ABOUT THE COMMUNITY FOUNDATION OF JACKSON HOLE
For over 30 years, the Community Foundation of Jackson Hole has leveraged local philanthropy to make nonprofits more effective and our community stronger. The Foundation produces Old Bill’s Fun Run annually, distributes funds through various discretionary granting programs, hosts professional development workshops, helps donors establish philanthropic funds and manages over $85 million in assets.

ABOUT OLD BILL’S FUN RUN
Since 1997, Old Bill’s has embodied Jackson Hole’s generous spirit, with one out of every three households participating. The first of its kind in the nation, this collaborative fundraiser inspires thousands of people to donate millions of dollars to local nonprofits and has raised over $173 million in 23 years. It began with the selfless philanthropy of Mr. and Mrs. Old Bill, who provided the initial $500,000 Challenge Grant. Every year since, they have invested a half-million dollars to match the community’s donations. Mr. and Mrs. Old Bill are joined by Co-Challengers to increase the amount of the match pool to over $3 million annually. Old Bill’s Fun Run has made philanthropy a household word in Jackson Hole.

With a single gift to the Community Foundation during the Giving Season, donors contribute to as many nonprofits as they like, knowing these organizations will receive 100% of all gifts designated for them, as well as a partial matching grant from the Community Foundation. Funding from Mr. and Mrs. Old Bill, Co-Challengers, and Friends of the Match is used to cover a 5.5% administrative fee for producing Old Bill’s – including administration, event management, marketing, and staff time – so that participation is free for nonprofits. In addition, 20% of the match pool is allocated to the Foundation’s Competitive Grants program. Nonprofits working in Teton County can apply for additional funding through this program.

Old Bill’s Fun Run starts and ends at Town Square and includes a 5K and 10K run/walk, as well as a highly competitive Diaper Derby. Winners of each race receive prize money to donate to their favorite nonprofits. You do not need to run to donate, and you do not need to donate to run.

ABOUT THE CHALLENGE GRANT
The Old Bill’s Challenge Grant structure was developed to provide partial matching grants that broadly support all participating organizations, as described below.

- Up to $30,000 in gifts designated for specific organizations are eligible for partial matching grants.
- Fiscally sponsored organizations participate under their sponsor’s $30,000 cap.
• The match percentage is variable and based upon the ratio of total eligible designated gifts to the total the Community Foundation raises in matching funds.

ELIGIBILITY
An organization must be a 501(c)(3) in good standing, governmental entity, faith-based organization or be fiscally sponsored by another qualifying organization. Fiscal sponsors must approve any organization they are sponsoring in writing. At the discretion of the Community Foundation of Jackson Hole, related organizations may be required to participate as a single organization and/or may only be eligible for one matching grant. Qualifying organizations can participate in either Old Bill’s Fun Run or the Tin Cup Challenge, but not both. An organization must qualify as “local” pursuant to any one of the definitions below:

• An organization that predominantly works in or serves Teton County, WY, OR
• An official Jackson Hole/Teton County, WY chapter in good standing of a state/regional/national membership organization, with a local advisory board comprised predominantly of Teton County, WY residents, OR
• A state organization, with Teton County, WY representation on the board; at least one paid employee whose responsibilities are predominantly comprised of program work in Teton County, WY; and dedicated office space in Teton County, WY, OR
• A regional/national organization, with a board or local advisory board comprised predominantly of Teton County, WY residents; at least one paid employee whose responsibilities are predominantly comprised of program work in Teton County, WY; and dedicated office space in Teton County, WY.

RULES
Due to the complexity and size of Old Bill’s Fun Run, the Foundation has developed the following rules and procedures to govern participation in the event and reserves the right to verify compliance. Failure to comply may disqualify an organization from participating in Old Bill’s 2020, affect future participation, and/or result in forfeiture of matching grants.

1. All organizations are to operate within the spirit of Old Bill’s Fun Run: to function ethically and honestly with mutual respect in order to promote community harmony.
2. Funds raised through Old Bill’s:
   • May only be used for non-religious, charitable programming.
   • May only be used to benefit Teton County, Wyoming. Programs must take place in Teton County, Wyoming.
   • May not be used for political activity or lobbying.
3. Matching Grant Funds:
   • May not be endowed.
   • May not be subsequently granted to another participating organization.
   • Must be used within 18 months of receipt of grant checks in accordance with Old Bill’s rules and must be returned to the Community Foundation if unused.
4. Participating nonprofits should not mail brochures to Teton County addresses. The Foundation mails the brochure to the last 3 years of Old Bill’s donors in Teton Counties, Wyoming and Idaho. Organizations may not send boxholder or postal patron mailings, nor solicit by purchasing mailing lists. Door-to-door solicitations and cold-call telephone

Rules & Procedures for Participating Organizations - Page 2 of 5
solicitations are prohibited. Nonprofits may only conduct targeted solicitations for Old Bill’s.

