



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

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 newly-launched CFNIL Fund Advisor Portal. It includes guidance for how to create your account, access your fund information, and navigate the various sections of the portal. Many advisors have requested this functionality so we are eager to share this new tool with you.

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

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



Kaye Connelly

Donor Services Officer

kconnelly@cfnil.org

779-210-8208

Contact Kaye with questions about accessing your online account, fund statements, and updating information related to your fund.



Jennifer Smith

Engagement Director

jsmith@cfnil.org

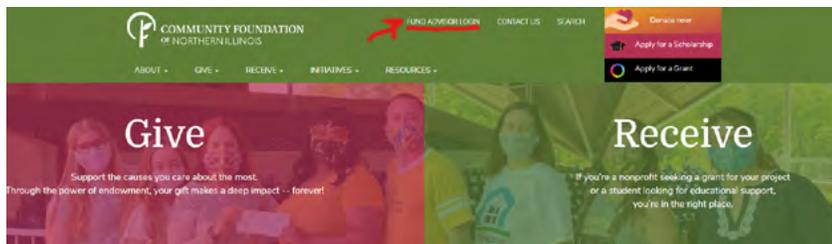
779-210-8204

Contact Jennifer with questions about navigating the online portal, CFNIL grantmaking programs, and building support for your fund.

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

CFNIL FUND ADVISOR PORTAL OVERVIEW

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). CFNIL will send you a link to set up your account and access the portal via email; see the next page for screenshots and text instructions. Once you have created your account, you can access the portal at any time from cfnil.org/fund-advisor or by clicking "Fund Advisor Login" at the top of every page of our website.



This page includes a text overview of what you will see upon accessing the portal. See page 6 for screenshots.

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 to the portal Home page.

- **Home:** Shows the Fund's current balance, a list of all the fund's advisors, a table of recent contributions, and a table of recent grants. Certain types of funds will also see a spendable balance.
- **Choose Fund:** If you are a Fund Advisor for more than one fund, this tab will allow you to select which fund you'd like to view details of.
- **Contributions:** Shows all contributions/donations to the fund. Please note we are still in the process of loading in donations made prior to July 1, 2020. If a donor did not mark their gift anonymous you will be able to click on their name and view their history of giving to the fund.
- **Grants:** Shows the history of grants/payments made out of the fund. Please note we are still in the process of loading in donations made prior to July 1, 2020.
- **Statements:** Running table of the fund's quarterly statements, starting with Q3-2020. Click "Print" to view, download, or print a statement.
- **Files:** The Quarterly Statement Letters and Stewardship Summary reports which have been mailed to you each quarter may now be found here. In the future, we may add additional files to this tab such as grantmaking reports, fund agreements, and more.
- **Donate:** View and make donations to all of CFNIL's funds which are eligible for online giving.
- **Logout:** Click this tab to log out of your account. We recommend logging out at the end of every session.

Locked Out of your Fund Advisor Portal?

If you are locked out of your account, click Forgot Password on the login page. Enter your username and click the Reset Password button. If an account with the provided username is found, instructions to reset your password will be sent to the email address for that account. If you're still having trouble, please contact Kaye at 779-210-8208 or kconnelly@cfnil.org.

Alerts and Paper Statements: Opting In or Out

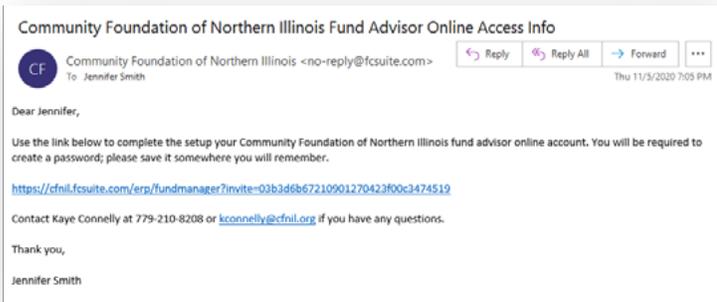
Each quarter, you will receive an email alert when a new statement is posted and ready to view in the portal. You also have the option to receive an email alert every time a Donation is made or a Grant is paid out from your Fund. These alerts can be utilized or canceled at any point but are not retroactive, 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 Kaye at 779-210-8208 or kconnelly@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 Kaye at 779-210-8208 or kconnelly@cfnil.org.

