



## *User Guide*

# Using the funding search tools



## 1 Search for funding

The **Search** tool helps you to seek out grants, awards and other funding which may be relevant to your organisation by answering a few simple questions.

To begin searching, you are presented with a number of questions about your organisation and your funding needs. These questions have been specifically designed to help make sure your search results are always relevant and useful.

The only mandatory question is 'What is your organisation type?' – however, the more information you provide at this stage, the more specific your search results will be.

### About your organisation

#### ***What is your organisation type?***

The first question asks you to provide information about the type of organisation you are and its legal structure. Click **Select** and place a tick in the box next to each relevant option. Click the **OK** button once you are happy with your selection.

#### ***What is your area of work?***

The second question asks you to provide information about the sector in which your organisation operates. There are two ways you can enter this information:

1. Type in an area of work in the search phrase text box – for example, 'education' or 'regeneration' – then select from the options that appear under the text box. The system will automatically locate your area of work from the wider tree.
2. Browse the tree by clicking on each of the arrows next to the sector headings – for example, Young People and Youth Issues – to expand the options under the headings. Place a tick in the box next to each relevant area of work. (Ticking a sector heading selects all areas of work under that heading.)

Click the **OK** button once you are happy with your selection.

### About your project

#### ***What is the focus of your project?***

The third question asks you to specify the main purpose(s) for which you require funding. For example, it may be that your organisation wants to focus on community development or health and social welfare issues. There are two ways you can enter this information:

1. Type in a purpose in the search phrase text box – for example, ‘support for young people’ or ‘community safety’ – then select from the options that appear under the text box. The system will automatically locate your purpose from the wider tree.
2. Browse the tree by clicking on each of the arrows next to the purpose headings – for example, Health & Social Welfare – to expand the options under the headings. Place a tick in the box next to each relevant purpose. (Ticking a purpose heading selects all purposes under that heading.)

Click the **OK** button once you are happy with your selection.

### **What costs do you want to cover?**

The fourth question asks you to state what you would like the funding for. For example, it may be that your organisation requires a grant to purchase equipment. Or you may need funding to support the maintenance of a building. Click **Select** and place a tick in the box next to each relevant option. Click the **OK** button once you are happy with your selection.

## Using the Keyword section

If you know the name of a specific fund or have a specific theme or topic in mind while searching, you may find entering one or more keywords useful. Try to avoid common phrases and generic terms such as ‘equipment’, ‘research’ or ‘training’ as these are likely to bring up large numbers of results.

The search tool will identify funds where any or all of the keywords entered appear in whole or in part in the fund name or the information about the fund (as defined by the selected keyword matching options).

**Keyword**

Looking for something in particular?  
Try our keyword search

Search:

Match:  All text  Fund name

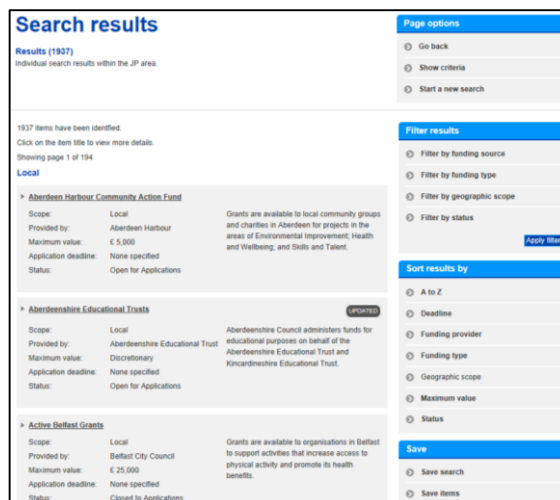
Word Match:  All words  Any word  Exact phrase

Start of word  Whole word

You can use the keyword section on its own as a separate search or integrate it with any of the search questions.

## Generating a list of results

Once you have answered the questions that you want to and/or entered keywords, click the **Search now** button at the bottom of the page. You will be shown your results.



**Search results**

Results (1937)  
Individual search results within the JP areas.

