



## MINI GUIDE

<http://www.grantfinder.co.uk>

**SkillsActive**

leading the all sector management and leadership programme

## **Introduction**

This document is a mini-guide to the **GRANTfinder** website. **GRANTfinder** is a database housing information on over 6,000 funding opportunities and policy items. It is used by organisations across the public, private and third sectors to identify relevant funding opportunities and to keep up-to-date on changing UK policy.

The guide is arranged as follows:

### **Home Page**

- Logging in.

### **Searching GRANTfinder**

- Project Search.
- Text Search.
- Sponsor Search.
- Grant Code Search.
- Search Results.

### **My Resources**

- Saved Searches.
- Saved Postgroups.
- Account Information.
- User Library.

A complete User Guide (with appendices of all our Applicant and Purpose codes) is also available by clicking on 'My Resources' and accessing the User Library tab.

## Logging in

**GRANTfinder**  
making information work

24 August 2009

Home » FAQs » Search » My Resources » POLICYfinder » Deadlines » Training » About  
Products » Contact » Links » Log in

**Welcome to GRANTfinder!**

GRANTfinder is the UK's leading grants and policy database and includes details in excess of 6,000 funding opportunities. Our services include access to: a flexibly searchable database; Newsflash service; deadlines listing; and Research Help Desk. GRANTfinder subscribers include: local authorities; the voluntary and charitable sector; universities and colleges; housing associations; the health sector; and business support organisations. » Click here to find out how to subscribe to our grants database.

» Accessed our new POLICYfinder website yet? Click here to find out more...

**Special Feature**  
August's Special Feature is:  
**Understanding the Landfill Communities Fund**  
The Landfill Communities Fund (LCF) allows landfill tax payments to be redirected into community and environmental projects in areas close to landfill sites. This article provides an easy to understand guide to the Fund, explaining why it was set up, who can access the funding, the types of projects that can be funded and what the rules mean.

**Funding Latest**  
21 August » Communitybuilders  
21 August » Public Engagement Grants - Physics  
21 August » BT Business - Essence of the Entrepreneur  
21 August » 3Rs Prize  
21 August » Crawley - Community Grants  
21 August »

**User name:**  
  
**Password:**  
  
Login

**What's New** » How to Subscribe

**Newsflashes**

- » **BT Business Start Up Grant - Notice of Imminent Deadline (UK)**
- » **Communitybuilders Fund** Open from 7 September 2009 (England)
- » **East Midlands ESF Community Grants: Round 2 Open with Imminent Deadline (Regional)**
- » **Impetus Trust: Reducing Re-offending Fund (UK)**

Subscribe to RSS feed

**Deadlines**

Deadline Date	Initiative Name
25/08/2009	Comparative Cross-National Research Methods
25/08/2009	Cornwall Community Foundation
25/08/2009	Lottery - Arts Project Funding (NI)
26/08/2009	Cornwall Community Foundation

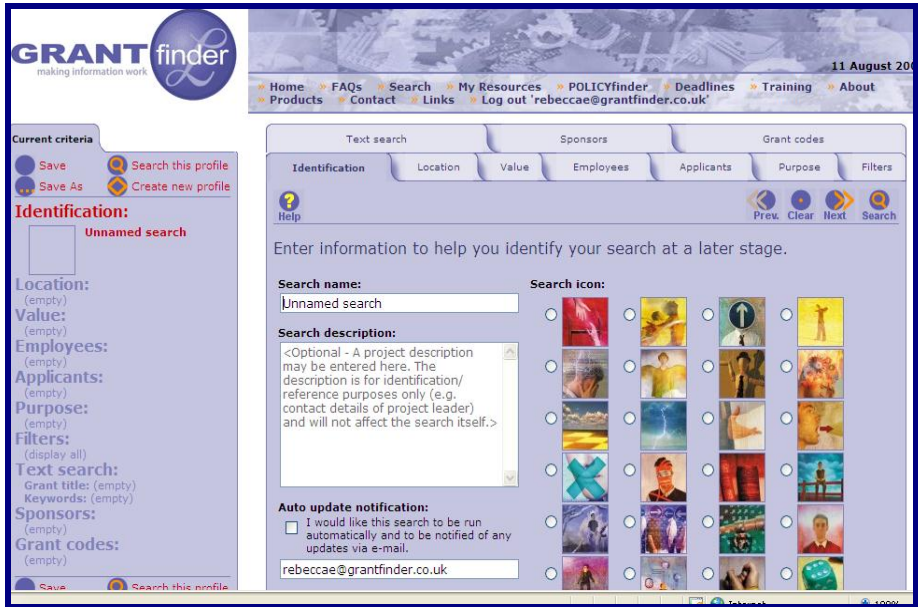
Log on to [www.grantfinder.co.uk](http://www.grantfinder.co.uk) with the username and password provided with your licence:

**User name:**

**Password:**

Login

You will be logged into the following screen:



## RUNNING A PROJECT SEARCH

When you have a particular project in mind, you should make your way from left to right along the seven tabs starting with 'Identification' and ending with 'Filters'.