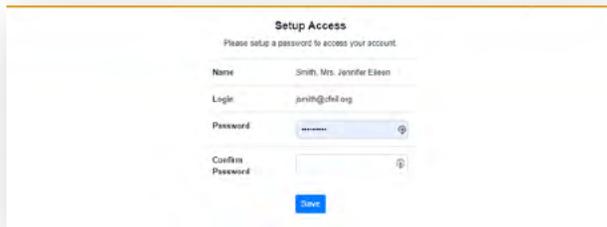
SETTING UP AND ACCESSING YOUR ONLINE FUND ADVISOR PORTAL ACCOUNT

This page includes screenshots and text instructions to help you set up and access the portal for the first time. The next page includes screenshots and text instructions to help you navigate the portal once you have logged in.



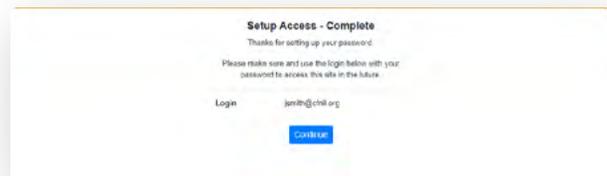
01 WATCH FOR AN EMAIL FROM CFNIL

An email will be sent to the primary email address CFNIL has on file for each fund advisor. Each email will contain a unique web link; the link should not be shared with others, it is unique to you. Click the link to start the site registration process.



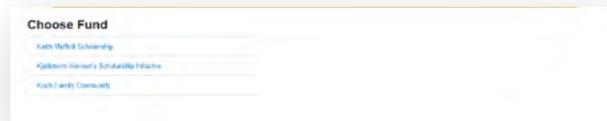
02 CREATE A PASSWORD FOR YOUR ACCOUNT

Click the link in the email you received from CFNIL. You will be prompted to create and confirm a password for your account. Save the password somewhere you will remember. Click "Save".



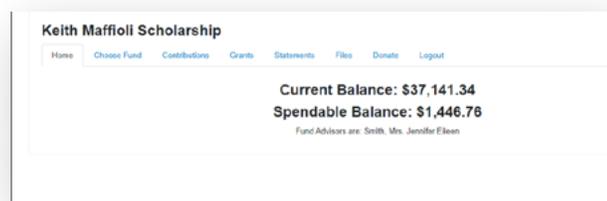
03 SETUP ACCESS IS CONFIRMED

The system will confirm your password has been accepted. Take note of your login/username.



04 ENTER THE PORTAL

Upon clicking "Continue", you will be automatically logged into your account. If you have more than one fund with CFNIL, you will be prompted to select which fund you'd like to view. If you have only one fund, you'll be taken to the main page of your portal account.



05 WELCOME TO YOUR PORTAL ACCOUNT!

The "Home" tab shows the fund's current balance. If the fund is a Donor Advised Fund, it will also show the current spendable balance. Please note: if you have a pending advised grant that has not been processed, the spendable balance will not include the pending grant.

Cheri Nordenberg Greenlee Memorial Scholarship

Home Choose Fund Contributions Grants Statements Files Donate Logout Export

Contributions

Date	ID	Contributor	Description	Type	Amount
10/28/2020	111160	[REDACTED]		Check	2,000.00
10/28/2020	111162	[REDACTED]		Check	100.00
10/19/2020	111355	[REDACTED]		Check	100.00
10/19/2020	111356	[REDACTED]		Check	50.00

06 CONTRIBUTIONS TAB

The "Contributions" tab will show a running list of contributions made to the fund, by the fund advisor(s) as well as other donors. Unless the donor has requested that their gift be anonymous, this table will include the names of any donors.

Crone's Coin

Home Choose Fund Contributions Grants Statements Files Donate Logout Export

Grantee Summary

Grantee	Grants	Amount
Northwestern Windo Area Agency on Aging	1	11,919.28

Grants

Date	ID	Status	Recipient	Description	Amount
08/13/2020	1051	Paid	Northwestern Windo Area Agency on Aging	Crone's Coin, Annual Distribution	11,919.28

07 GRANTS TAB

The "Grants" tab will show a list of all the grants made from this fund. Scholarships are considered grants and are included on this tab for scholarship funds. You will also see a grantee summary which provides a running total if multiple grants are made to the same recipient.

