



Grant Application Technology Guide

1. If you applied for a Competitive Grant in January, please use your account created at that time to sign in to start your Tin Cup Application. If you did not apply for a Grant in January, this is your first time using our new system, please start by clicking **create a new account**



Sign in to your account

Or [create a new account](#)

Your Email

Your Password

Remember me

[Forgot password?](#)

Sign in

2. Use your organization's EIN/Tax ID to search and find your organization. If you cannot find your organization, you can manually enter the details and proceed with registration

Search by Organization Employer Identification Number (EIN)

Every organization has its own unique federal employer identification number (EIN), which it obtains by applying to the IRS. An EIN is typically a nine-digit number, shown like 12-3456789. A few charities have EINs with eight or fewer digits (normally shown with a leading zero like 01-2345678).

[US IRS Tax Exempt Organization Search Tool](#)

Name / EIN / Tax ID

[Skip, manually enter](#)

[Return to login](#)

We're here to help. If you have any questions, please call our office at 208-354-0230, and we welcome any feedback about your experience. Thank you for participating!

3. Once you find your organization click **select**

OF TETON VALLEY

Organizations matching: 39-3669347 [Search again](#) [Skip manually enter](#)

Community Foundation of Teton Valley
We elevate lives through the power of philanthropy!

189 N Main
Suite 112
PO Box 1523
Driggs, ID 83422
AKA: Community Foundation of Teton Valley

03 : 501(c)(3) Charitable Organization

[Return to login](#)

Select

4. Your organization's information is not editable on this screen but once registered, you can update it in your Organization's Profile, enter your name, email, and set your password (your password must be 10-100 characters long), then click **Register**

Fill out this information to create your account

* Organization Name EIN / Tax ID

Address line 1

Address line 2

* City State/Province * Postal code

* Country Department

* First Name * Last Name

* Email * Confirm Email

* Password * Confirm Password

Your password must be 10-100 characters long.

Register

5. You will receive an email from info@cftetonvalley.org and see this confirmation on screen, if you don't get the verification email, please check your junk then call our office if the issue persists



Account created successfully

Your registration is under review, once complete we'll send you an update.

[Return to login](#)

- Once you verify your email, you can sign in using your email and password
- Returning participants: your Grant Report is due and can be found under “In Progress.” Click **View** to begin. First-time participants may skip to Step 12.

COMMUNITY FOUNDATION OF TETON VALLEY

In Progress Submitted Opportunities Organization Profile Review

In Progress

	Due Date	Opportunity Name	Phase Name
View	4/3/2026 5:00 PM	Tin Cup Challenge 2026	2026 Tin Cup Application
View	4/3/2026 5:00 PM	Tin Cup Challenge 2025	2025 Tin Cup Grant Report

- The total for your Tin Cup Challenge Grant check is auto populated from our records, if this number does not match your records, please call our office. This number should match the total from the Use of 2025 Grant Funds table. Add as many rows as needed to provide clear detail.

2025 TOTAL Tin Cup Challenge Grant Check
 This amount is auto filled from our records and not editable here. If you are reporting a different number, please call our office.

\$3,816.8

Use of 2025 Grant Funds *
 Use the table below to detail your organization's use of 2025 Tin Cup Challenge grant. Please list specific budget categories, names of programs and/or expenses wherever possible. 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 Tin Cup funds** following receipt of your grant check in August, so having unspent funds is normal.

Use *	Amount *	
Payroll	\$816.8	
Rental fleet updates	\$1,000	
Conference Room Tech upgrades	\$1,000	
unspent funds	\$1,000	
	3816.8	

Add Row

- If you reported having unspent funds in your Grant Report & Application last March, you will use the second table to report on how you have spent these funds.

- To view your grant report before submitting, please **Save Draft**, navigate to **In Progress** in the top menu above, and then you are able to **download a PDF** via the button next to view on the left of the application.

In Progress

	Due Date	Opportunity Name	Phase Name	Created On	
View	4/3/2026 5:00 PM	Tin Cup Challenge 2026	2026 Tin Cup Application	3/9/2026 9:59 PM	Delete
View	4/3/2026 5:00 PM	Tin Cup Challenge 2025	2025 Tin Cup Grant Report	3/9/2026 9:15 PM	Delete

11. Once complete, click **Submit**. You will not be able to edit your Grant Report once submitted.

To view your grant report before submitting, please **Save Draft**, navigate to **In Progress** in the top menu above, and then you are able to **download a PDF** via the button next to *view* on the left of the application.

Save Draft

Submit

12. The Tin Cup 2026 application can be found under “Opportunities” – click **view** to begin. Once you start the application is can be found under “In Progress”, once you submit it will be under “Submitted”



	Fiscal Year	Opportunity Name	Opportunity Guideline URL	Phase Contact	Primary Email Address
View	2026	Tin Cup Challenge 2026		Brian Thysell	bthysell@cfteonvalley.org

13. Click **Apply**



2026 Tin Cup Application

Due Date: 4/3/2026 5:00 PM America/Denver

Contact

Brian.Thysell

Print Blank Apply

14. Begin completing the application, remember to **Save Draft** as you go, to not lose your work. Use the **previous** and **next** buttons to navigate through the application.

Save Draft

< Previous

Next >

15. To view your application before submitting, please **Save Draft**, navigate to **In Progress** in the top menu above, and then you are able to **download a PDF** via the button next to view on the left of the application.

16. Once all sections are complete, click **Submit**. You will not be able to edit your application once submitted.

Save Draft

< Previous

Submit

Please call our office with any questions! 208-354-0230

