



FUND ADVISOR PORTAL HANDBOOK

- GUIDANCE FOR GIVING WITH CFNIL -



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WELCOME!

Thank you for choosing the Community Foundation of Northern Illinois as your partner in philanthropy. We hope you will find that giving with CFNIL is not only simple, it is satisfying. As a community foundation it is our privilege to offer a variety of giving options to help you accomplish your charitable goals, and to connect community generosity with community need.

This handbook is designed to provide information to Fund Advisors about the CFNIL Online Portal. It includes guidance for how to create your account, access your fund information, and navigate the various sections of the portal.

Above all, thank you for your partnership. We hope that you will find the new Fund Advisor Portal to be a useful and helpful tool. It is our pleasure to work with you to accomplish great things in our community. Don't hesitate to contact us if you have any questions about the portal or anything else we can do to facilitate your charitable goals!!



Dan Ross

President

dross@cfnil.org

[779-210-8201](tel:779-210-8201)

Contact Dan with questions about fund management, investment, and stewardship, and to discuss other philanthropic support CFNIL provides.



Ciara Stahly

Asst. Development Director

cstahly@cfnil.org

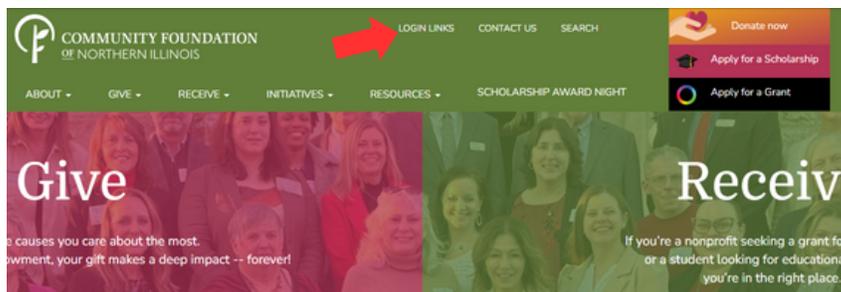
[779-210-8203](tel:779-210-8203)

Contact Ciara with questions about accessing your online account, fund statements, and updating information related to your fund, or guidance on non-profits that align with your granting intentions.

It is our privilege to help you accomplish your charitable goals. Your passion is our purpose!

ACCESSING & UTILIZING THE ONLINE PORTAL

As a Fund Advisor you have access to the Community Foundation of Northern Illinois' online portal where you can view information about your fund(s) and your giving history with CFNIL. The direct link to the portal is <https://cfnil.fcsuite.com/erp/portal>. You may also access the portal at any time at cfnil.org/fund-advisor or by clicking "Login Links" at the top of every page of our website.



You can find a digital version of this handbook as well as a link to view a portal walk-through video at cfnil.org/fund-advisor.

Alerts and Paper Statements: Opting In or Out

Each quarter, if you've opted for digital statements, you will receive an email alert when a new statement is posted and ready to view in the portal. You also have the option to receive an email alert every time a Donation is made or a Grant is paid out from your Fund. These alerts can be utilized or canceled at any point but are not retroactive, so you will not be notified of past grants or donations. By default, Fund Advisors will continue to receive paper statements by mail unless you notify CFNIL of your desire to stop receiving paper statements. To opt in or out of Alerts or paper statements, please contact Ciara at [779-210-8203](tel:779-210-8203) or cstahly@cfnil.org.

Updating Contact or Other Information

If you need to update the email address associated with your account or any other contact information, please contact Ciara at [779-210-8203](tel:779-210-8203) or cstahly@cfnil.org.

01 SET UP YOUR ACCOUNT

Navigate to the online portal via one of the methods described above.

EXISTING USERS: If you had an account with CFNIL's online portal prior to April 1, 2025, you may continue to use your existing username and password.

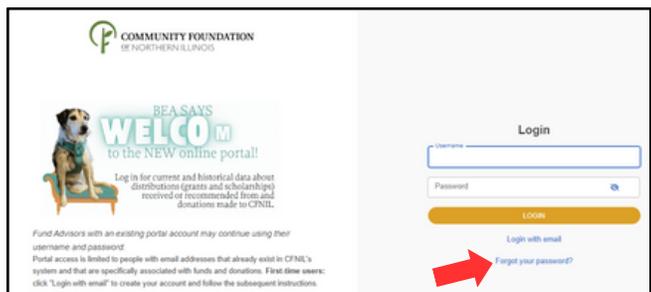
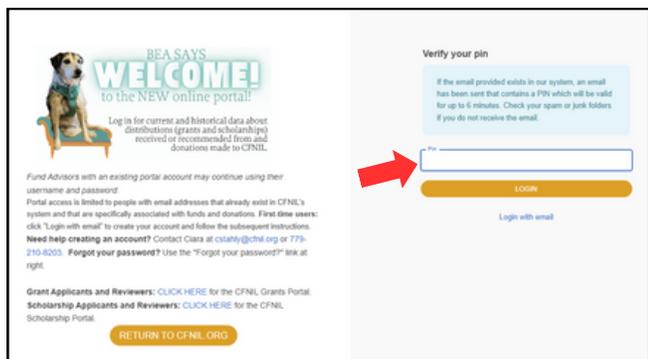
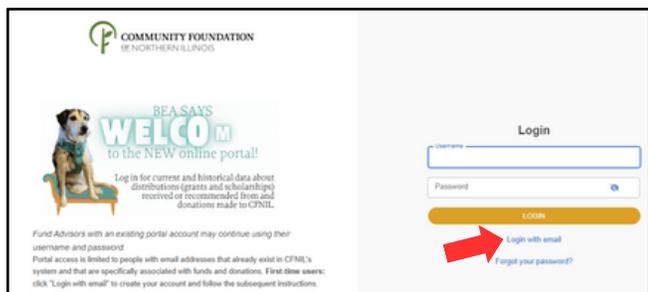
NEW USERS: click "Login with email".

Enter your email address and click submit. If the email address you entered is in CFNIL's system, the system will automatically send it an email with a unique PIN. Check your spam folder if the email doesn't appear within 1-2 minutes.

If you do not receive an email but have another email address that may be associated with your fund, try the other email address.

