



How to Give

1. To make a grant recommendation from your donor advised fund, click on the link next to the project request to visit the Cleveland Foundation donor portal.
2. Log in and select Recommend a grant on the left sidebar.
3. Select the box Recommend a grant to a nonprofit.
4. Click Search for a Nonprofit to go to the Add a Nonprofit page where you can look up the organization by name and click to add it to your favorites list.
5. Click New Grant next to the nonprofit name listed under My Favorites.
6. Enter the grant purpose – you can list the project name here (for example, “photography equipment for students”).
7. Enter an amount (minimum of \$250).
8. Choose what information you want to share with the grant recipient.
9. Please enter “Local Look Book” in the box for special instructions for Cleveland Foundation staff.
10. If you would like to support additional Local Look Book projects or recommend other grants, click Save and Recommend Another Grant. Otherwise, select Save Changes & Go to Cart.
11. When you are satisfied with the grants in your cart, click Checkout/Submit Grant(s).
12. Lastly, you will need to confirm your submission on the next page by clicking Confirm and Submit.

