**Fund Central Walk Through: Features**

1. Log in to Fund Central by simply going to topekacommunityfoundation.org/fund-central and clicking “Fund Central Log In,” seen below in yellow.

2. You will be taken to a log in screen, where you will enter your username and password:
3. You should be taken to the Fund Central home screen that looks like this:

![Fund Central Home Screen](image)

You will also see four graphs that detail contributors, grantees, contributions, and grants.

**TABS**

Each tab on Fund Central will show you various details about your fund.

![Fund Central Tabs](image)

The **contributions** tab will show you contributions made to your fund dating back to 2011, including date, ID number, who made the contribution, a description of the contribution, the type of contribution, and the amount contributed.

The **grants** tab will show you a summary of grants made from your fund dating back to 2011, including the grantee, the number of grants made to that organization, and the total amount of grants made to the organization.
The **Grant Request** tab will allow the fund advisor to submit grant requests directly to the Foundation.

The first section of the Grant Requests Tab is for granting to an organization you have given to in the past via Fund Central.

You can also search for a new grantee. After typing the organization’s name and clicking “search” you will be taken to a page that includes Foundation results. There is also a page for Guidestar results, if the Foundation does not have the organization in our records. Guidestar is a trusted national database of nonprofit organizations.

If preferred, you can also enter the grantee’s information manually. Complete the requested information in the proper section and hit “submit” to complete the grant request.
The **Statements** tab will show you your Fund Statements starting in 2022. The **Files** tab will show you all your previous Fund Statements dating back to first quarter 2021 as well as your Fund Agreement.

Finally, the **Log Out** button will log you out of Fund Central and return you to the Log In page.