If you still do not receive an email and believe you should have access to the portal, contact Ciara at cstahly@cfnil.org or [779-210-8503](tel:779-210-8503) for assistance.

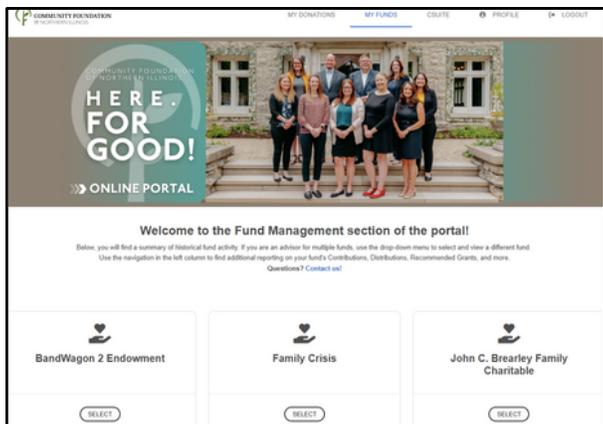
Once you receive the PIN, enter it and click "LOGIN".



Locked Out of your Fund Advisor Portal?

If you are locked out of your account, click Forgot Password on the login page. Enter your email and click "Send Email". If an account with the provided email is found, instructions to reset your password will be sent. If you're still having trouble, please contact Ciara at [779-210-8203](tel:779-210-8203) or cstahly@cfnil.org.

ACCESSING & UTILIZING THE ONLINE PORTAL



02 NAVIGATE THE PORTAL

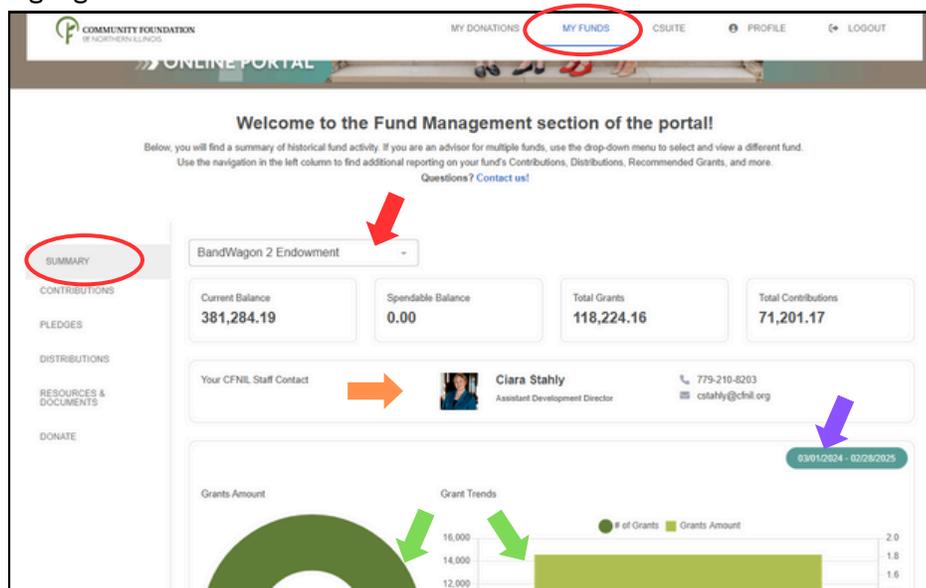
Upon logging in to the portal, if you are an advisor for more than one fund, select the fund for which you'd like to view details. If you are an advisor for only one fund you will be taken directly Fund Management home page.

The links across the top of the page indicate the sections of the portal that you may access and vary depending on the history of your contributions to or distributions from CFNIL. Click the Logo at the top left to return to CFNIL's main website.

03 "MY FUNDS": THE FUND MANAGEMENT SECTION

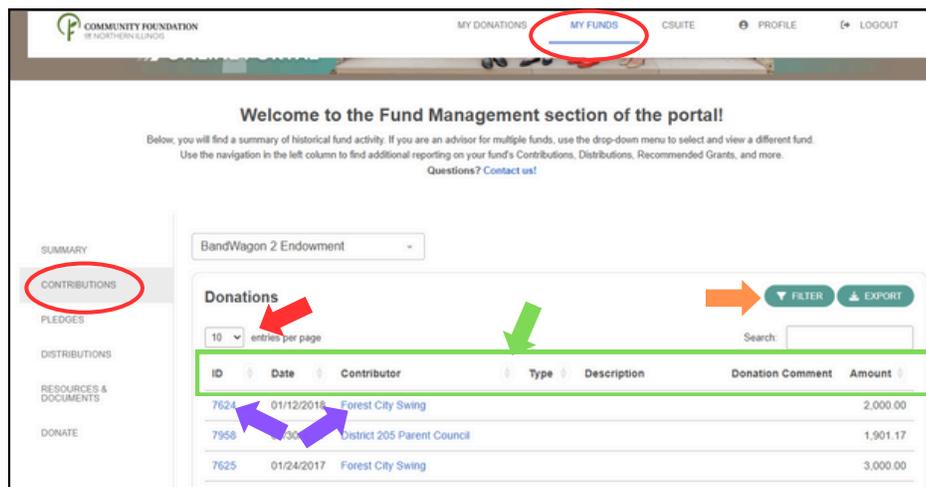
The **Summary** screen of the fund management section of the portal provides highlights for the selected fund.

-  If you are the advisor for more than one fund, click the drop-down to select and navigate to another fund.
-  If you have questions or any issues navigating the portal, reach out to "Your CFNIL Staff Contact".
-  Click the blue button to change the date range represented by the graphs and charts.
-  Hover your cursor over the graphs and charts to view more detail.