1937 items have been identified.  
Click on the item title to view more details.  
Showing page 1 of 194

**Local**

- Aberdeen Harbour Community Action Fund**

Scope: Local  
Provided by: Aberdeen Harbour  
Maximum value: £ 5,000  
Application deadline: None specified  
Status: Open for Applications

Grants are available to local community groups and charities in Aberdeen for projects in the areas of Environmental improvement, Health and Wellbeing, and Skills and Talent.
- Aberdeenshire Educational Trusts** (PRINTED)

Scope: Local  
Provided by: Aberdeenshire Educational Trust  
Maximum value: Discretionary  
Application deadline: None specified  
Status: Open for Applications

Aberdeenshire Council administers funds for educational purposes on behalf of the Aberdeenshire Educational Trust and Kinrossshire Educational Trust.
- Active Belfast Grants**

Scope: Local  
Provided by: Belfast City Council  
Maximum value: £ 25,000  
Application deadline: None specified  
Status: Closed to Applications

Grants are available to organisations in Belfast to support activities that increase access to physical activity and promote its health benefits.

**Page options**

- Go back
- Show criteria
- Start a new search

**Filter results**

- Filter by funding source
- Filter by funding type
- Filter by geographic scope
- Filter by status

**Sort results by**

- A to Z
- Deadline
- Funding provider
- Funding type
- Geographic scope
- Maximum value
- Status

**Save**

- Save search
- Save items

Results are listed by default according to their geographic scope (from Local to National). You will see the title of each fund, along with a brief synopsis and an overview of the fund's scope, provider, maximum value, application deadline and status, allowing you to quickly determine if the fund is of interest.

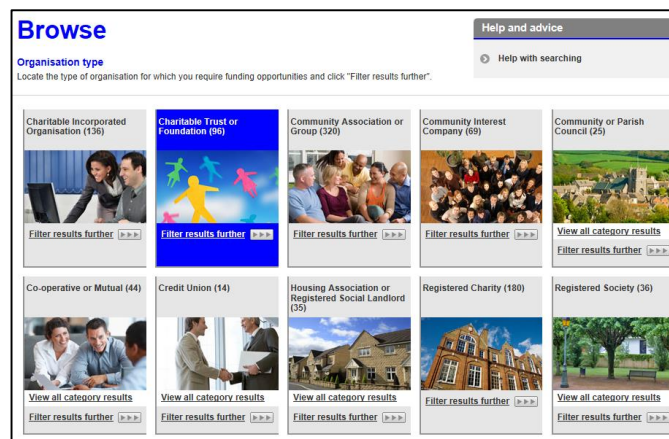
To view comprehensive information for a particular fund, click on its hyperlinked title. This takes you to the full fund view, which includes details such as objectives, who can apply, how to apply, contact information and useful links.

## 2 Browse for funding

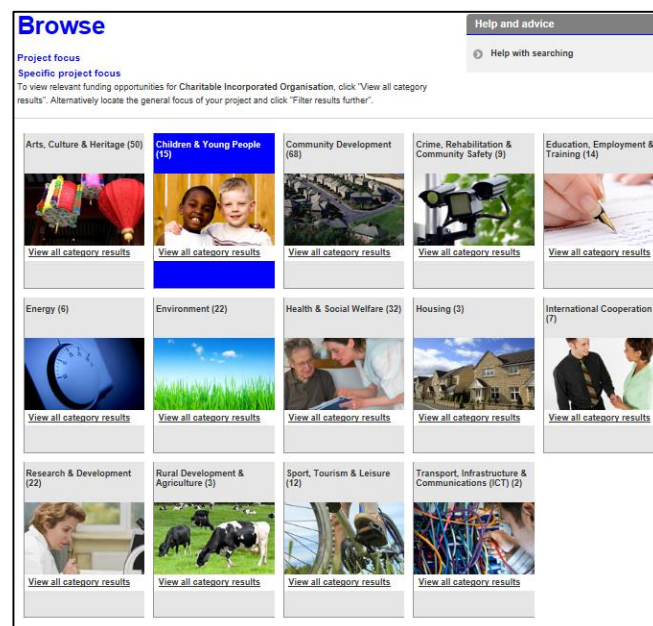
If you are keen to get a broader picture of what types of funding might be available for your organisation, the **Browse** feature is for you.

This feature allows you to browse a vast amount of relevant funding information effectively by breaking it down into manageable, easy-to-digest portions.

To begin browsing, click on the **Browse funding** link on the portal menu and select the type of organisation for which you are seeking funding.



Once you have selected the relevant option, you will be taken to a new screen. This list will be broken down into categories, with the number of individual funds belonging to each clearly specified. At this stage, you will be able to refine your search by clicking **Filter results further**.



To view relevant funding opportunities for your chosen category, click **View all category results**. You will be taken to a full results listing, featuring information on all applicable funds based on your selection.