Dorothy Cleland Memorial NSDAR Scholarship

Home Grants Statements Files Donate Logout

Statements

Statement	Date Range	Status
2020-Q3	07/01/2020 - 09/30/2020	Final Print

08 STATEMENTS TAB

The "Statements" tab will include a PDF version of each of the quarterly statements for this fund, starting with the third quarter of 2020. Click "Print" to open and view the statement, at which point you may also download/save or print the statement.

Keith Maffioli Scholarship

Home Choose Fund Contributions Grants Statements Files Donate Logout

Files

Date	Filename	Description
11/05/2020	Scholarship_report_2021.pdf	Scholarship Report 2020

09 FILES TAB

The "Files" tab will include files related to your account, such as: Quarterly Statement Letters and Stewardship Summaries; fund agreements; reports related to your fund; forms and guides to assist with your fund management.

Home Donate To A Fund Logout

Donate to any of these funds online. If you have any questions contact us at 779-210-8204 or by email.

Donate To A Fund

Fund Name	Description
Belvidera/Boone County Food Pantry-Carroll Star VII	To support Belvidera/Boone County Food Pantry
Blackhawk Area Council, Boy Scouts of America-CStar IX	

10 DONATE TAB

Use this tab if you'd like to make a donation to one (or more!) of the funds held at CFNIL. Clicking "Donate" will start the online donation process.

Keith Maffioli Scholarship

Home Choose Fund Contributions Grants Statements Files Donate Logout

Current Balance: \$37,141.34
Spendable Balance: \$1,446.76
Fund Advisors are: Smith, Mrs. Jennifer Eileen

11 LOG OUT

When you are done working in your account, be sure to click "Logout" to end your session.

SAMPLE QUARTERLY FUND STATEMENT



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

SAMPLE STATEMENT OF FUND ACTIVITY

Our Family Fund

July 1, 2020 through September 30, 2020

John and Jane Doe Fundholder
123 Main Street
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.

FUND SUMMARY

	QUARTER ENDING September 30, 2020	FISCAL 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

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.

Contribution and Grant Detail July 01, 2020 through September 30, 2020

CONTRIBUTIONS: July 1, 2020 to September 30, 2020:

Date:	Donor:	Amount:
2020/07/31	Mary Smith	\$600.00
2020/09/01	John Doe Fundholder	\$10,000.00
Total Contributions:		\$10,600.00

GRANTS: July 1, 2020 to September 30, 2020:

Date:	Grantee:	Description	Amount:
2020/08/04	YMCA of Anytown USA	After school programming	\$10,000.00
2020/09/03	Conservation Company	Conservation Company: Annual Distribution	\$5,000.00
Total Grants:			\$15,000.00

Statement generated on: 11/12/2020

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

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

Community Foundation of Northern Illinois
946 N Second Street, Rockford, IL 61107
P: 815-962-2110 | F: 815-962-2116 | cfnil.org | info@cfnil.org



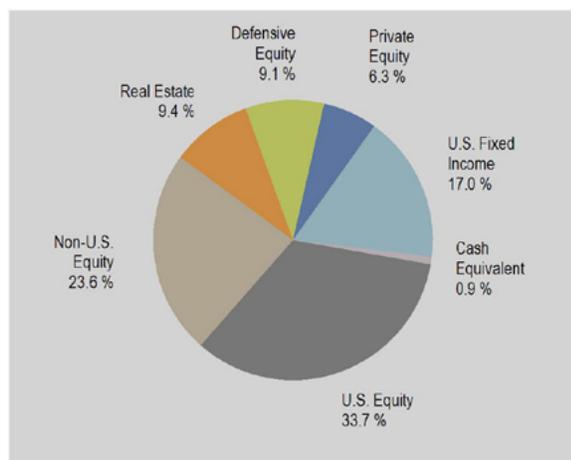
SAMPLE STEWARDSHIP SUMMARY - PAGE 1

Community Foundation of Northern Illinois

Stewardship Summary

As of: December 31, 2020

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	%
U.S. Equity	\$40,642,331	33.7%
Non-U.S. Equity	\$28,536,446	23.6%
Real Estate	\$11,375,792	9.4%
Defensive Equity	\$11,020,059	9.1%
Private Equity	\$7,598,514	6.3%
U.S. Fixed Income	\$20,502,761	17.0%
Cash Equivalent	\$1,075,458	0.9%
Total	\$120,751,361	100.0%

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.