### 1. Identification

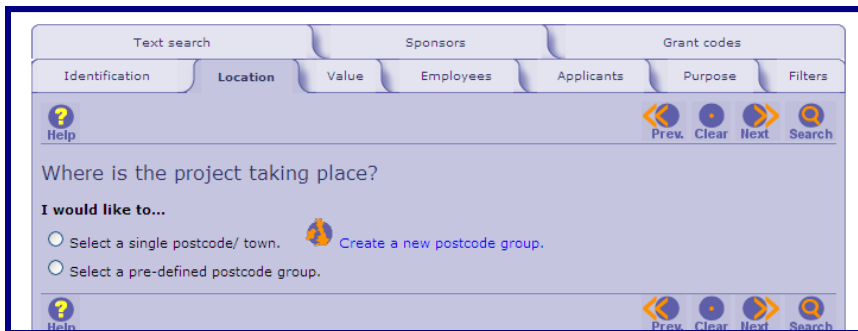
Give your search a name (usually the name of the project). You can also input a brief description (such as the contact details of the project leader) and a search icon (which can help you identify saved

searches more easily whenever you go back to them).

When you're happy with what you've inputted, click on 'Next' and the 'Current Criteria' tab on the left will update to reflect the changes.

## 2. Location

You can either: select a single postcode or town using the 'Select a specific location' option; select a pre-defined postcode group (useful if you want to run a county-wide search); or create a new postcode group (if, say, you are working in a number of postcodes or across counties).



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Text search', 'Sponsors', and 'Grant codes'. Below this is a secondary navigation bar with tabs for 'Identification', 'Location', 'Value', 'Employees', 'Applicants', 'Purpose', and 'Filters'. The 'Location' tab is currently selected. The main content area contains a 'Help' icon on the left and navigation buttons ('Prev.', 'Clear', 'Next', 'Search') on the right. The text reads: 'Where is the project taking place?' followed by 'I would like to...' and two radio button options: 'Select a single postcode/ town.' and 'Select a pre-defined postcode group.'. A blue link 'Create a new postcode group.' is positioned to the right of the first option. A second 'Help' icon and navigation buttons are visible at the bottom of the form area.

## 3. Value

Input the total value of your **project** rather than the level of grant you are looking for.

## 4. Employees

This field is only relevant if you are running a search on behalf of the private sector (it differentiates between small to medium-sized enterprises (ie less than 250 employees) and larger companies).

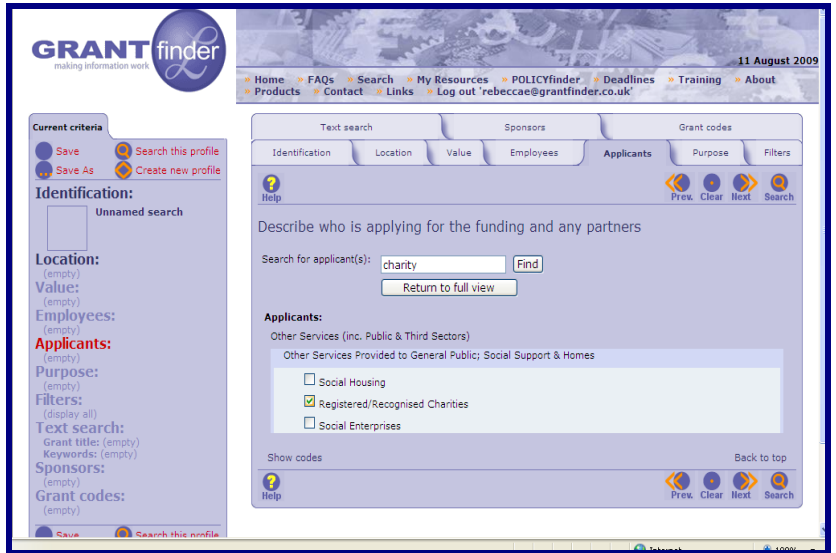
**Ignore this screen** if: you are running a search for a local authority, a partnership, a voluntary organisation or charity (ie anyone in the public or voluntary sectors).

## 5. Applicants

Here you describe the applicant organisation – remember to include all partners in the bid.