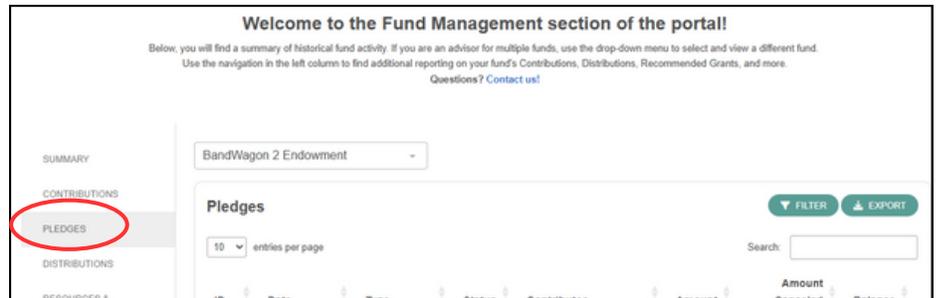
-  Click the "entries per page" drop down to select how many contributions to show per page.
-  Click and drag the table columns to re-order. Click the small grey arrows in each column header to sort by that column's contents.
-  Click the blue "ID" number to see more detail about the donation. Click the blue "Contributor" name to see the full history of that contributor's gifts to this fund.
-  Use the "Filter" button to narrow the results by date range. Use the "Export" button to download a CSV file of the contribution records.

The **Contributions** screen of the fund management section of the portal provides details about contributions made to this fund. **PLEASE NOTE: Contribution records prior to July 1, 2015, may not be included. Contact us should you need reporting prior to that date.**



ACCESSING & UTILIZING THE ONLINE PORTAL

The **Pledges** screen of the fund management section of the portal provides details about pledges made from this fund. The functions available on the Contributions page, described above, are also available here.



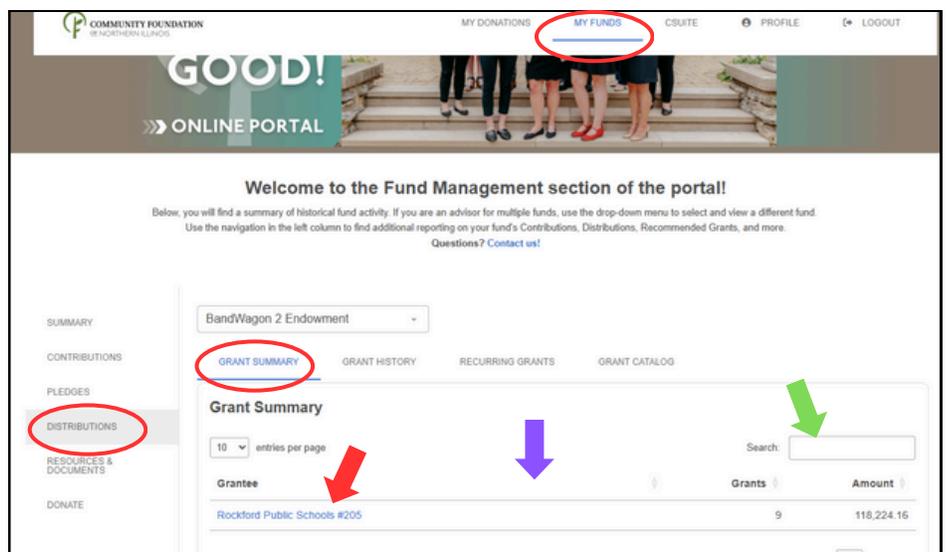
The **Distributions** screen of the fund management section of the portal provides details about distributions made from this fund. The first page shows a Grant Summary, aggregated by grantee.

PLEASE NOTE: Distribution records prior to July 1, 2015, may not be included. Contact us for reporting prior to that date.

➔ Click the Grantee name to view a history of all distributions made to that grantee.

➔ Use the Search function to find a specific record.

➔ Click and drag the columns to reorder them, or click the small grey arrows to sort by that column.



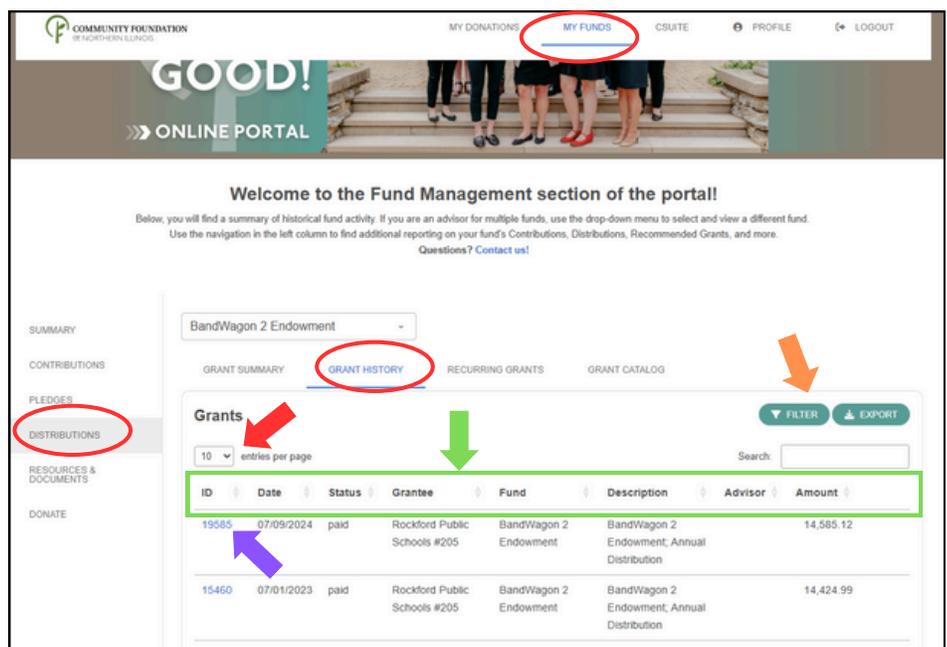
The second screen shows a detailed Grant History of distributions made from this fund.

➔ Click the “entries per page” drop down to select how many distributions to show per page.

➔ Click and drag the table columns to re-order. Click the small grey arrows in each column header to sort by that column’s contents.

➔ Click the blue “ID” number to see more detail about the distribution.

➔ Use the “Filter” button to narrow the results by date range and “Search” to find a specific record. Use the “Export” button to download a CSV file of the distribution records.

