North Valley Community Foundation

New Fund Orientation

Updated 2022

"We could not be more honored to support you as you go forth and do good in this world."

Carolyn Engstrom
Client Care Manager

Fund Advisor Information

What is a fund advisor?

A person or people who have access to the fund advisor portal where they can mange the fund, view fund activity and submit payment and grant requests.

• Fund advisors may request grants and payments from the fund, and access statements and reports for the fund.

• NVCF will never provide financial information about a fund to anyone other than the appointed fund advisor(s).

• Fund advisors may be added or removed through a simple agreement amendment signed by the existing or remaining fund advisors.

How to make deposits to your fund

Fund advisors and donors can send checks to NVCF through the mail or bring them to our office and put it in the dropbox which is right outside the office door. We're at 1811 Concord Avenue, Suite 220, Chico, CA 95926 (second floor).

Deposits can also be set up for ACH transfer if requested.

Appointments can be made for in-person deposits by emailing **cengstrom@nvcf.org**.

Note: Please convert any cash into a money order or cashier's check. NVCF does not accept cash deposits.

Portal Information

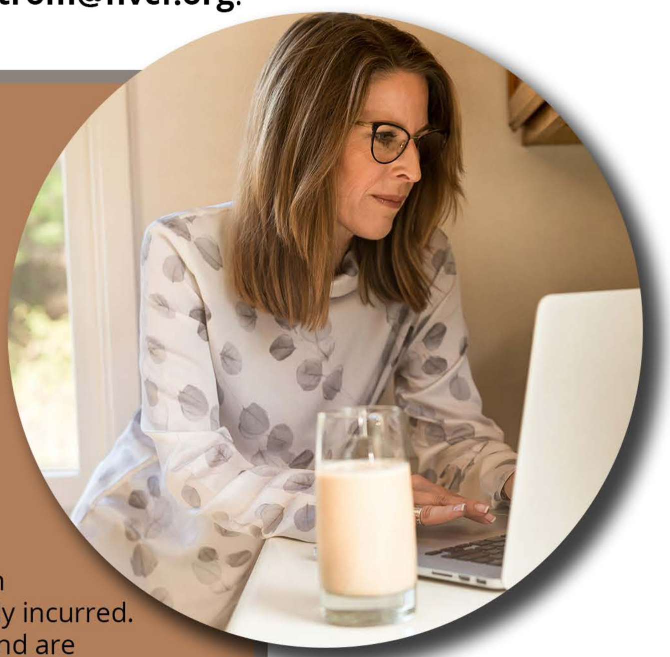
Go to NVCF.org and click the **Fund Advisor Portal** at the top of the page.

This page will direct you to log in and view fund activity, details, and documents, as well as provide information on growing and using your fund.

Click **Login** under **Access Your Fund**.

Your username will be the email the NVCF has on file for you, which is the same email that previous NVCF correspondence has arrived at.

Your password is created by you after following the email prompt (which should have come from: no-reply@fcsuite.com subject: North Valley Community Foundation Fund Advisor Online Access Info). If you have not seen it, check your spam folder, and if you still do not see it, contact Carolyn Engstrom at **cengstrom@nvcf.org**.



What to expect once you log in

When you log in, you will see a landing page with numerous tabs at the top. Explore these, with special attention paid to the following:

Contributions
Donation and donor information is shown here.

Statements
Fund statements are posted here following the end of each quarter.

Payment/Grant Request
Payment requests are submitted when you need to pay an invoice for a vendor or be reimbursed for expenses already incurred. These payments must be relevant to the fund's purpose and are subject to approval by the foundation. Please check in with client services in advance if you have questions as to what qualifies as a reimbursable expense, and note that individuals cannot submit a reimbursement for themselves—a different fund advisor must do so.

Grant requests are directives to grant to a nonprofit or agency doing work relevant to the fund's purpose. In most cases, these will be to a nonprofit or other tax-exempt entity, subject to NVCF approval.

Files
You can review your contract agreement as well as other supporting documents.

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Fundraising Events

Fundraising events are an option for charitable impact funds, nonprofit incubator funds and scholarship funds.

Go to the **Fund Advisor Portal** button on NVCF.org.

Select **Use Your Fund**. Here you will find our fundraising guide, volunteer waiver forms, sales tax and auction worksheets, and our Event Request form, which MUST be turned in a minimum of 30 days prior to the scheduled event.

NVCF must be able to review and be a signer on any contracts and agreements entered into on behalf of the fund.

Noteworthy Times and Dates

Payment and grant requests submitted **by 5 p.m. Monday** will be paid out on the **Wednesday of that week**. All payments will be mailed unless ACH has been established, or special arrangements have been made. Requests made after that time will be paid out the following Wednesday.

Statements are posted to the Fund Advisor Portal following the end of the quarter. NVCF's fiscal year runs from July 1 through June 30, with quarters ending Sept. 30, Dec. 31, March 30 and June 30.

You can always email the Client Care Manager at **cengstrom@nvcf.org**, for up-to-date statements if you need them.

Donations are typically posted **within a week** of being received.

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