

2025 Online Grant (Distribution) Request: Grantee Manual

Step 1: Log-in to the Client Portal System <https://giveasia.fcsuite.com/erp/portal>

- The Client Portal System will allow access to:
 - Fund Balance
 - Information on any donors giving to your fund
 - Fund Statements
 - Grant Request

If you do not have access to the portal reach out to the Friends Fund Team at friendsfund@give2asia.org.

Step 2: Accessing the Grant/Distribution Request:

- Once logged on, please click on the "Grant Request" tab.
- In the tab, search for your fund name.

The screenshot shows the 'Grant Request' tab selected in a navigation menu. Below the menu, there is a text area with instructions: 'Use this form to request a new grant or contribution from your fund a grantee from the drop-down menu or enter a new nonprofit. [foundationname] will receive notification of your request and process grant. We will notify you once the grant has been completed. Grant processed from your fund are listed.' Below this is a section titled 'Choose from previous Grantee or Fund' with a text input field for 'Other foundation funds'. Below that is the text 'or'. Then, there is a section titled 'Search for other Grantees/Funds' with three input fields: 'Name', 'City', and 'State'. A blue 'Search' button is to the right of the 'State' field. Red arrows point to the 'Name' field (labeled '1') and the 'Search' button (labeled '2').

- Once you've hit search, it will bring you to a results page, where you locate the fund name and hit "create request."

Grantee Search Results for "Hong Kong University "

The screenshot shows the search results page. At the top, there is a blue button labeled 'Give2Asia Results'. Below that, there is a section titled 'Name' with a horizontal line. Below the line, there is a blue link labeled 'Create Request' followed by the text 'Hong Kong University of Science and Technology'. A red arrow points to the 'Create Request' link.

Step 3: Completing and Submitting the Grant/Distribution Request:

- After clicking on create request, you will be led to the request page. Here you will fill in the description of the fund usage and the amount requested.

Grant Request

Grantee Hong Kong University of Science and Technology

Description
0/255 characters

Amount

Anonymous

Recurring

Attachment
 No file chosen
(or drag and drop anywhere on the page)

Attachment Description

- Once these are filled out, please upload the completed distribution request form in the attachment section.
 - *You can download the distribution request form here: <insert link>*
- Hit "review" and then "submit" when you've entered and uploaded the required information.

Incomplete Submission

- Your form will be reviewed by the Friends Fund (FF) Team
 - Should there be incomplete information, the FF team will reach out to you.
 - **You will be able to access the same form to make the requested changes and/or additions**

Minimum request amount: \$5,000.00

- Requests for funds below \$5,000 may be accommodated upon review (i.e. accounting purposes, disaster relief, emergency). Please note that banks sometimes assess wire transfer fees on incoming wires. Give2Asia does not cover the cost of these transfer fees.

Distribution Request Timeline

- Give2Asia sends out funds via wire transfers Fridays weekly. In order to allow time for processing please submit distribution requests at least one week before you would like to receive the funds.

Should you have questions, please contact the Friends Fund Team at friendsfund@give2asia.org.