5. Official donor forms are available at local businesses, banks, nonprofits, the Chamber of Commerce, the Foundation’s office, and oldbills.org during the Giving Season.

6. All contributions received through Old Bill’s Fun Run are subject to the Community Foundation of Jackson Hole’s variance power: the Foundation’s Board of Directors has the power to modify or eliminate any restriction, condition, limitation or trust imposed with respect to any funds or property the title to which has become vested in this corporation if, in the sole judgment of the Board of Directors, such restriction, condition, limitation or trust becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served.

7. Participation does not guarantee organizations will receive funds.

DEADLINES & MANDATORY MEETINGS

- **ORIENTATION MEETING:** April 30, 1-2pm via Zoom – Mandatory for new organizations and organizations that did not participate in 2019. Attendance is strongly encouraged for anyone new to Old Bill’s, even if the organization has participated before.

- **APPLICATION DEADLINE:** May 15, 5pm – Nonprofits must submit applications by this date to be included in the Old Bill’s brochure, including 2019 grant reports and documentation of fiscal sponsorship, if applicable.

- **MAKE-UP ORIENTATION MEETING:** August 4, 9-10am – Mandatory for new organizations that missed the April 30 Orientation Meeting.

- **APPLICATION DEADLINE (NO MARKETING):** August 7, 5pm – Final deadline for nonprofits to participate in Old Bill’s. Nonprofits meeting this deadline will not appear in the Old Bill’s brochure.

- **MANDATORY BOOTH MEETING:** August 24, 1-2pm at Teton County Library – Nonprofits that wish to host informational booths on Town Square on Run Day must attend this meeting.

- **Mandatory Awards Party:** October 26, 5-6:30pm at National Museum of Wildlife Art — Celebrate what Old Bill’s does for our community and leave with your organization’s check! A representative for participating nonprofits must attend to pick up grant checks. Failure to pick up checks will result in forfeiture of matching grants.

- **MANDATORY GRANT REPORT:** Old Bill’s 2020 Grant Reports must be submitted with the next year’s Old Bill’s application in the Spring of 2021. The Grant Report is used to ensure that organizations use their grants in accordance with Old Bill’s rules and to document Old Bill’s impact to the public, donors, and the media.

GIFTS

1. Gifts are accepted during Old Bill’s Giving Season, August 1–September 18 at 5pm. Contributions received after September 18 will be returned.

2. Organizations are responsible for soliciting donations on their behalf.

3. Contributions must be 100% tax deductible (no goods or services exchanged).

4. Organizations should not collect contributions to be pooled and delivered or mailed to the Foundation. Donors should mail or deliver their contributions, accompanied by official donor forms, to the Foundation’s office.

5. Organizations may only solicit donations from Co-Challengers if they are previous supporters.
6. Organizations should not provide tax receipts for contributions made through Old Bill’s. Donations must be made through the Community Foundation of Jackson Hole, and the Foundation provides all tax receipts. Organizations are encouraged to acknowledge contributions as appropriate.

7. **Eligible contributions include**: Checks (made out to the Community Foundation of Jackson Hole and accompanied by official donor forms); credit card gifts made online at oldbills.org; corporate matching grants received by the deadline; gifts of stock. Please contact the Foundation to donate securities.

8. **Ineligible contributions include**: Gifts in exchange for goods or services including, but not limited to: Event Proceeds — including funds raised by a participating organization through raffles, drawing, auctions or other events; Fees — including admission, registration, tickets or any type of non-tax-deductible payment; Membership dues; Tuition; Pledge payments (gifts cannot be made to fulfill legally binding pledge agreements).

**GIFT REPORTS**
The Community Foundation provides gift information to organizations through a web-based platform called Donor View, where users can download gift reports. The contact person for approved organizations is emailed a username and password for their Donor View account along with instructions for using it. Gift reports include donor names, addresses, gift amounts and restrictions, if any, that donors provide.