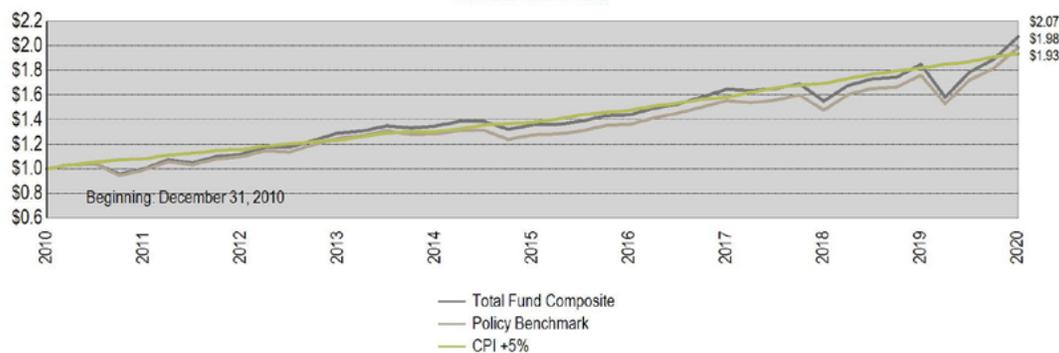
Annualized Returns (Net)

	QTD	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	10 Yrs
Total Fund Composite	9.7%	12.1%	12.1%	8.0%	8.8%	7.0%	7.6%
<i>Policy Benchmark</i>	9.3%	12.8%	12.8%	8.5%	9.2%	6.8%	7.1%
<i>CPI +5%</i>	1.3%	6.4%	6.4%	6.9%	7.0%	6.7%	6.8%

Calendar Year Returns (Net)

	2020	2019	2018	2017	2016	2015	2014	2013
Total Fund Composite	12.1%	19.2%	-5.7%	14.4%	6.0%	0.7%	4.4%	15.5%
<i>Policy Benchmark</i>	12.8%	19.2%	-5.0%	14.2%	6.7%	-0.6%	2.8%	13.7%
<i>CPI +5%</i>	6.4%	7.4%	7.0%	7.2%	7.2%	5.8%	5.8%	6.6%

Growth of a Dollar



The Policy Index currently consists of returns of the Wilshire 5000 Total Market Index (32%), MSCI ACWI ex US Index (23%), Equity Alternative Index (9.5%), BBgBarc Aggregate Index (18.5%), Cambridge All PE Index (6%), NFI-ODCE (10%), and 91 Day T-Bills (1%).



SAMPLE STEWARDSHIP SUMMARY - PAGE 2

Community Foundation of Northern Illinois

Stewardship Summary

As of: December 31, 2020

The mission of the Community Foundation of Northern Illinois is to serve as a catalyst for giving in order to attract, preserve, and grow an endowment for the people of northern Illinois, specifically, Boone, Ogle, Stephenson, and Winnebago counties. This report summarizes the performance and strategy of the Foundation's combined investment pool for endowed component funds.

Allocation and Strategy Targets

	Current Balance	Current Allocation	Strategy Target	Variance to Target	
Cash & Equivalents	\$1,075,458	0.9%	1.0%	-0.1%	-\$132,056
Core Fixed Income	\$20,502,761	17.0%	17.0%	0.0%	-\$24,970
Large-Cap Core	\$29,473,370	24.4%	23.0%	1.4%	\$1,700,557
Mid-Cap Core	\$6,606,327	5.5%	5.0%	0.5%	\$568,759
Small-Cap Core	\$4,562,634	3.8%	4.0%	-0.2%	-\$267,421
Non-U.S. Large-Cap Value	\$10,868,876	9.0%	10.0%	-1.0%	-\$1,206,260
Non-U.S. Large-Cap Growth	\$14,189,199	11.8%	10.0%	1.8%	\$2,114,063
Emerging Markets	\$3,478,371	2.9%	3.0%	-0.1%	-\$144,170
Core Real Estate	\$11,375,792	9.4%	10.0%	-0.6%	-\$699,344
Global Divers. Private Equity FoF	\$7,598,514	6.3%	7.5%	-1.2%	-\$1,457,838
Defensive Equity	\$11,020,059	9.1%	9.5%	-0.4%	-\$451,320
Total	\$120,751,361	100.0%	100.0%		

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 mission of the Community Foundation of Northern Illinois is to serve as a catalyst for giving in order to attract, preserve, and grow an endowment for the current and future needs of the people of Northern Illinois.

COMMUNITY FOUNDATION
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