

Candid.

How to share your grants data

Candid allows funders to tell the story of their grantmaking quickly and easily. While Candid gets much of its [grants data](#) via publicly available 990PF and 990 forms, we also enable funders to [share more recent, better quality grants data](#) with Candid directly. By doing so, funders can:

- Take control of how their grantmaking is represented
- Ensure the sector has the best information to act on
- Demonstrate their commitment to transparency and accountability
- Improve internal data collection and management processes

To help you get started we created this guide, which provides an overview of the data that can be shared and links to additional resources.

What data about your grants should you share?

Candid's [grants data template](#) includes required, highly recommended and other fields, noted below. When deciding which of these fields to report on, you should consider:

1. For which fields does our organization already capture data?
2. Can that data be easily shared?
3. Are certain fields, such as population or geographic area served, particularly important for communicating about the nature and impact of our work?

Required fields (10)

Most of these are fields you would include in your 990 grants list

- Recipient name
- Recipient street address
- Recipient city
- Recipient state/province
- Recipient country
- Currency
- Amount
- Amount type (paid or authorized)
- Fiscal year
- Grant description

Good grant descriptions matter

A good grant description is essential for accurately communicating about your work. In the absence of funder-provided coding, grant descriptions are what Candid relies on to code grants. They also make it easier for others to understand your work. See this [blog post](#) for tips on how to write good grant descriptions, which should include four key elements: the **what** (what is the primary objective?); the **who** (who will benefit?); the **how** (how will the objectives of the grant be achieved?); and the **where** (what geographic areas is the grant meant to serve?).

Highly recommended fields (13)

Enable us to more accurately **process or update** your data

- Transaction ID (unique grant ID in your system)
- Recipient ID (e.g., EIN or international equivalent)
- Recipient ID type (e.g., EIN, Australian Business Number)

Enable us to more accurately **code** your grants

- Grant title
- Grant program area
- Grant subject(s)*
- Grant population(s) served*
- Grant support strategies*
- Transaction type*
- Geographic area served
- Fund type (recommended for community foundations)

Enable us to capture **multi-year grants**

- Grant duration (in months)

Other fields (11)

- Recipient postal code
- Grant start date
- Grant end date
- Fiscal sponsor
- Fund name
- Fund sub-type
- Recipient URL
- Recipient AKA
- Recipient DBA
- Recipient FKA
- Candid Project

How should you submit your grants data?

Once you've decided which data fields to share, prepare a spreadsheet of that data with *one grant per row*. Make sure your file includes all 10 required fields. Our [Software Partners](#) page includes instructions for how to export grants data according to Candid's format from several widely used grants management software systems. The spreadsheet with your grants data can then simply be emailed to egrants@candid.org.

How often should you submit your grants data?

Most funders submit data once a year. Others share data on their grants as they are approved. We encourage funders to share data frequently so that we can provide the field with as up-to-date information as possible.

What happens once I've submitted my data?

It takes Candid up to 10 business days to process grants data. This process includes matching the recipients of your grants to organizations in our database and coding your grants if coding has not been provided. Funders that share their grants data with Candid receive a free, interactive map of that data that can be used as a communications tool and reviewed to see how your grants data appears in Candid's products. You can see a sample map [here](#).

For more information, please consult our [Frequently Asked Questions](#) or our introductory webinar, [Why & How to Share Your Grants Data with Candid](#) ([webinar recording](#) and [slides](#)).