### 3 Using your results

Once you have generated a list of applicable results, whether by using the **Search** or **Browse** tools, you have the option to:

- **Filter your results** (under *Filter results* on the panel on the right-hand side of the page) – according to funding type, funding source, geographic scope and/or status. To view a description of a filter option, hover over it with your cursor.
- **Sort your results** – (under *Sort results by* on the panel on the right-hand side of the page) – alphabetically, according to deadline, funding provider, funding type, geographic scope (default), maximum value or status.
- **Produce a report** (under *Report* on the panel on the right-hand side of the page) – you may find it useful to export your funding search results into a Word document report which you can email to colleagues, pass on to clients or print off and read at a later date. To create a report, select the fund(s) you would like to be included by placing a tick in the relevant box(es) and click **Produce report**. You can select all items on the results page or clear all selected items using the options under *Select items* on the panel on the right-hand side of the page.

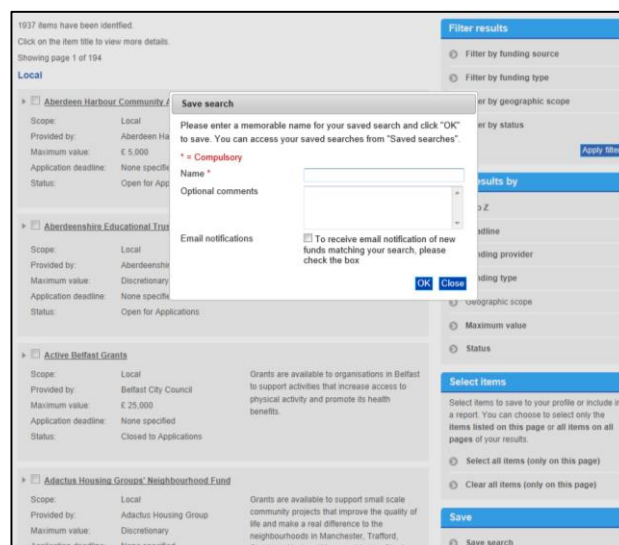
You can view your search criteria by clicking the **Show criteria** link under *Page options* on the panel on the right-hand side of the page.

### 4 Saving your results

Saving a search means you can access it quickly and easily at a later date. To save a search, click **Save search** under *Save* on the panel on the right-hand side of the page.

The funding portal offers an interactive grant alert service which enables you to receive email updates when funding opportunities that match the searches saved to your profile are added or updated. Perhaps an existing programme that is of interest to you has recently undergone changes? Maybe an entirely new opportunity has just been launched which is similar to those you have looked at previously? Signing up to receive email notifications will mean you will hear about these developments first and will help you to stay informed.

To do this, place a tick in the **Email notifications** box when saving a search.



As well as saving a search, you can also select individual funds and save them to a funding portfolio for easy retrieval at a later date. To do this, select the fund(s) that you want to save by placing a tick in the relevant box(es) and click **Save selected items**. (You also have the option to **Select all items** or **Clear all items** on the page.) The pop-up box that appears gives you the option to save the item(s) to a new or existing portfolio.

You can view and manage your saved searches by clicking on the **Saved searches** link on the portal menu.

## Saved searches and funding portfolios

Below are your saved searches and funding portfolios.

**Saved Searches**  
You currently have the following saved searches:

Search name	Created	Comments	Receive email alerts?	Actions
<a href="#">Children &amp; Young People</a>	06/06/2014		<input checked="" type="checkbox"/> Disable	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Health &amp; Social Welfare</a>	06/06/2014		<input checked="" type="checkbox"/> Disable	<a href="#">Edit</a> <a href="#">Delete</a>

**Funding portfolios** [Add new funding portfolio](#)  
Click on 'Portfolio name' to view funding portfolio contents.

Portfolio name	Created	Comments	Actions
<a href="#">My default funding portfolio (0)</a>			<a href="#">Print</a>
<a href="#">Building Maintenance Funding (1)</a>	06/06/2014		<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
<a href="#">Equipment Funding (4)</a>	06/06/2014		<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>

You can browse or search for funding as many times as you want – click on the **Search for funding** or **Browse funding** links on the portal menu to begin a new search.

## 5 How can I get more from the portal?

- The **News** section of the portal features national (and, where available, local) funding announcements affecting your organisation (or your area) so that you are quickly aware of when new funds have been launched, new deadlines have been announced and key statements have been made that could be of interest. Be sure to check this section regularly for the latest information. You can sign up to receive news alerts by email when registering or on the *Your details* page.
- The **Help & advice** section of the portal features information on a number of key funding aspects, such as identifying funding opportunities and writing your application. Referring to this section when carrying out funding activity will help you to focus your search and plan for making a funding application.