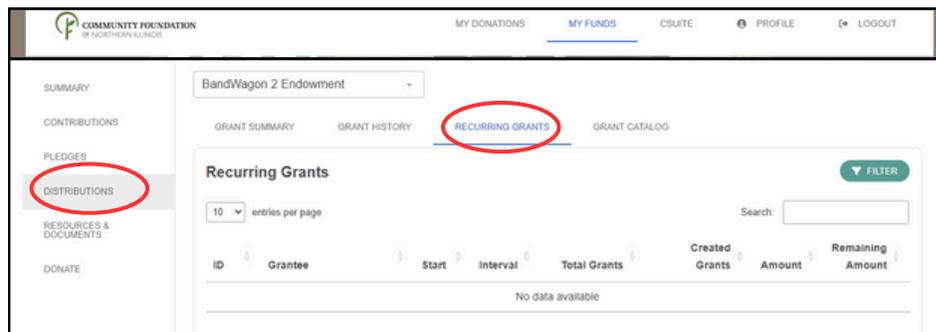


ACCESSING & UTILIZING THE ONLINE PORTAL

The third screen shows the history of Recurring Grants made from this fund.



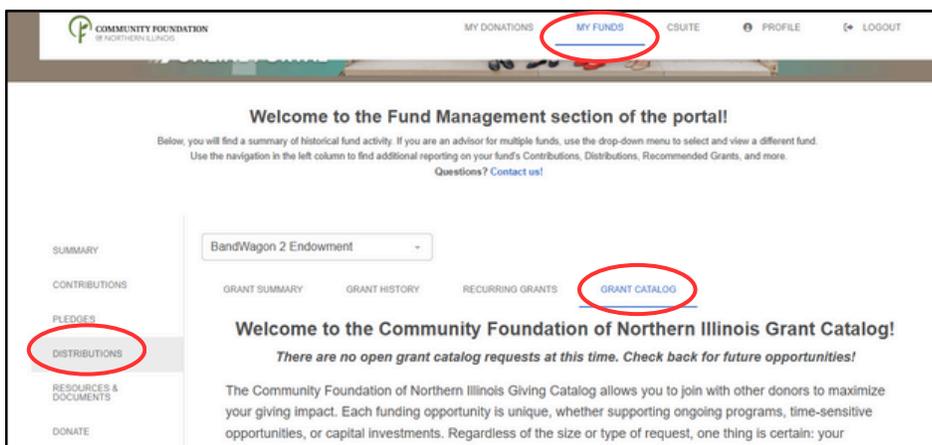
The same search, filter, and sort functionality available on other pages is available here.



The fourth screen shows the Grant Catalog and any currently open requests.



FOR DONOR ADVISED FUNDS ONLY: The Grant Catalog provides a “crowdfunding” platform for specific needs and initiatives. CFNIL periodically opens the catalog and open requests will appear here for users with Donor Advised Funds; online donations may be made directly to the request from the portal.



The **Resources & Documents** section contains statements for this fund as well as files associated with the fund.



Click “View” on the Statements page to view a PDF of each quarter’s statement.



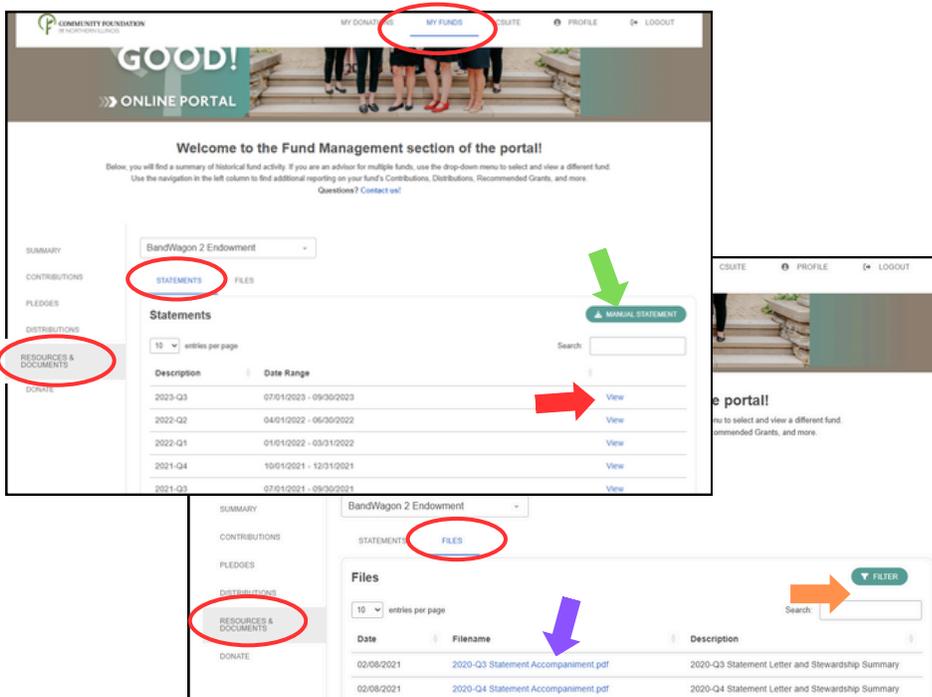
Click “Manual Statement” to create, view, and download/print a statement for a unique date range.



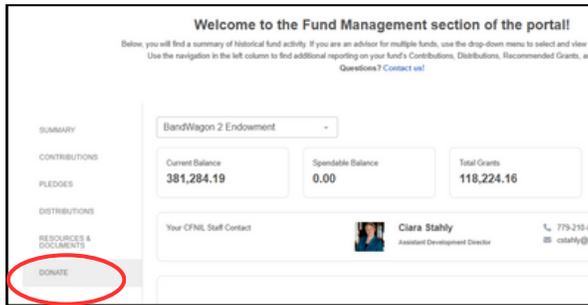
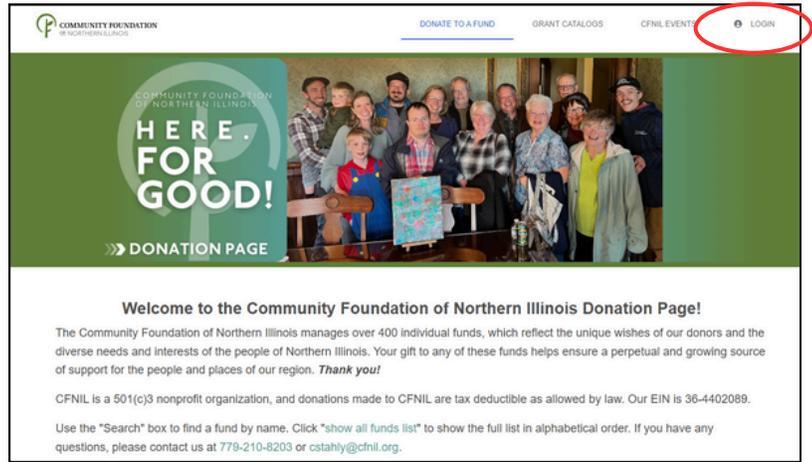
Click the blue filename on the Files page to view a PDF of each file.



