

Community Foundation OF JACKSON HOLE

Registering as a Grant Administrator

Please contact [Cindy Corona](#) or [Suzanne Rees](#) 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.cfjacksonhole.org
2. Click **[LOGINS]** in the top right corner of the page
3. Scroll down to **[GRANTEE VIEW]** you will be taken to a [login page](#)
4. [Register: \[GRANT ADMINISTRATOR\]](#)

HOME DONOR VIEW GRANTEE VIEW SCHOLARSHIP VIEW

Home

Welcome, Please Login

Login below or follow the appropriate link to register as a grant administrator, scholarship applicant or fellowship applicant. For more information or assistance, please contact our office.

Get Started

Fundholders	Nonprofits	Students
Review contribution activity and manage your fund(s) in Donor View. For initial login information, please contact Philanthropic Services.	Access online applications and review grant history in Grantee View. New grant administrators need to register prior to logging in for the first time. Register: GRANT ADMINISTRATOR	Apply for scholarships or fellowships in Scholarship View. Applicants need to prequalify and register prior to logging in for the first time. Prequalify & Register: SCHOLARSHIP APPLICANT FELLOWSHIP APPLICANT

Login

Reminder: The User ID for Donor View is an assigned name or acronym. The User ID for Grantee or Scholarship View is the grant administrator's or applicant's email address.

All passwords are set by the user. Please click the [Forgot Password](#) link below to reset your password.

User ID

Password

LOGIN

FORGOT PASSWORD

cf NATIONAL MEMBER Privacy Policy

Contact Community Foundation of Teton Valley Contact Community Foundation of Jackson Hole

TOGGLE MOBILE VIEW

SITE BY StellarTechnologySolutions

5. 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.

6. 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.

HOME DONOR VIEW GRANTEE VIEW SCHOLARSHIP VIEW

Grantee View »

Get Started

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

CF NATIONAL FOUNDATION Privacy Policy

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TOGGLE MOBILE VIEW

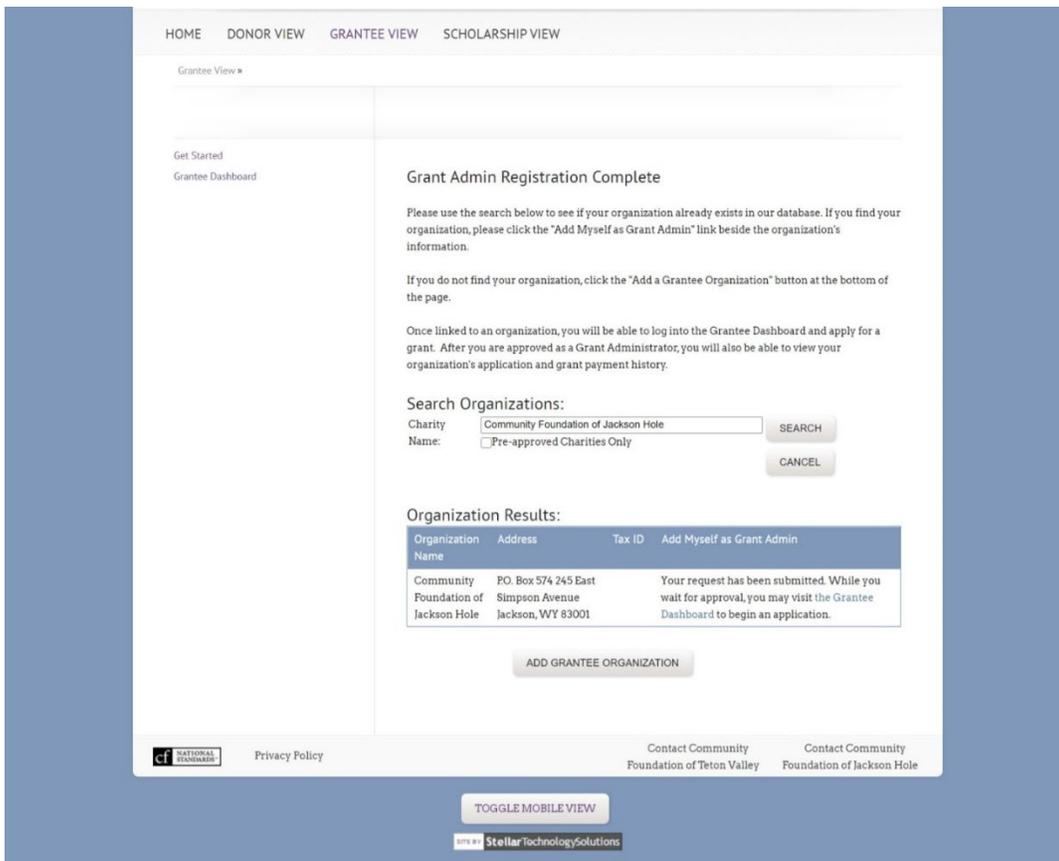
STELLAR TECHNOLOGY SOLUTIONS

7. 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.

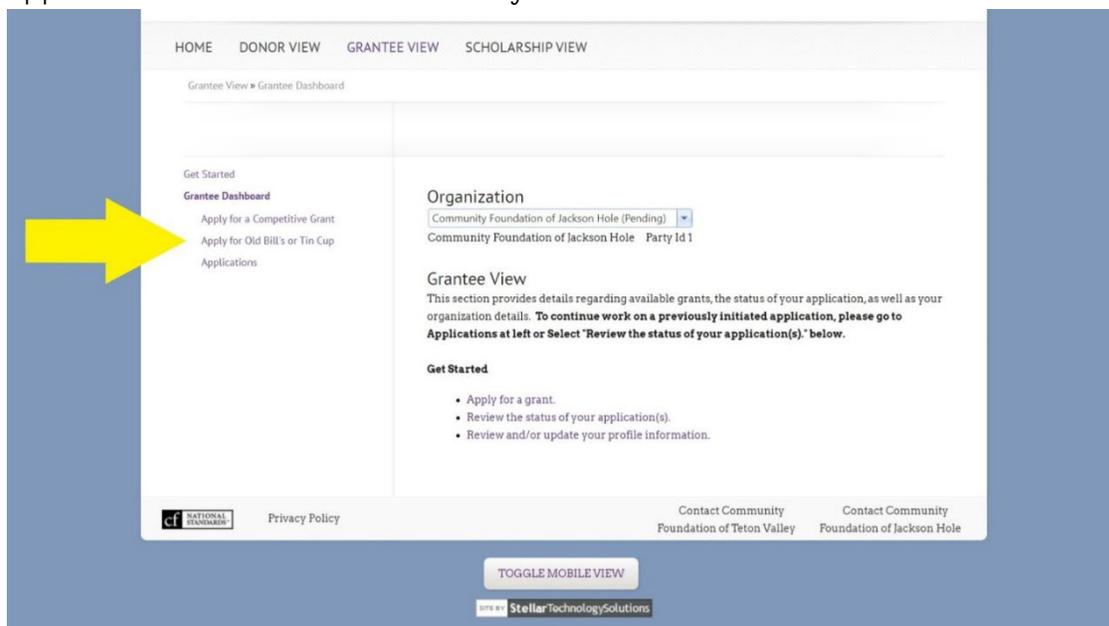
If you do not find your organization, click the **[Add a Grantee Organization]** button at the bottom of the page.

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.



8. 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.



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