To apply or renew your application

From May 1 – 31 or November 1 – 30, click on the Apply/Renew link that you’ll see on the site’s landing page.

If the link isn’t active, you’ll have to wait until the next cycle to apply or renew.

Once you have completed the application form, click Submit.

Applications for July disbursements must be submitted by May 31; applications for January disbursements must be completed by November 30.

You also have the ability to return to your application form so that you don’t have to complete it all at once.

Your application status on the landing page will now be “Submitted”. Don’t forget to upload your supporting documentation. New applications until they are complete. Click on the Upload Documents link.

Reviewing your promissory note and accepting your award

When your Status has changed to Awaiting Promissory Note, your award has been calculated and requires review and sign-off. Click on the Award Letters/Documents link.

You will see a link to your Promissory Note in the Downloadable Documents section (the file will include ‘pnote’ in its title).

Review the Promissory Note, sign it, and upload it back to the site under the Upload Documents link on the landing page. If you have any questions about your award, please ask our office prior to signing the Note! In addition, you must acknowledge your award.

Until both these steps have been completed, no award payments can be processed.

Once our office confirms your Promissory Note, the application or renewal will appear as Approved. Congratulations!

Check payments are generally received by the 21st of January and July. Direct Deposit payments are generally received by the 15th of January and July.

New applicants will receive their first payment by check. Returning applicants may request Direct Deposit to a US checking account by uploading a Direct Deposit Form.