Use the “Filter” button to narrow the results by date range and “Search” to find a specific record.

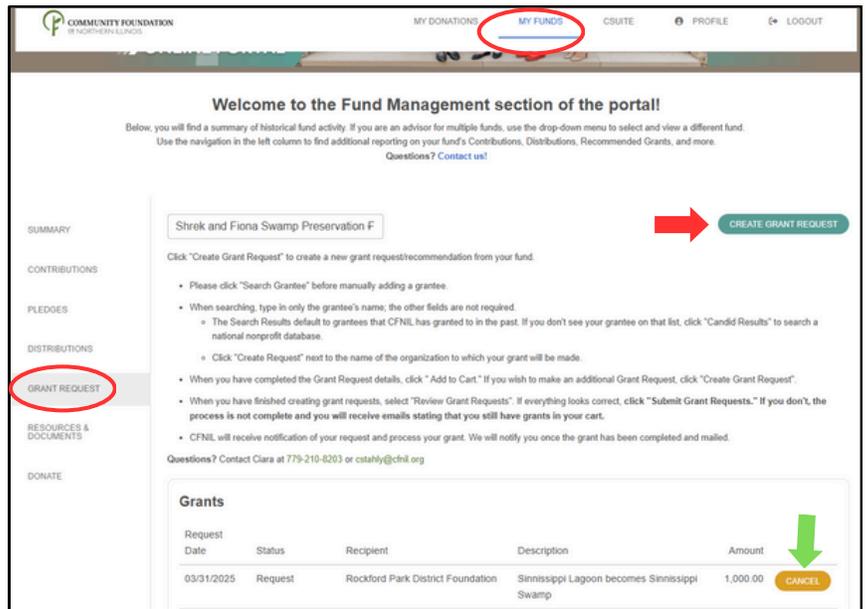


Click **“Donate”** to navigate to CFNIL’s main donation page. Here you can make secure donation by credit card to your own fund and/or another CFNIL fund of your choice. To return to the Fund Management section, click **“Login”** in the upper bar of the donation page.



UTILIZING THE ONLINE PORTAL: DONOR ADVISED FUNDS

For users who have a Donor Advised Fund, an additional tab is available in the left navigation. Click **“Grant Request”** to view grants recommended in the past, those currently in process, and to make new requests.



Click **“Click Grant Request”** to start a new grant recommendation.

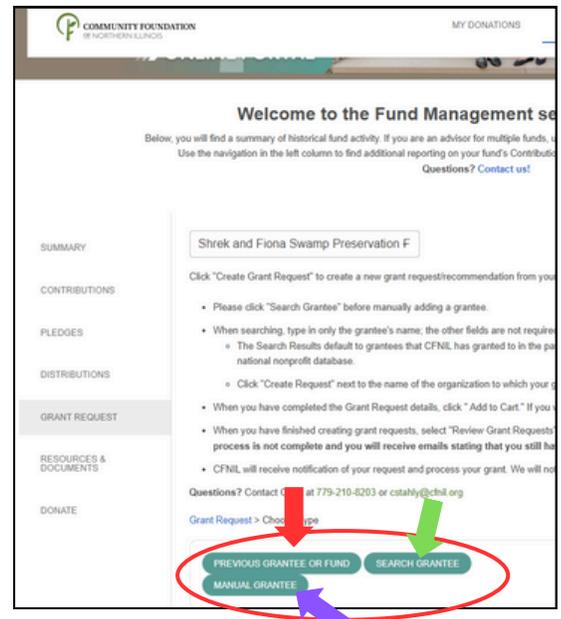
If you have previously submitted a grant request that has not yet been approved, you have the option to **“Cancel”** the request.

Click one of the buttons to select the type of grant request you are submitting.

Click **“Previous Grantee or Fund”** to create a grant rec. to an organization to which you’ve previously recommended OR another existing CFNIL fund.

Click **“Search Grantee”** to create a grant to an organization you are recommending for the first time.

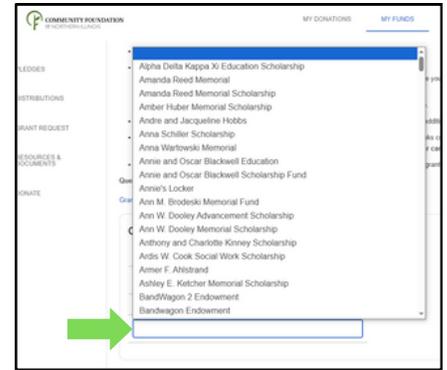
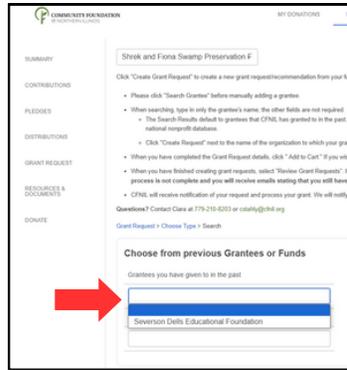
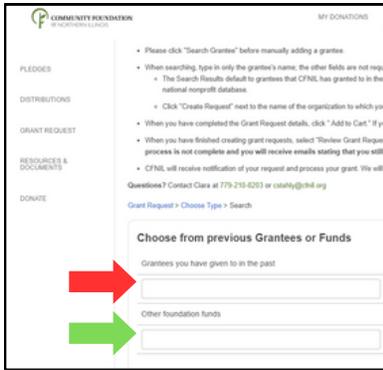
Click **“Manual Grantee”** only as a last resort. Virtually all grantees will be found via search.



