



The  
**COMMUNITY  
FOUNDATION**  
of the New River Valley

## 2021 Responsive Grant Program Information for Donor Advisors

### Overview

In 2020, the CFNRV awarded more than \$400,000 in grants to support the basic operations of NRV nonprofits as they navigated the pandemic. Our grantees appreciated the flexibility that these grants provided, allowing them to buy supplies, support staff, and just keep the lights on. We are once again awarding only operating support grants in 2021. This guide provides updated information on how you as a donor-advisor can make grants as part of this year's Responsive Grant Program. In particular, the 2021 grant program:

- Will award only **unrestricted operating grants** of up to \$4,000 to give organizations the flexibility to use the money where it is needed most.
- Utilize the **online grants catalog** so donor advisors and members of the public can easily read about and support organizations in real time.

### How 2021 Program Impacts You as a Donor Advisor

As a donor advisor, you will still be able to recommend specific grants from your fund as you always have, but the nature of this year's grant applications and the methods available to make your recommendations are slightly different than prior to COVID-19. They are:

- You will only be awarding grants for **unrestricted operating funds** to your recommended grantee. Organizations did not submit applications for specific projects this year.
- Instead of the printed Grant Book of past years, you will have the opportunity to read about organizations and make your recommendations via the **online grants catalog** connected to the CFNRV's Donor Portal. You may still request pdfs of full applications from the staff if you would like more information about the applicants than the summary provided in the catalog. We also understand that not everyone may be comfortable with the online catalog, so we describe some alternatives for you to consider under "Your Options for Awarding Grants in 2021" below.

### The Donor Portal and Grants Catalog

In 2018, the CFNRV introduced its online donor portal, giving you the ability to check the balance of your fund and to see recent contributions and grants. The system also allows donor advisors to make grant recommendations to qualified charitable organizations, including those that have submitted applications to the Responsive Grant Program through the Grant Catalog tab.

Donors wishing to use the donor portal must complete a Donor Portal Opt-in Form and Instructions and User Guidelines. Upon submitting these documents, the CFNRV staff set-up your account with a username and password sent to you electronically.

- **If you already have access to the Donor Portal:** You will use the same username and password you have always had. Once you login, you will be able to click on the Grant Catalog tab to review requests and make recommendations. Detailed instructions for making grant recommendations

are posted to <https://cfnr.org/grants/responsive-grants/information-for-donors/>. Along with an instructional video.

- **If you have not signed up for access to the Donor Portal:** You will need to complete the Donor Opt-In Form and Instructions and User Guidelines available at <https://cfnr.org/grants/responsive-grants/information-for-donors/>. Please review, sign, and return these to the CFNRV in the envelope provided if you wish to use the catalog. The CFNRV staff will create your account, after which you can access additional instructions for using the catalog.

Please note that giving circles and county-based funds can have no more than two representatives with access to the Donor Portal. If you are not sure whether your fund already has a representative, contact [cfnr@cfnr.org](mailto:cfnr@cfnr.org) or 540-381-8999.

## Your Options for Awarding Grants in 2021

We believe using the online grants catalog gives you maximum control to review and recommend grants. You will be able to see which applications still need money and to assign your funding. However, we understand that using the catalog is not for everyone, so we have provided multiple options for you to award grants in 2021 through the Responsive Grant Program process described here or to give outside of that process. Your options include:

1. Recommend grants from your fund using the donor portal and online grants catalog.  
*(Recommended)*
2. Use the donor portal to read the grants catalog, but send information about your preferred grants to the CFNRV staff to enter those recommendations on your behalf.
3. Request a hard copy of the grants catalog and send information about your preferred grants to the CFNRV staff to enter those recommendations on your behalf.
4. Forego making recommendations entirely and allow the CFNRV Distribution Committee to select grant recipients that match your fund's purpose.
5. Forego awarding grants through the Responsive Grant Program altogether. Please consult with the CFNRV staff about supporting organizations outside of this program with a Nonbinding Request.
6. A combination of using the donor portal and online grants catalog and making grants via Nonbinding Request. Please consult the CFNRV staff to discuss this in detail.

**Regardless of which avenue you choose, we strongly encourage you to distribute the full amount available to spend from your endowment by the end of 2021.** While many donors give this amount plus additional funds from the pass-through, we also regularly have donors who choose to roll available funding from their endowment into future years. We continue to see significant need from nonprofit organizations of all kinds, many of whom are laying off staff and cutting critical programs. Your contribution will be a major help to these organizations.

Please contact the CFNRV staff at [cfnr@cfnr.org](mailto:cfnr@cfnr.org) to indicate your preference for awarding grants this year.

## Additional Resources to Support You

You can find additional information on the CFNRV website at <https://cfnrv.org/grants/responsive-grants/information-for-donors/>. These resources include:

- A step-by-step guide for using the grant catalog available for download
- A video walking donors through using the grant catalog
- Copies of the Donor Portal Opt-In Form and Instructions & User Guidelines
- A copy of the Nonbinding Request Form for those donors wishing to award grants outside of the Responsive Grant Program

Should you need additional assistance, contact our staff members below. Please note that, due to COVID-19, CFNRV staff are alternating days in the office and at home. We are regularly checking voicemail and email throughout the week. If we are not available immediately, we will get back to you as soon as possible.

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