Registering as a Grant Administrator
Please contact Cindy Corona for assistance as needed

1. To Register as a Grant Administrator to complete the Old Bill's Fun Run Application for the first time, go to www.oldbills.org

2. Click **[Logins]** in the top right corner of the page

3. Scroll down to **[Register as Grant Administrator]**

To begin, you must first create an account for yourself as a grant administrator. Once your name and email is submitted, you will receive an email that contains a link to connect to an existing nonprofit or register your nonprofit as a new organization. This link expires in 24 hours. If the link expires, you will need to start the registration process again.

4. You will receive an email from programservices@cfjacksonhole.org (check your spam folder) click the link to finish Registering as a Grant Administrator. Login ID is your email address & password is one of your choosing. [SUBMIT] once you input required information.

First Name:

Last Name:

Login ID:

Please enter your password:

Retype Password:

Challenge Questions (answer at least 1)

Question   City of birth ▾

Please select your security question and provide the answer below.

Answer

Date of Birth:

Address:

City:

State: Please select one ▾

Postal Code:

Cell:

Phone:

Submit

5. Connect to an Organization

Please use the search to see if your organization already exists in our database. If you find your organization, please click the [Add Myself as Grant Admin] link beside the organization's information.

If you do not find your organization, click the [Add a Grantee Organization] button at the bottom of the page.

Once linked to an organization, you will be able to log into the Grantee Dashboard and apply for a grant. After you are approved as a Grant Administrator, you will also be able to view your organization's application and grant payment history.

Grant Admin Registration Complete

Please use the search below to see if your organization already exists in our database. If you find your organization, please click the "Add Myself as Grant Admin" link beside the organization's information.

If you do not find your organization, click the "Add a Grantee Organization" button at the bottom of the page.

Once linked to an organization, you will be able to log into the Grantee Dashboard and apply for a grant. After you are approved as a Grant Administrator, you will also be able to view your organization's application and grant payment history.

Search Organizations:

Charity Name: [   ]   [Search] [Cancel]
☐ Pre-approved Charities Only

Organization Results:

ORGANIZATION NAME	ADDRESS	TAX ID	ADD MYSELF AS GRANT ADMIN
21st Century Heroes	P.O. Box 806 Teton Village, WY 83025	46-3751121	Add Myself as Grant Admin
5 Point Film Festival	P.O. Box 355 Cabondale, CO 81623	38-3770309	Add Myself as Grant Admin
564 Park Avenue Preservation Foundation	The Colony Club 564 Park Avenue New York, NY 10065	20-3719314	Add Myself as Grant Admin
A Christian Ministry in the National Parks	9250 E. Costilla Avenue, Suite 203 Greenwood Village, CO 80112	13-2703062	Add Myself as Grant Admin
A Mother's Earth	P.O. Box 2788 , Jackson, WY 83001	81-2240136	Add Myself as Grant Admin
ABC - Above and Beyond the Classroom in Teton Valley	P.O. Box 716 Driggs, ID 83422	83-1954130	Add Myself as Grant Admin
Academy for Urban School Leadership	Attn: Mr. Keith McCormick 3400 N. Austin Avenue Chicago, IL 60634	36-4447457	Add Myself as Grant Admin
Access Fund	P.O. Box 17010 Boulder, CO 80308	94-3131165	Add Myself as Grant Admin
Ackerman Institute for the Family	936 Broadway, 2nd Floor , New York, NY 10010	13-1923959	Add Myself as Grant Admin
ACLU of Wyoming Foundation	P.O. Box 20706 Cheyenne, WY 82003	13-3871360	Add Myself as Grant Admin

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[Add Grantee Organization]

6. While you wait for approval, you may visit the [Grantee Dashboard](#) to begin an application. You do not need to wait to be approved to start your Old Bill's Fun Run application. Once you submit your request, please continue on to your application.

Approvals are processed by a Community Foundation employee. The Foundation office hours are Monday through Friday 8:30 to 5:00. If you submit your request during non-office hours it will not be approved until the next business day.

Please contact [Cindy Corona](#) for assistance as needed!