



## Tips for Applying for a Ben's Fund Grant

- Log in or create a new profile using Ben's Fund online application portal [here](#).
  - Applicants must use their own email address, and not a service providers to create an account.
  - You can apply for multiple children in your guardianship with the same account.
- Your username to log in is always your email address.
- From the dashboard you can do the following: Begin the application process, access application drafts, and historical applications.
- If you have an account already, please do not start a new one. Click 'forgot password' or contact [info@bensfund.org](mailto:info@bensfund.org) to gain access to your account.
- Please have all your required documents ready to submit and upload.
- Applications will only be considered for a grant once all required documents have been received and verified.
- If you would rather submit a document by mail, please choose 'sending by mail'. We must receive your documents within 14 days of submission of your online application or your application will expire. Please send it to: Ben's Fund, PO Box 1317, Bellevue, WA 98009 clearly stating which applicant the document is for. We do not accept documents by email.
  - We accept PDFs, Word Docs, clearly visible PNG & Jpeg's

- Some emails will be automatically generated from the system. Please add [info@bensfund.org](mailto:info@bensfund.org) to your contacts and please don't hesitate to contact us with any questions.