**UPDATE TO DONOR INTENT PROGRAM**

**October 10, 2013**

Keiser’s Donor Intent Grants are no longer funded through Bradley Foundation. They will be processed through BIF.

Make the Gifts database entry as usual, selecting “Type = Donor Intent Program” and “Status = Keiser.”

Enter page 1 as usual: project title, date, amount requested & recommended.

On the Coding Tab of the request record, the only code needed is “Fund = Donor Intent Program.”

Do not schedule payments.

Move to the Requirements tab. The Charity Check requirement has already populated for you. Open the requirement and click on the organization name; move to the tax status screen. Copy the ID # and paste into Guidestar to find and print the charity check report. Update the date verified in the organization record and close, which brings you back to the requirements tab. Mark the charity check requirement complete; save and close. Then save and close the request and move on to the next item on the list.

Run report : Proposals, alpha list by program area 1

Adhoc report from screen may be better to use.

Criteria: Request status = Keiser; request date = this year