UTILIZING THE ONLINE PORTAL: DONOR ADVISED FUNDS

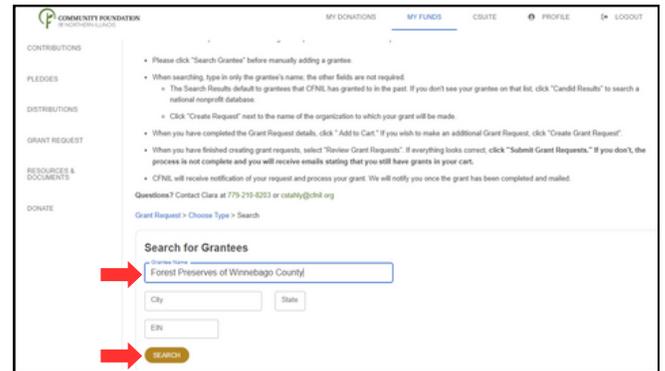
If you click **“Previous Grantee or Fund”**...

- ➔ Click within the top field to see a drop-down list of grantees to which you’ve previously recommended. Complete the request as outlined on page 10.
- ➔ Click within the lower field to select another existing CFNIL fund. Complete the request as outlined on page 10.

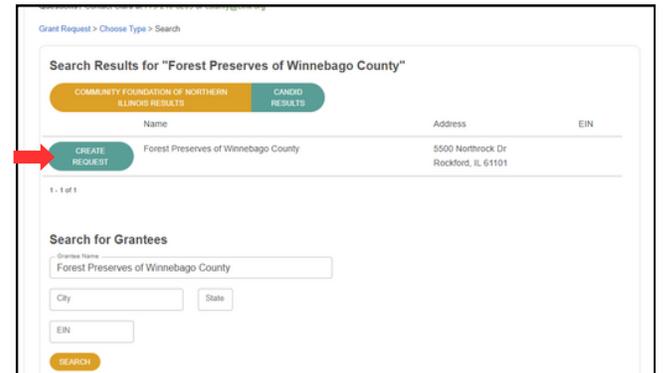


If you click **“Search Grantee”**...

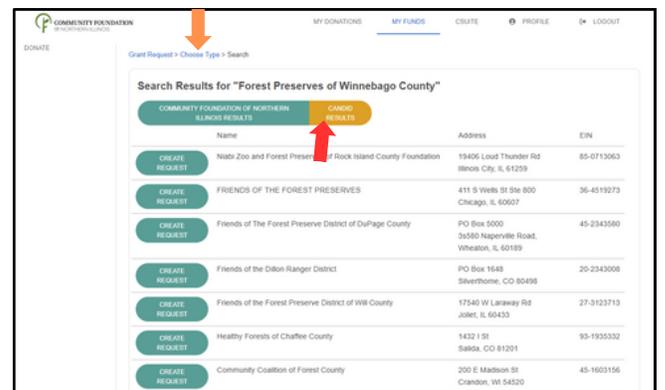
- ➔ Enter the grantee name and click **“Search”**. You do not have to complete the other fields.



- ➔ The system will first search grantees that already exist within CFNIL’s database. Click **“Create Request”** and follow the steps for completed the request as outlined on page 10.



If the grantee is not found within CFNIL’s system, you can click **“Candid Results”** to see a list populated from a national database search. If you see the organization you desire, click **“Create Request”** and follow the steps for completed the request as outlined on page 10.



If you still have not found the grantee you’re looking for, click **“Choose Type”** to return to the start and retry your search. **“Manual Grantee”** should be used only as a last resort.

UTILIZING THE ONLINE PORTAL: DONOR ADVISED FUNDS

Complete the fields of the Grant Request as appropriate. The system will automatically populate fields that already exist in our system, i.e. grantee legal name, primary contact, and address.

-  If you wish to send the grant to the attention of a specific person at the grantee organization that may not be the primary contact, click “Additional Grantee Contact” and provide their name and contact information.
-  If the grant is to be used for a specific purpose or program complete the “Description” field.
-  If you would like your grant to be anonymous, click “Anonymous”.
-  If you would like to establish a recurring gift to the same grantee for the same purpose, click “Recurring” and complete the additional fields.
-  If you have documentation to include with your request, use the “Attachment” field to upload. Complete “Attachment Description” to describe the attachment purpose.
-  Use the “Grant Recommendation Notes” to include any instructions not covered by the other fields.
-  Once you have completed all the fields, click “Add to Cart”

You will see a preview of your “Cart”.

-  Click “Delete” to delete the request or “Edit” to make changes to your request.
-  If you wish to make an additional grant request, click “Create Grant Request” and repeat the steps above.
-  When you have submitted all the requests you wish to make, click “Review Grant Requests”.

Recipient	Description	Attachment	Amount
Forest Preserves of Winnebago County 5500 Northrock Dr Rockford, IL 61101	Supporting the Forest Swamp Grant Recommendation Notes: Send grant to the attention of Lord Fairquaid		2,000.00
Grant Request Total			2,000.00

You will see your finalized “cart”.

-  If you wish to make an additional grant request, click “Create Grant Request” and repeat the steps above.
-  When you are done submitting and reviewing your requests, click “Submit Grant Requests”.

Grantee	Description	Attachment	Amount	Anonymous
Forest Preserves of Winnebago County 5500 Northrock Dr Rockford, IL 61101	Supporting the Forest Swamp Grant Recommendation Notes: Send grant to the attention of Lord Fairquaid		\$ 2,000.00	No
Total			\$ 2,000.00	

UTILIZING THE ONLINE PORTAL: DONOR ADVISED FUNDS

To view and manage Recurring Grants, click **"Distributions"** in the left navigation and then the **"Recurring Grants"** tab. As with other sections of the portal, use the **"Filter"** and **"Search"** functions to find specific records. Click and drag the columns to reorder and click the small grey arrows in each column to sort.

➔ Click the blue Grant ID link to view more details.

