



## Example Old Bill's Application Questions

*What follows is not the actual Old Bill's application. This document's purpose is to help you prepare for the application when it is available during the application period in May.*

### Section 1: Organization

1. Application Name
2. Legal name of organization
3. Name for listing in marketing materials (acronyms discouraged)
4. Physical address (local office), mailing address (local office), phone number, website
5. Federal tax ID (EIN)
6. Has there been any change in your tax-exempt status in the past year? If yes, please explain
7. Does your organization require a fiscal sponsor to participate in Old Bill's Fun Run? (Y/N)  
If Yes: Name of Fiscal Sponsor (a verification letter or email from the fiscal sponsor organization is required).
8. Percent of total work/service performed in Teton County, WY (total organization, not just local office).
9. Total number of board members (total organization, not just local office).
10. Total number of board members who are Teton County, WY residents (total organization, not just local office).
11. Does your local office have a Jackson Hole/Teton County, WY advisory committee? (Y/N)  
If Yes: Total number of advisory committee members  
Total number of advisory committee members who are Teton County, WY residents
12. Does your organization have a paid employee whose work is comprised predominantly of program work in Teton County, WY? If yes, indicate percent of employee's work performed in Teton County, WY.
13. Excluding personal residences, does your organization pay for dedicated office space in Teton County, WY? (options are Yes - Own, Yes - Rent, No)
14. How does your organization report to the IRS? (options are Independent filing, Covered by Group Exemption, N/A - Fiscally Sponsored)
15. Program Area (options are Arts & Culture, Animals, Civic, Conservation & Environment, Education, Health & Human Services, Sports & Recreation)
16. Mission Statement (25 words or fewer). These will appear in the online shopping cart and other marketing materials EXACTLY AS TYPED in this section. Please proofread.
17. Are you a religious organization?  
If Yes: Briefly enter up to three specific non-religious uses in the table below, e.g. emergency financial assistance or cultural programming
18. Would your organization like to host a booth on Run Day?

## Section 2: Contact Person

The Old Bill's Contact person is the most important link between the Community Foundation and participating organizations. The contact person must:

- Serve as the organization's primary and sole liaison to the Community Foundation;
- Use Donor View to check gifts designated to the organization;
- Communicate deadlines, rules, procedures and updates about Old Bill's Fun Run to organization, volunteers, staff and donors;
- Accept final check at Awards Party or designate a representative to do so;
- Understand ramifications if rules and procedures are not followed;
- Check email on a regular basis for up-to-date information about Old Bill's Fun Run; and
- Add the Community Foundation domain (@cfjacksonhole.org) to your email safe senders list to ensure receipt of all email correspondence.

*Enter Contact Person's name, phone, email address.*

## Section 3: Grant Report (required only for organizations that participated in Old Bill's the prior year)

1. Organization's local office total annual operating budget
2. Number of local office paid staff (full-time equivalents)
3. Last year's total Old Bill's grant check
4. Total reported by your organization as unspent Old Bill's funds in your prior year grant report
5. Old Bill's Fun Run Financial Accounting Form:

Use the table below to detail your organization's use of last year's total Old Bill's grant. Please list specific budget categories, names of programs and/or expenses wherever possible. If you have unspent funds at this time, please include a line for "Unspent Funds" to report that amount. Note: you have 18 months to spend Old Bill's funds following receipt of your grant check in October.

Please do not include the use of any previously reported Unspent Funds in the Use of Prior Year Grant Funds table below. If you included a line for Unspent Funds in last year's grant report, please indicate "Yes" below, and you will be prompted to separately detail your organization's actual use of those funds.

### Use of Prior Year Grant Funds

Use of Prior Year Grant Funds (including any funds from last year not yet spent)		
DETAIL YOUR USE OF FUNDS. INCLUDE UNSPENT IF NEEDED.	AMOUNT	ACTION
		<a href="#">Edit</a>   <a href="#">Remove</a>
		<a href="#">Edit</a>   <a href="#">Remove</a>
<b>Total</b>	<b>\$0.00</b>	<a href="#">Add</a>

The Total above should equal the total received by your organization last year, including the match.

The Total above should equal your prior year grant award.

6. Did you include Unspent Funds in your prior year grant report? If Yes:

Total reported as Unspent Funds in your prior year grant report:

## Use of Previously Reported Unspent Funds

DETAIL YOUR USE OF UNSPENT FUNDS REPORTED LAST YEAR.	AMOUNT	ACTION
		<a href="#">Edit</a>   <a href="#">Remove</a>
		<a href="#">Edit</a>   <a href="#">Remove</a>
<b>Total</b>	\$0.00	<a href="#">Add</a>

The Total above should equal any unspent funds reported in your prior year's grant report.

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7. Impact Statement: Use the space below to succinctly describe the impact last year's Old Bill's Fun Run grant had on addressing community needs. Include specific metrics such as the number of people served, new opportunities created and what this funding means to our community. Impact statements may be shared with Co-Challengers, the media and the public. (150 words or less)

### Attestation

At the end of the following attest statement, **TWO DIFFERENT PEOPLE** from your organization need to electronically sign by typing their names and titles where indicated. As legally authorized representatives of the organization, we attest to the following:

- That 100% of all funds raised by your organization through Old Bill's Fun Run will be used in/benefit Teton County, WY.
- That 100% of all funds raised by your organization through last year's Old Bill's Fun Run were used in/benefited Teton County, WY.
- That your organization will not use funds raised through Old Bill's Fun Run for political or religious purposes.
- That your organization will abide by all other rules and restrictions specified in the Old Bill's Rules and Procedures.
- That your organization abided by all other rules and restrictions specified in the prior year Rules & Procedures.
- That your organization complied with all donor designations and recognition requests as detailed on Donor View.

**ORGANIZATIONAL REPRESENTATIVE #1:** I, as ((Executive Director, Officer or equivalent) attest that I have read and understood the above conditions and by submitting this application agree to operate in accordance.

*Enter: "I attest," followed by electronic signature and title.*

**ORGANIZATIONAL REPRESENTATIVE #2:** I, as (Board Chair, Officer or equivalent) attest that I have read and understood the above conditions and by submitting this application agree to operate in accordance.

*Enter: "I attest," followed by electronic signature and title.*