- Gift reports can be accessed for free as often as needed, 24 hours a day, via the internet.
- The Community Foundation only provides password information and assistance to an organization’s contact person; the contact person is responsible for distributing the password as appropriate.
- Gift reports are available only via Donor View. The Foundation does not print, email or provide verbal gift reports.
- Gifts are entered in batches as they arrive in the Foundation’s offices. Gift information is only available after entry, review and approval is complete. New gifts may not appear in Donor View in chronological order. Gift entry and adjustments may continue through October 26, 2020.

**MARKETING & LOGOS**
To promote cohesive event marketing and help donors associate organizations with the matching grant opportunity, the Community Foundation emails Old Bill’s logos to the contact person after applications are approved. Logos can be used in black and white or color from when organizations are accepted through the end of the Giving Season. Do not alter the logo; preserve original colors and always place it upright. Logos will also be available at oldbills.org.

**Old Bill’s Brochure & Donor Form**: Up to 200 brochures will be available to participating nonprofits on a first-come, first-serve basis starting July 31. Singular donor forms will not be available in bulk but will be available for download from the Foundation website.

**Acceptable references to Old Bill’s Fun Run and the Community Foundation include**: Old Bill’s Fun Run for Charities 2020; Old Bill’s Fun Run 2020; Old Bill’s Fun Run; Old Bill’s; Community Foundation of Jackson Hole and Community Foundation.

**Informational Reminders**: In promotional collateral, organizations are encouraged to include the following:
1. Old Bill’s Fun Run is Saturday, September 12, 2020 at 10am on Town Square.
2. Donors are encouraged to designate gifts to more than one organization with a single contribution.
3. Organizations receive 100% of gifts designated for them and partial matching grants from the Foundation.
4. Contributions on behalf of participating organizations must be accompanied by donor forms and made directly to the Community Foundation of Jackson Hole.

RUN DAY BOOTHS
1. Run Day booth locations are determined at the mandatory booth meeting on August 24. Organizations choose booth locations based on the order in which applications are received.
2. Organizations may not display or distribute religious or political materials or information on programs or activities ineligible for Old Bill’s funding.
3. For safety reasons, driving on the event site is prohibited at all times.
4. No financial transactions or selling of goods or services are permitted at Old Bill’s. If donors wish to support your organization on Run Day, please direct them to the Donations and Information Tent to make gifts.
5. Detailed rules and information about booth hosting will be provided at the Booth Meeting on August 24.

STILL HAVE QUESTIONS? Contact…
- **Kacey Karstens**, Old Bill’s Coordinator, about booths, Run Day, Awards Party, mandatory meetings: kkarstens@cfjacksonhole.org
- **Annie Riddell**, Education & Outreach Programs Officer, or Cindy Corona, Grants & Programs Associate, about applications: ariddell@cfjacksonhole.org, ccorona@cfjacksonhole.org
- **Anne Bradley**, Director of Marketing & Communications, about marketing: abradley@cfjacksonhole.org
- **Erin Lusins**, Director of Finance & Operations, about cash, check and credit card gifts, Donor View, gift reporting: elusins@cfjacksonhole.org
- **Amy Wheeler**, Vice President - Philanthropic Services, about stock gifts: awheeler@cfjacksonhole.org

The Community Foundation of Jackson Hole’s website (cfjacksonhole.org and/or oldbills.org) has comprehensive information for donors and nonprofits. Organizations can access updated information about Old Bill’s including upcoming deadlines, logos, donor forms, and Rules & Procedures.

*Old Bill’s is a program of the Community Foundation of Jackson Hole.*
Acceptance by the Community Foundation

All Applications must be reviewed and signed by a Community Foundation staff member and a copy returned before an organization can consider itself eligible to raise funds through Old Bill's Fun Run. Allow at least one week from application submission to receive written approval. The Community Foundation reserves the right to deny eligibility to any organization at any time regardless of agreement status.

Foundation Signature:

Date:

Advisor Express Name & Password:

___________________________________________________________________

□ Non-Profit Participation Application

□ Mission Statement & Use of Funds Statement

□ Old Bill's Fun Run 6 Grant Report From 2020 Calendar of Dates

□ Will be included in Community Foundation and Old Bill's Fun Run marketing materials

□ Will not be included in Community Foundation and Old Bill's Fun Run marketing materials

Old Bill's Fun Run is a program of the Community Foundation of Jackson Hole.

