COMMUNITY FOUNDATION
OF JACKSON HOLE

Online Application Tips

1. To access the Old Bill's Fun Run Application, go to www.cfjacksonhole.org.

2. Click the login button in the top right corner of the page. Scroll down to "Grantee View" and click.

   *If you are a new user, you will need to follow the instructions on the "Registering as a Grantee Administrator" tip sheet.

   The User ID is an email address. The password is one you created previously. If you do not remember the password you registered with, click on the forgot password button.

   Note: The User ID for Grantee View is the applicant's email address. The User ID for Donor View is a name or acronym assigned by the Foundation.

3. Once you are have registered as a Grant Administrator and logged in, click on the link "Apply for Old Bill's or Tin Cup."

4. The first step is to answer the pre-qualifying question. Fill in the bubble next to Old Bill's Fun Run, then answer the question with one of the responses available in the drop-down menu.

5. Next, enter your application/project name.

6. Start with section 1 and proceed through the application.

   If you save the application to finish at a later date, you will find the saved application under the heading "Applications" on the left-hand side of the screen.

7. The grant report and financial accounting form are part of the online application.

   Click the "Add" button on the bottom of the blue box to add line items to the financial accounting form. The total of this box should match the amount your organization received through Old Bill's Fun Run last year.

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.

8. **Two separate people** from your organization need to electronically sign the Attest Statement by typing their names and titles where indicated.

9. Please review and print your application prior to submission. Changes cannot be made to the application once it has been submitted.

10. After you submit your application, a notification will pop-up on your screen and you will 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.