



How to get on the Map in five easy steps!

If you are ready to start preparing your 2018/2019 data, please follow these five steps to get on Foundation Maps: Australia!

Grants from earlier years can also be supplied but it is best to upload these as a separate excel file for each year's grants.

Step 1:

Review website materials and guides at:

<http://www.philanthropy.org.au/how-to-give/Foundation-Maps-Australia/>

All PA Members can view FMA via logging into the Better Giving Hub at www.bettergivinghub.org

Step 2:

Use the Excel template found on our website [Excel Template and Guide](#)

Step 3:

Export your grants or manually insert your grant information into the Excel template – see field descriptions. *Please note: not all fields in the template need to be supplied but there are nine mandatory fields.*

Please refer to the FMA FAQs

https://www.philanthropy.org.au/images/site/misc/How_to_give/FMA_FAQ_2018.pdf for information on how your data is coded and the mandatory fields of information you need to include.

For Gifts and Smartygrants Users – there is also a Standard Report for FMA to use – please contact them directly.



Step 4:

Review your grants in the Excel file to ensure all is correct.

Please ensure that grant descriptions do not include any personal information.

If you want your organisation to be anonymous as a funder – please do **NOT** use Updater (Step 5) - send your Excel file of grants directly to fmasupport@philanthropy.org.au

Step 5:

Upload your excel file in [Updater](#). Log in with your account details.

Password problems? If you have password/access issues with Updater – please contact Candid directly at updater@foundationcenter.org

Step 6:

It can take up to 2-3 weeks for your data to appear on the Map. This can be even longer, if the required fields of the spreadsheet are not properly filled out.

Please ensure to take the time to review your data before submitting and also after the data goes live on the Map.

If there are any discrepancies/issues with the way your data is displaying in the Map, please put all information into one email/document, and send your inquiry to egrants@candid.org