All dates are subject to change due to COVID-19, however the fundraiser portion of Old Bill's will take place regardless.

Visit cfjacksonhole.org for updates.
2020 Board of Directors

Bill Hoglund – Chair
John Lummis – Vice Chair
Scott Gibson – Treasurer & Audit Committee Chair
Bob Kopp – Secretary & Opportunities Fund Committee Chair
Erika Pearsall – Past Co-Chair, Ex-Officio
Jon Dawson – Executive Committee Member & Advancement Committee Chair
Stacey Morse – Executive Committee Member
Don Opatrny – Executive Committee Member & Investment Committee Chair
Jerry Schendel – Executive Committee Member
Betty Andrikopoulos
   Val Beck
   Jane Carey
   Lisa Carlin
   Peggy Davenport
   Laura Harrison
Marcia Kunstel, Competitive Grants Committee Chair
   David Landes
Bill Newton – Emeritus
   Julie O’Halloran
   Katrina Ryan
   Andy Schwartz
   Ted Staryk
   Paul Vogelheim
   Janet Whitmire
Astrid Warden – Chair, Community Foundation of Teton Valley
CHALLENGE – $500,000
Mr. & Mrs. Old Bill

OLD BILL’S 2019 CO-CHALLENGERS

Double Black Diamond – $250,000
Adrienne & John Mars
Gloria & Bill Newton+

Black Diamond – $150,000
Leslie & Chris Johnson+
In Loving Memory of Gloria Newton by Past & Present Community Foundation Board Members

Diamond Business – $100,000
The Club at 3 Creek

Platinum – $75,000
Deborah & Jon Dawson+
Lannie & Bill Hoglund+
Erika Pearsall & Ned Jannotta+

Gold Business – $50,000
Gros Ventre River Ranch / Karl & Tina Weber Charitable Fund

Gold – $50,000
Marcia Kunstel & Joe Albright+
Lisa Carlin+
Mary Anne Cree
Susan & Joe Davenport
Christine & Ross Hartley
Kemmerer Family Foundation
Marsha & John Kleinheinz
Mays Family Foundation / Peggy & Lowry Mays
William Stamps Farish Fund

Silver Business – $35,000
First Republic Bank+
Graham-Faupel-Mendenhall / Karen Terra & Bob Graham, Julie & Matt Faupel and Mack Mendenhall
Wells Fargo+

Silver – $35,000
Anonymous+
Nancy & Dick Collister+
David Landes and the family of Karen Oatey
Catherine & David Loenvner
Shirley & Paul Piper
StoneRiver Foundation / Veronica & Gary Silberberg
Janet & Bob Whitmire

Bronze Business – $25,000
Bank of Jackson Hole
Four Seasons Resort
Huff | Vaughn | Sassi
Osprey Beverages
Rocky Mountain Bank
Rusty Parrot Lodge / Harrison Family
Snake River Brewing
WRJ Design / Klaus Baer & Rush Jenkins
Zions Bank

Bronze – $25,000
Anonymous*
Patti Stancarone in Loving Memory of Joe Albracht
Valerie Brown & Don Baker
Sybilla & Alexandre Balkanski*
Val & Dick Beck+
Liz & David Chandler
Peggy & Kirk Davenport
Margot Snowdon & Yves Desgouttes
Nancy & Rolf Engh
Sheryl & Jeffrey Flug
John E. Fox
Sanae Ishikawa & Richard Georgi
Pamela & Scott Gibson+
Lisa Lent & Johannes Gnauck*
Judy Hofflund & Tom Hansen
Marne & Ed Holstein
Hughes Charitable Foundation
Kamilla & John Hurley
Elisabeth & Chansoo Joung*
Katharine Conover & Fred Keller+
Carrie Kirkpatrick
Debbie & Bob Kopp
Janine & David Lloyd*
Patty & John Lummis
Stacey & Robert Morse
Niner Family
Julie & Hugh O’Halloran*
Marge & Gil Ordway
Jerry Schendel+
Gabrielle & Dakin Sloss*
Jay Varley
Sasha & Mike Zolik

+ Recognition level includes an additional unrestricted gift to the Community Foundation of Jackson Hole
* New Co-Challenger in 2019
Run Committee