To identify relevant categories, either:

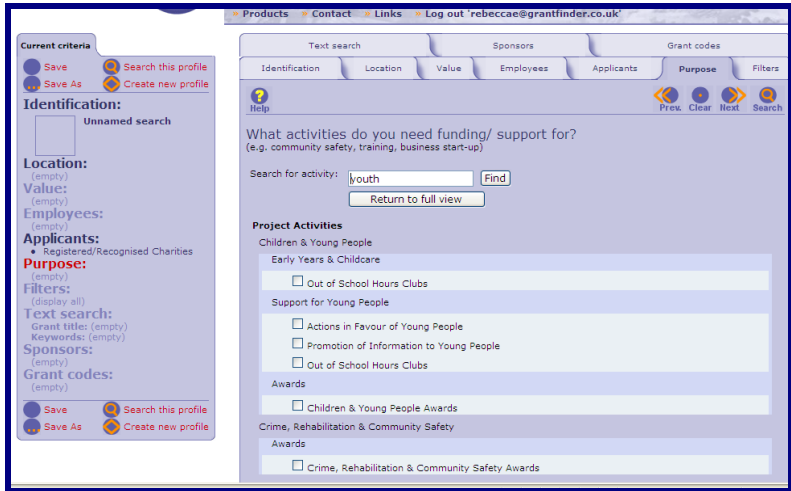
- click on the + sign next to a category to open up more categories and then select the most appropriate; or
- enter a keyword and click on 'Find' to identify the most relevant. You then need to place a tick against the sectors you wish to include.



You can select more than one category if two or more organisations are involved in the application.

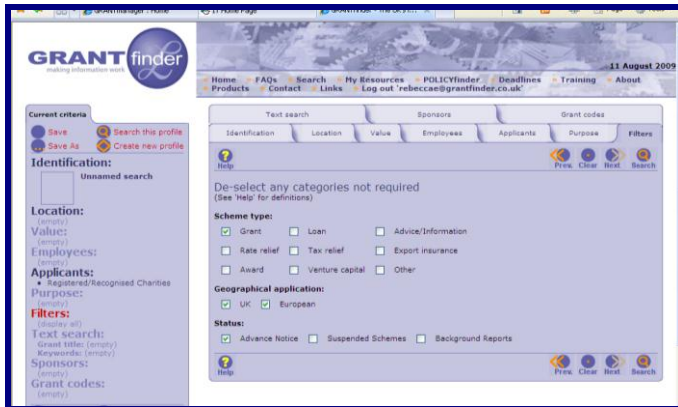
## 6. Purpose

Here you indicate what the aims of the project are. Remember: the more categories you choose, the more results will be identified. However, this does not mean that **all** categories are matched – it could just be one of them.



## 7. Filters

Using filters can reduce the number of results and is a useful way of editing the search before you actually run it (eg if you are not interested in loans or advice).



Clicking on the 'Search' button will take you to a list of results (see the section 'Search Results' further on in this guide).

## ALTERNATIVES TO THE PROJECT SEARCH

Whilst searching for funding is the most popular way of interrogating GRANTfinder, the database also allows rapid searching for research purposes.

These searches may be run by using one of three tabs on the upper level: **Text Search**; **Sponsors**; and **Grant Codes**.



### 1. Text Search

Use a Text search when you want to:

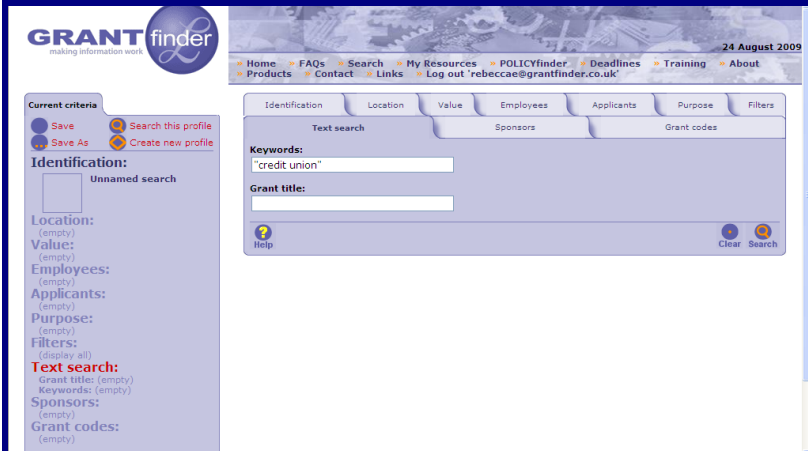
- search for a specific activity or phrase;
- conduct background research around a topic;
- quickly locate a report on the database by its name;
- complement a Project search.

There are two options under Text search as follows:

## Keywords

This will search every report on the database for the occurrences of a word or phrase. It is not case sensitive. When searching for a phrase make sure it is surrounded by “speech marks”. This indicates to the search that the words need to be treated as a phrase and not individual words.

This screen gives an example of searching for the term “credit union”. Not including speech marks will search for EITHER credit OR union.



