

Old Bill's Application Tip Sheet

- 1. To access the Old Bill's Fun Run Application, go to <u>oldbills.org</u> during the application period.
- 2. Click on **[LOGINS]** in the middle of the page. You can access the application at **[Old Bill's / Tin Cup Application]**.
- 3. Logging into the Old Bill's Application Portal

Those who are registered Grant Administrators should log in using your **email address**, and the password you created when you originally registered. If you do not remember your password, click **[Forgot Password]** under login. Contact <u>Cindy Corona</u> for password reset assistance if needed.

If you are a new user, you will need to <u>Register as a Grant Administrator</u>. Follow the instructions on the <u>Registering as a Grant Administrator</u> tip sheet. This is a multi-step process that may take up to 24 hours.

4. Once you have registered as a Grant Administrator and are logged in **[Apply for Old Bill's or Tin Cup]**



- 5. First step is to answer the pre-qualifying question. Fill in the bubble next to Old Bill's Fun Run, then select your answer from drop down menu.
- 6. Next, enter your application/project name: Old Bill's Application (current year)
- 7. Start with section 1 and proceed through the application.

Applications » A	<u>apply for Old Bill's or T</u>	in Cup				
Applicatio	n Dashboard					
Application Nan	ne:					
2024 Old Bill's F	Fun Run Application - 5	4990				
Please click on a	any of the sections belo	w to begin your applica	tion.			
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There are no ac	Iditional requirements (or this application.				

You can save the application to finish later at bottom of screen (Save Work & Continue), you can find the saved application under **[Applications]** next to home, click on **[Application Status]**, **[Details]** to return to application that you saved

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8. A grant report and financial accounting form are part of the online application.

Click **[EDIT]** to update the form. A box will pop up under the form to fill in the purpose / use and amount. Click **[ADD]** on the bottom of the blue box to add line items to the financial accounting form. The total of this box should match the total check amount your organization received through Old Bill's last year.

A Grant Report is required to ensure that your organization's prior year Old Bill's grant was (or is being) used in accordance with the approved Use of Funds and any applicable donor restrictions. Grant Reports are also used to document the community impact of Old Bill's Fun Run for the public, donors, and the media. If your organization did not participate in Old Bill's Fun Run last year type N/A for each question in the grant report section. If your organization is a state regional, or national organization, please use LOCAL budget and staff numbers below. Organization's local office total annual operating budget: [stoomage] Number of local office total annual operating budget: [stoomage] Number of local office paid staff (full-time equivalents): [stoomage] 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 (designated gifts, matching grant, plus award/winner grant(s), if applicable). Please list specific budget/expense categories (e.g. salaries, rent, supplies, etc) and/or programs. If you have unspent funds at this time, please linclude 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 i 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 Unspert Funds in last year's grant report, please include: "Yes" below, and you will be prompted to separately detail your organization's actual use of those funds. Use of Prior Year Grant Funds (including any funds from last year not yet spent) Detwit your use of rungs include users in receipt. Auount Acmoni Insw Laptops for registrations Auount Acmoni Insw Laptops for registrations Auount Acmoni Insw Laptops for registrations Auount Acmoni Insw Laptops for registrations Auount Acmoni Inswer Laptops Auoune Lapton Laptops Auoune Laptops Auount Auount Acmoni Inswer	Grant Report			
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The grant report is required only for organizations that participated in last year's Old Bill's. If your organization did not, type N/A for each question in this section.

- 9. **Two DIFFERENT people** from your organization need to electronically sign the Attest Statements by typing their names and titles where indicated.
- 10. Please review your application prior to submission. Changes cannot be made to the application once it has been submitted.
- 11. After you submit your application, a confirmation notice will pop up on your screen. You will also receive a confirmation email with the subject line, "Your Old Bill's Fun Run Application has been Successfully Submitted." Both the pop-up screen and email will verify your submission and include an application ID number.

Note: If you do not see the screen below or receive a confirmation email, your application has not been submitted.

HOME	APPLICATIONS ~
Applications » Apply for Old Bill's or Tin Cup	GRANTEE DASHBOARD APPLY FOR A COMPETITIVE GRANT
Application Complete	APPLY FOR OLD BILL'S OR TIN CUP
Thank you for submitting your application to the	APPLICATION STATUS
Your application ID is <u>514990</u> .	GRANTEE PROFILE
Return to Application Dashboard View PDF	

Please save and/or print your PDF application for future reference. It will also be stored in your account under [Application Status]

Questions? Contact Cindy Corona