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.

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

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

Review

- 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.