Deidre Ashley | Jackson Hole Community Counseling Center
Carrie Bell | Teton County Integrated Solid Waste & Recycling
Jason Bruni | Teton Science Schools
Stacey Caesar | Teton Free Clinic
Jill Callahan | Art Association of Jackson Hole
Sarah Cavallaro | Teton Youth & Family Services
Anne Cresswell | Jackson Hole Community Housing Trust
Paige Byron Curry | Astoria Park Conservancy
Mac Dukart | Greater Yellowstone Coalition
Nicole Garrett | Boundless
Laura Harrison | Newton Foundation
Mindy Kim-Miller | Boy Scout Troop #268
Josh Kleyman | Teton Science Schools
Julie Klomparens | Jackson Hole Ski & Snowboard Club
Casey Lewis | Teton County Search & Rescue Foundation
Natalia D. Macker | Off Square Theatre Company
Sue B. Mason | Climb Wyoming
Amy McCarthy | Teton Raptor Center
Ali Milburn | Hole Food Rescue
Chris Moll | Teton Youth & Family Services
Steve Morriss | Jackson Hole Wildlife Foundation
Ponteir Sackrey | Grand Teton National Park Foundation
Barb Sanchez | Daughters of the American Revolution – Davey Jackson Chapter
Maggie Schilling | Teton County Library Foundation
Koreen Sheridan | Fund for Public Education
Laura Soltau | Teton Literacy Center
Carey Stanley | One22
Lily Sullivan | Jackson Hole Fire/EMS
Stephanie Thomas | Teton County Search & Rescue Foundation
Pauline Towers-Dykeman | Teton County Library Foundation
Old Bill’s Application Tip Sheet

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

2. Click on “LOGINS” in the top right corner of the page. Scroll down to “Grantee View” and click.

3. Logging into Grantee View

Those who have used Grantee View before and are registered Grant Administrators should log in at the bottom of the page. A reminder that the User ID is an email address, and the password is one you created when you originally registered. If you do not remember your password, click on the “Forgot Password” button. Contact Annie Riddell (ariddell@cfjacksonhole.org) or Cindy Corona (ccorona@cfjacksonhole.org) 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. Registering in advance of the Old Bill’s application period is advisable.

Be aware that there are two online platforms you will use as an Old Bill’s participant: Grantee View is where you complete the application in May; Donor View is where you view donations designated to your organization during/after the Old Bill’s Giving Season in August and September. You will log into both platforms on the same webpage, but you will use different log-in credentials depending on where you want to go. 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 Community Foundation. You’ll hear from us about Donor View in July.

4. Once you have registered as a Grant Administrator and are logged in, click on “Apply for Old Bill’s or Tin Cup.”
5. 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.

6. Next, enter your application/project name.

7. 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.

8. A 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 last year (plus any prior-year unused funds).
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.

Please save and/or print your PDF application for future reference. It will also be stored in your Grant Administrator account under “Applications.”

**Questions?** Contact Annie Riddell (ariddell@cfjacksonhole.org) or Cindy Corona (ccorona@cfjacksonhole.org).
Registering as a Grantee Administrator

1. To access the Old Bill’s Fun Run Application, go to www.cffjacksonhole.org.
2. Click the login button in the top right corner of the page.
3. Scroll down to “Grantee View” and click on it. You will be taken to a login page.
4. If you are completing an Old Bill’s application for the first time, become a Registered Grantee Administrator.

5. Enter your name and email address.
6. The password is one of your choosing. The only requirement is that it is between 6-15 characters long.

7. Once you submit this information to become a Grantee Administrator, you will be sent an email containing a link to complete the registration process. The link will only be good for 24 hours. If you do not finish the registration process within 24 hours of receiving this email,
please start again from step one.

Check your spam or junk email folders. If you have not received the email within 30 minutes of submission, contact our office.

8. Type at least part of your organization's name in the "Charity Name" field to narrow the search.

9. If you do not find your organization, click the "Add a Grantee Organization" button at the bottom of the page. There you will be able to enter your organization's information.

10. Once your request has been submitted, you will be approved by the Community Foundation. 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.

11. You DO NOT need to wait to be approved to finish your Old Bill’s Fun Run application. Once you submit your request, please continue on to your application.

12. Return to the Grantee View page and the username will be the email address you entered in step 5. The password is the one you entered in step 6.

13. Click on “Apply for Old Bills or Tin Cup”.