

Tips for Applying for a Ben's Fund Grant online

- All applicants must create a new profile using Ben's Fund online application portal [here](#) . When applying for future grants, you will use this account.
 - Applicants must use their personal email address, and not a service provider to create an account.
 - You can apply for multiple children in your guardianship with the same account.
 - You will need to apply for each child separately.

- Do not create a new account if you have already created one. Click 'forgot password' or contact info@bensfund.org to gain access to your account
- Your username to log in is always your email address.
- Please have all your required documents ready to submit and upload. You will not be able to submit an application without all required documents.
- Please review our required documents page before you apply.

- SAVE your application throughout the process. If you click out of the screen without saving, your information will NOT be saved.
- From your account you can do the following: Begin the application process, save applications for later, resume draft applications, check application status, review past application awards.
- You can only submit one file for each required document. Must be clear and legible.
 - If the file is multiple pages, it must be submitted as a scanned PDF.
 - If the file is only one page, you may submit it as a JPEG, PNG or Word Doc.
- Some emails will be automatically generated from the system. Please add info@bensfund.org to your contacts and check your SPAM folder for correspondences.
- Please don't hesitate to contact us with any questions.