

# Submittable Applicant Guide

## Welcome!

We're here to guide you along the way to make sure you get the most out of Submittable. 😊

## What is Submittable?

Submittable serves as an online platform designed to gather funding applications, foster communication with applicants, assess content, and oversee the decision making process

☀️ Check out this video for a guided walkthrough of the Submittable platform: [Meet Submittable](#)

## How do I create or sign in to my Submittable account?

*First, you should know that Submittable works best with the most recent versions of these supported browsers: [Google Chrome](#), [Apple Safari](#), & [Mozilla Firefox](#).*

- If you have not signed up for a Submittable account you can [create your account here](#)
- If you have already created an account login here: [account login](#)
- If you've lost or forgotten your password follow the instructions here: [I forgot my password](#)

## Where do I apply for project funding?

All funding applications through Ben's Fund are submitted [HERE](#).

## How do I apply?

1. After following the above link, you will be prompted to sign up or sign into your Submittable account if you aren't already signed in.
2. Once you are signed up or signed in to your Submittable account, you will be directed to the project application page. Simply fill out all required fields in the application. If there are any questions, please reach out to us at: [info@bensfund.org](mailto:info@bensfund.org)
3. To apply, you **must upload all required documents** with your application. Check our website for the full list. **Incomplete applications will not be accepted.**
4. We prefer **PDF and Doc. files**. If you upload a **JPEG**, make sure the picture is **clear, cropped, and has nothing in the background**. If it does not meet these requirements, it **may not be accepted**.
5. Complete the application in its entirety and then click the 'Submit' button at the bottom of the application. *Note - once the application has been submitted, you can no longer edit it. Verify all information in your application is correct and fully answered prior to clicking 'submit'.*

### A few things to note:

- **If you cannot finish your application all at once, that's okay.**  
A draft of your application will automatically save after every change you make. You can also manually save your draft by clicking the 'save draft' button at the bottom of the application to ensure your most recently answered questions get saved.
- However, once we receive our maximum amount of grants for each quarter, our application will close. If your application was not submitted before the quarter closes, you will need to wait until next quarter to submit.

- To view your draft and continue working on an application, sign in to your Submittable account, click the 'drafts' button, and choose continue on the application you want to keep working on. [How can I return to a saved draft?](#)
- If you are trying to click the 'submit' button and nothing is happening, please go back through the application and ensure you have entered in all required information.
- Once you've submitted your application you will receive an email confirmation that your submission was received.  
***Please be sure the email address you used to sign up for your Submittable account is one that you check regularly.***
- If you are experiencing difficulties with the submission process, please visit the following link: [How to submit.](#)
- If you are experiencing technical issues with Submittable you can reach out to our Submitter help desk here: [Submittable Technical Support](#)

## **How do I get technical assistance?**

If you need technical assistance, Submittable's Technical Support team is available and will respond to inquiries Monday through Friday, 9 a.m. to 5 p.m. MDT. You can reach them here: [Technical Assistance for Submitters](#)

## **How do I transfer the Submission Ownership to someone else?**

Administrators can manage and transfer submission ownership, alleviating time-consuming processes and ensuring the correct stakeholders are involved at crucial stages of a submission's lifecycle.

To transfer the ownership of a submission, follow the steps found here: [Transfer Submission Ownership for Submitters](#)

## **How can I learn more about Submittable's functionality for applicants?**

You can learn more about Submittable's functionality for applicants by browsing our help articles here: [Help for Applicants](#)