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS

MY DONATIONS **MY FUNDS** CSUITE PROFILE LOGOUT

GOOD!
ONLINE PORTAL

Welcome to the Fund Management section of the portal!
Below, you will find a summary of historical fund activity. If you are an advisor for multiple funds, use the drop-down menu to select and view a different fund. Use the navigation in the left column to find additional reporting on your fund's Contributions, Distributions, Recommended Grants, and more. Questions? [Contact us!](#)

Shrek and Fiona Swamp Preservation F CREATE GRANT REQUEST

GRANT SUMMARY GRANT HISTORY **RECURRING GRANTS** GRANT CATALOG

REcurring Grants FILTER

10 entries per page Search:

ID	Grantee	Start	Interval	Total Grants	Created Grants	Amount	Remaining Amount
1264	Natural Land Institute	04/01/2025	3 mons			1,000.00	

Showing 1 to 1 of 1 entry

➔ Click "Edit Recurring Grant" to change various details about the recurring grant, i.e. the amount and frequency.

➔ Click "Cancel Recurring Grant" to stop and cancel the recurring grant.

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS

MY DONATIONS **MY FUNDS** CSUITE PROFILE LOGOUT

Below, you will find a summary of historical fund activity. If you are an advisor for multiple funds, use the drop-down menu to select and view a different fund. Use the navigation in the left column to find additional reporting on your fund's Contributions, Distributions, Recommended Grants, and more. Questions? [Contact us!](#)

Shrek and Fiona Swamp Preservation F CREATE GRANT REQUEST

GRANT SUMMARY GRANT HISTORY **RECURRING GRANT** GRANT CATALOG

EDIT RECURRING GRANT CANCEL RECURRING GRANT

Recurring Grant

ID 1264

Recipient Natural Land Institute

Start Date 04/01/2025

Next Date 04/01/2025

Interval 3 mons

Total Grants

Created Grants

Anonymous

Description Swamp Preservation

Amount 1,000.00

Remaining Amount

SAMPLE QUARTERLY FUND STATEMENT

PDF versions of your fund's statements may be found on the portal by clicking "Resources & Documents" in the left navigation and "Statements" in the center tabs.



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

Fund Name: Our Family Fund

SAMPLE QUARTERLY STATEMENT OF FUND ACTIVITY

Statement Period: January 1, 2024 through March 30, 2024

John and Jane Doe Fundholder
1234 Main St
Anytown, USA
12345-6789

Investment Results: Investment gains/losses for this fund during this period.

Contributions: Donations made to this fund during this period, by the fund holder and/or other donors.

Fund Expenses: Administrative fees assessed to this fund during this period.

ACTIVITY SUMMARY

	CURRENT QUARTER	CALENDAR YTD
BEGINNING FUND BALANCE:	\$258,100.00	\$258,100.00
Receipts		
Contributions	\$10,600.00	\$10,600.00
Investment Results	\$16,000.00	\$16,000.00
Total Receipts:	\$26,600.00	\$26,600.00
Distributions		
Fund Expenses	(\$500.00)	(\$500.00)
Grants	(\$15,000.00)	(\$15,000.00)
Disbursements	n/a	n/a
Total Distributions:	(\$15,500.00)	(\$15,500.00)
ENDING FUND BALANCE	\$269,200.00	\$269,200.00

ACTIVITY DETAIL

Disbursements: Non-grant payments made from this fund during this period.

Grants: Grants made from this fund during this period. Includes donor advised and/or designated distributions, depending on fund type.

CONTRIBUTIONS

Date:	Donor:	Amount:
2024/01/01	Mary Smith	\$600.00
2024/02/28	John Doe Fundholder	\$10,000.00
Total Contributions:		\$10,600.00

GRANTS

Date:	Grantee:	Description	Amount:
2024/01/15	YMCA of Anytown USA	After school programming	\$10,000.00
2024/03/12	Conservation Company	Conservation Company: Annual Distribution	\$5,000.00
Total Grants:			\$15,000.00

Fund Created: April 28, 2022 Fund Group: Donor Designated Fund ID: 1234
Statement Generated: December 1, 2024

Grants: Breakdown of Grants (including scholarships) made from this fund during this period. Includes donor advised and/or designated distributions, depending on fund type.

Contributions: Breakdown of donations made to this fund during this period. Includes donor name unless the donor indicated "anonymous" on their gift.

SAMPLE STEWARDSHIP SUMMARY - PAGE 1

PDF versions of your fund’s stewardship summaries for Q3FY24 and earlier may be found on the portal by clicking “Resources & Documents” in the left navigation and “Files” in the center. For Q4FY24 and beyond, they are attached to that quarter’s statement.

Community Foundation of Northern Illinois

Stewardship Summary

As of December 31, 2024

The mission of the Community Foundation of Northern Illinois is to inspire endowment and promote philanthropy for the current and future needs of the people of Northern Illinois, specifically Boone, Ogle, Stephenson, and Winnebago Counties.

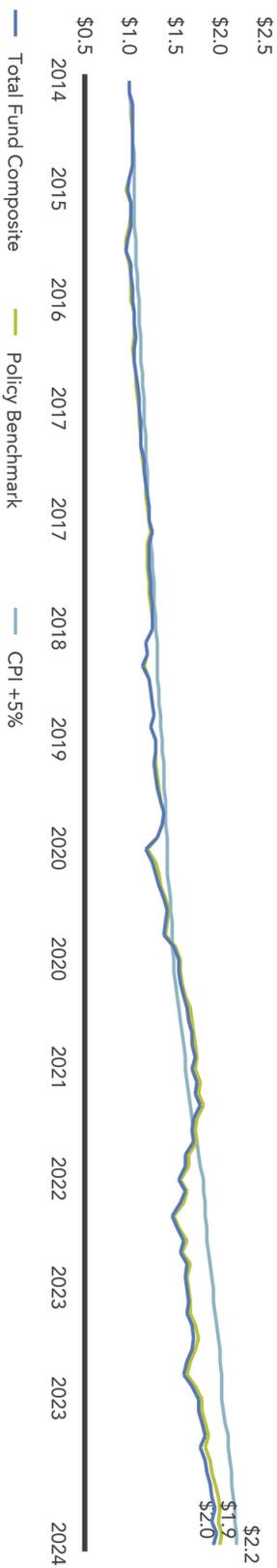
	3 Mo (%)	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	4 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)
Total Fund Composite	-1.1	9.6	10.9	2.8	5.8	7.1	6.8	6.8
Policy Benchmark	-0.8	11.0	12.2	3.2	6.2	7.8	7.4	7.2
CPI +5%	1.3	8.0	8.3	9.4	10.2	9.4	8.8	8.2

