cart**.
5. Complete steps 2-4 for each Grant Request.
6. After adding all your Grants, click blue **Review Grant Requests**.
7. Review all grants in your cart to ensure they are accurate, then click **Submit Grant Requests**. This is the final step.
8. Grants are submitted and can be viewed in Grant Status until they are paid.
Note: You can cancel grants from Grant Status while they are "Pending" after submission.

Still have questions? Contact Rhonda Page at rhondap@lcf.org or by calling our office at 402-474-2345.