



American Endowment Foundation

How to Access a Grant Recommendation Letter in DonorCentral

Follow the steps below to access your grant recommendation letters:

From the Grants Screen:

1. Click on the **Grants** Tab.
2. From the Approved grants list, click on the circled ellipsis next to the grant payee name (highlighted below) and select **View details**.

Salvation Army
Northern Division Headquarters
2445 Prior Ave N
Roseville, MN 55113-2714

Received 8/2/2020
Approved 8/10/2020
Paid in full 8/10/2020

3. The grant letter PDF will be located in the lower-left. Single-click on the grant letter PDF or click on the circled ellipsis (highlighted below) and select **Download file**.

Grant letters

20525840_Salvation_Army_granteeapproval.pdf

Uploaded Date
8/10/2020 11:05 am

Last modified
8/26/2020 1:13 pm

4. Locate the PDF on your computer and select **Open**.



American Endowment Foundation

From the Home Screen:

1. Scroll to the bottom of the page and locate a paid grant.
2. Single-click on the **See detail** link to activate the tile box (if needed). Single-click on the **See detail** link again to drill down to the details of the grant.
3. The grant letter PDF will be located in the lower-left. Single-click on the grant letter PDF or click on the circled ellipsis (highlighted below) and select **Download file**.

Grant letters



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