

How to Process an ACG Grant Request Online

Login to: www.acgfund.org

– Chose Donors (or Brokers) – My ACGFund Account – enter your ID & Password

*Click **“Get Account Data”** at the bottom of the screen.

* Run your cursor over **“Manage My Account”** and click **“Grant Request.”**

*Read the conditions and click **“I accept the terms.”**

*On the drop-down menu, **select a Charitable Beneficiary.**

***IF YOU NEED TO ENTER A NEW CHARITABLE BENEFICIARY:** Click **“Add a Charitable Beneficiary”** at the top of the drop down list and enter their EIN, Company name, and address. Once entered, you can click **“Preview Data”**, and **“ADD”**.

Once added, go back into Manage My account – Grant Request – I accept the Terms – Click the drop down & choose the Beneficiary.

Do not use any special characters either in the name or address of the charity or in the special instructions. For instance no quotation marks, parenthesis, commas etc

Grant Amount Please enter a minimum amount of \$250.00

Special Instructions Enter any additional information you may want to add, such as the Purpose of the Grant

Schedule Select appropriate option

My/our desire to make this grant Select appropriate option

“Preview Data” and “Submit” the Grant Request.

*Once you submit the grant request, ACG will receive an automatically generated email. ACG will then verify the recipient is a qualified 501c3 organization. Once the validity is confirmed, ACG will approve the grant and mail the donation check and acknowledgement letter to the Grant Recipient.

Thank you,
ACGFund Giving Associates
12 Gill St, Suite 2600
Woburn, MA 01801
Phone 877-677-ACGF
Fax 781-658-2497