



Old Bill's Application Tip Sheet

1. To access the Old Bill's Fun Run Application, go to oldbills.org 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 [Cindy Corona](#) for password reset assistance if needed.

If you are a new user, you will need to [Register as a Grant Administrator](#). Follow the instructions on the [Registering as a Grant Administrator](#) 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.

Application Dashboard

Application Name:
2024 Old Bill's Fun Run Application - 514990

Please click on any of the sections below to begin your application.

On each page, you may navigate forward and backward using the << and >> buttons. Clicking **Save Work & Continue** at the bottom of each screen will validate your work and complete that section. Please note that the site will time out after 20 minutes and any unsaved work may be lost.

A **green** check mark will display when each section is complete. You will not see the **Sign & Submit** button until each section displays a **green** check mark and ALL required documents are uploaded.

Once you have signed and dated your application you will be able to **Submit**. A confirmation email will be sent when you successfully submit your application.

Sections:

Section 1: Organization

Section 2: Contact Person

Section 3: Grant Report

[View PDF](#)

Requirements Table

NAME	MANDATORY	DESCRIPTION	DATE COMPLETED	ACTIONS
There are no additional requirements for 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

Community Foundation of Jackson Hole

COMMUNITY FOUNDATION OF TETON VALLEY

LOGOUT DONATE

HOME APPLICATIONS

Home

Welcome

If you are a registered grantee with the Community Foundation of Jackson Hole, you can view your application status, snapshot review, and more.

If you are not a registered grantee click "Register Your Organization" and follow the online registration process. For additional information please [contact us](#).

HOME APPLICATIONS

Applications - Application Status

Review the Status of your Application(s)

This page presents, in real time, the status of your grant application(s). While the information presented here does represent your application's current status, please do not consider your request approved until you have received written notification.

Applications "in process" still need something from you before you may submit the application. This may include mandatory requirements or application sections. Click on Details below to continue work on an application in process.

Once an application is submitted, you may not edit any of the sections. You may, however, view the PDF and other details, and you may upload additional documentation, if needed. To view the details for any application, select Details under Actions. To view the PDF document for a submitted application, select View under PDF.

Organization

Community Foundation of Jackson Hole

Community Foundation of Jackson Hole Party Id 1

Search

Range

Last 90 Days

[Advanced Search](#)

PROGRAM	APPLICATION DATE	STATUS	ACTIONS	APP PDF
Old Bill's Fun Run Application	4/15/2024	In Process	Details	
Old Bill's Fun Run Application	4/15/2024	Entered	Details	View PDF

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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.

Grant Report

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:
\$100,000.00

Number of local office paid staff (full-time equivalents):
5

Last year's total Old Bill's grant check (including the match and any awards):
\$6,000.00

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 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 (including any funds from last year not yet spent)

DETAIL YOUR USE OF FUNDS. INCLUDE UNSPENT IF NEEDED.	AMOUNT	ACTION
New Laptops for registrations	\$2,000.00	Edit Remove
Award party catering	\$3,000.00	Edit Remove
Unspent Funds	\$1,000.00	Edit Remove
Total	\$6,000.00	Add

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

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.

Applications » [Apply for Old Bill's or Tin Cup](#)

Application Complete

Thank you for submitting your application to the

Your application ID is [514990](#).

[Return to Application Dashboard](#)

[View PDF](#)

GRANTEE DASHBOARD

APPLY FOR A COMPETITIVE GRANT

APPLY FOR OLD BILL'S OR TIN CUP

APPLICATION STATUS

GRANTEE PROFILE

MY PROFILE

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](#)