	2023 (%)	2022 (%)	2021 (%)	2020 (%)	2019 (%)	2018 (%)	2017 (%)	2016 (%)	2015 (%)
Total Fund Composite	12.1	-11.7	15.5	12.3	19.2	-5.7	14.4	6.0	0.7
Policy Benchmark	13.4	-12.6	15.8	14.0	19.3	-4.9	14.2	6.7	-0.6
CPI +5%	8.5	11.8	12.4	6.4	7.4	7.0	7.2	7.2	5.8

The total return objective is to earn an average of 5% annually in excess of the Consumer Price Index over a market cycle. Return is defined as income plus realized and unrealized capital appreciation minus investment management fees or performance net of investment management fees.

Total Fund performance is also compared to the Policy Index. The Policy Index is a weighted total performance of the underlying target benchmarks for the asset classes in the Total Fund. When the total return of the Fund exceeds the total return of the Policy Index, it indicates that the Foundation’s investment managers are collectively outperforming the weighted performance of their respective benchmarks or deviations between the actual and policy allocation have been accretive.

Growth of a Dollar



The Policy Benchmark currently consists of the Bloomberg US Aggregate Index (17.5%), Wilshire 5000 Total Market Index (32.5%), MSCI World ex US Index (17.5%), MSCI Emerging Markets Index (3%), CBOE S&P 500 Covered Combo Index (5.5%), HFRI FoF Composite Index (2.5%), NFI-ODCE (9%), Burgiss Global All PE Index (8.5%), Credit Suisse Leveraged Loan Index (2.5%), and 90 Day U.S. T-Bills (1.5%).

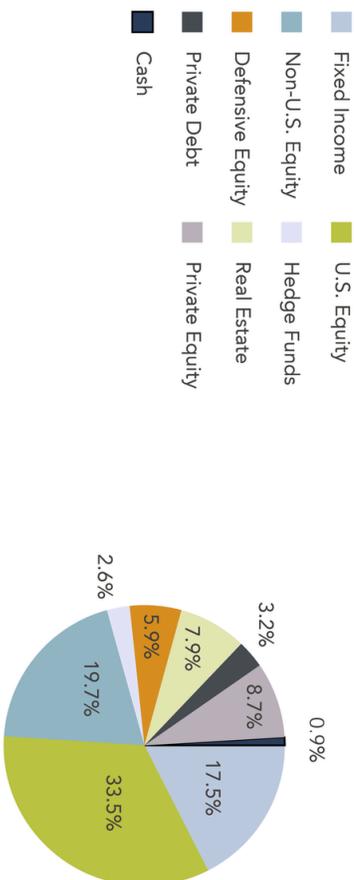
SAMPLE STEWARDSHIP SUMMARY - PAGE 2

Community Foundation of Northern Illinois

Stewardship Summary

As of December 31, 2024

CFNIL's investment policy is structured to enhance investment performance, while controlling risk through broad diversification of asset classes, investment strategies, and underlying managers. The chart below reflects the Foundation's most recent asset allocation by asset class.



	Current (\$)	Current (%)
Fixed Income	24,373,002	17.5
U.S. Equity	46,679,213	33.5
Non-U.S. Equity	27,383,345	19.7
Hedge Funds	3,636,248	2.6
Defensive Equity	8,256,716	5.9
Real Estate	10,928,090	7.9
Infrastructure	-	0.0
Private Debt	4,483,574	3.2
Private Equity	12,154,224	8.7
Cash	1,310,045	0.9
Total	139,204,456	100.0

	Current Balance (\$)	Current Allocation (%)	Strategy Target (%)	Variance (%)	Variance (\$)
Cash & Equivalents	1,310,045	0.9	1.0	-0.1	-82,000
Core Fixed Income	20,862,063	15.0	15.0	0.0	-18,606
High Yield Fixed Income	3,510,939	2.5	2.5	0.0	30,828
Large-Cap Core	7,832,262	23.8	23.0	0.8	1,168,224
Mid-Cap Core	7,832,262	5.6	5.5	0.1	176,017
Small-Cap Core	5,661,701	4.1	4.0	0.1	93,523
Non-U.S. Large-Cap Value	9,763,071	7.0	7.0	0.0	18,759
Non-U.S. Large-Cap Growth	9,464,366	6.8	7.0	-0.2	-279,946
Non-U.S. All-Cap Core	4,183,660	3.0	3.5	-0.5	-688,496
Emerging Markets	3,972,248	2.9	3.0	-0.1	-203,886
Multi-Strat. Hedge FoF	3,636,248	2.6	2.5	0.1	156,137
Global Infrastructure	-	0.0	2.5	-2.5	-3,480,111
Core Real Estate	10,928,090	7.9	6.5	1.4	1,879,800
Global Private Equity FoF	12,154,224	8.7	9.0	-0.3	-374,177
Defensive Equity	8,256,716	5.9	5.0	0.9	1,296,493
Private Debt	4,483,574	3.2	3.0	0.2	307,440
Total	139,204,456	100.0	100.0	0.0	-

In establishing the asset allocation and strategy targets, the Foundation has considered the long-term nature of the investment pool as well as its cash flow needs. In addition, the Foundation has considered the risk and return characteristics of various asset classes available to institutional investors and sought the guidance of its investment consultant. The Foundation's goal is to insulate the investment pool from the effects of substantial losses in any single security or sector of the market.



The VISION of the Community Foundation of Northern Illinois: A healthy, sustainable Northern Illinois supported by partnerships fostered by CFNIL.

The MISSION of the Community Foundation of Northern Illinois: To inspire endowment and promote philanthropy for the current and future needs of the people of Northern Illinois.



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