The screenshot displays the Grantfinder search interface. At the top left is the logo for Grantfinder, with the tagline "making information work". A navigation menu at the top right includes links for Home, FAQs, Search, My Resources, POLICYfinder, Deadlines, Training, About, Products, Contact, Links, and Log out 'rebecca@grantfinder.co.uk'. The date "24 August 2009" is shown in the top right corner. The main search area is titled "Text search" and contains a "Keywords:" field with the text "credit union" entered, and a "Grant title:" field. Below the search fields are "Clear" and "Search" buttons. On the left side, there is a "Current criteria" panel with options to "Save", "Save As", "Search this profile", and "Create new profile". Below this, various search criteria are listed with "(empty)" values: Identification (Unnamed search), Location, Value, Employees, Applicants, Purpose, Filters (display all), Text search, Grant titles, Keywords, Sponsors, and Grant codes.



The Help button on this page provides more information on using 'and' 'or' and other search parameters.

## Grant Title

This will search all the grant titles for the occurrences of a word. It can be used to: quickly access a scheme you know is there; and to see if schemes you have heard about are on the database.

The screenshot shows the GRANTfinder search interface. The top navigation bar includes links for Home, FAQs, Search, My Resources, POLICYfinder, Deadlines, Training, and About. The date 24 August 2009 is displayed. The search criteria section on the left includes options to Save, Search this profile, Save As, and Create new profile. The Identification section shows an unnamed search. The Location, Values, Employees, Applicants, Purpose, and Filters sections are all empty. The Text search section shows the Grant title: (empty) and Keywords: (empty). The Sponsors and Grant codes sections are also empty. The search results section on the right shows the Text search tab selected, with the Keywords field containing 'cadbury' and the Grant title field empty. The search results are currently empty.

## 2. Sponsor Search

This lists all funding providers on GRANTfinder and is useful when you are looking for all the schemes administered by a particular sponsor, for example the Home Office.

Some funding providers are grouped together to make it easier to search on them as a group (eg Charitable Trusts and Corporate Sponsors).

The screenshot shows the GRANTfinder website interface. The top navigation bar includes links for Home, FAQs, Search, My Resources, POLICYfinder, Deadlines, Training, and About. The date 24 August 2 is displayed. Below the navigation bar, there are tabs for Identification, Location, Value, Employees, Applicants, Purpose, and Filters. The main content area is divided into two sections: 'Current criteria' on the left and 'Sponsors' on the right. The 'Current criteria' section includes fields for Location, Value, Employees, Applicants, Purpose, and Filters, all currently empty. The 'Sponsors' section lists various organizations with checkboxes next to their names, including Advantage West Midlands, Agricultural Mortgage Corporation Plc, Anna Lindh Euro-Med Foundation, Arts & Humanities Research Council, Arts Council England, Arts Council of Northern Ireland, Arts Council of Wales, Biotechnology & Biological Sciences Res. Council, Bridges Ventures, British Academy, British Business Angels Association, British Council, British Ecological Society, and British Educational Communications & Tech. Agency.

### 3. Grant Code Search

Suitable for when you know the unique GRANTfinder reference code for a scheme.

## SEARCH RESULTS

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04 December 2009

Home > FAQs > Search > My Resources > POLICYfinder > Deadlines > Training > About  
Products > Contact > Links > Log out 'rebecca@grantfinder.co.uk'

Unnamed search  
Results 1 to 9 of 9, (9 Selected)  Show only open schemes

Select/ deselect all on this page Order by: Application Deadlines

UI7590 SCW : Lottery - Community Chest (Wales) Last Updated: 21-08-2009 At any time  
Sports development projects in the community at local level, which will increase participation and improve standards of performance in sport in Wales, particularly amongst young people.  
» Summary  
» Detail

UG7070 UK Sport : Lottery - World Class Events Programme Last Updated: 23-07-2009 At any time  
Support for the bidding and staging costs of major events where the event involves competition between teams and/or individuals representing a number of nations and the event is of international significance to the sport concerned.  
» Summary  
» Detail

UG1580 DCMS : Lottery Sports Fund Last Updated: 19-05-2009 At any time  
UK sports projects that increase participation in sport; tackle social exclusion; support major performers; adapt, convert or increase accessibility to existing sports facilities and enable young people to maintain their involvement in sport.  
» Summary  
» Detail

UGN080 ACNI : Lottery - Arts Project Funding (NI) Last Updated: 25-09-2009 Deadlines apply

Result Options  
 Build/email Report  
 Remove de-selected schemes.  
 Reset selections.  
 Change view.  
Auto update notification:  
 Alert me to funding updates to this search  
rebecca@grantfinder.c  
Notification status: Tick box to activate  
Help Apply

Done Internet 100%



Clicking on a 'Summary' or 'Detail' link will provide more information on that particular scheme including any excluded categories and, where known, past successes.

Any that you are not interested in can be de-selected by removing the tick from the box.

Once you are happy with your selections, you can click on the 'Build/email report' circle on the left-hand side of the screen and either:

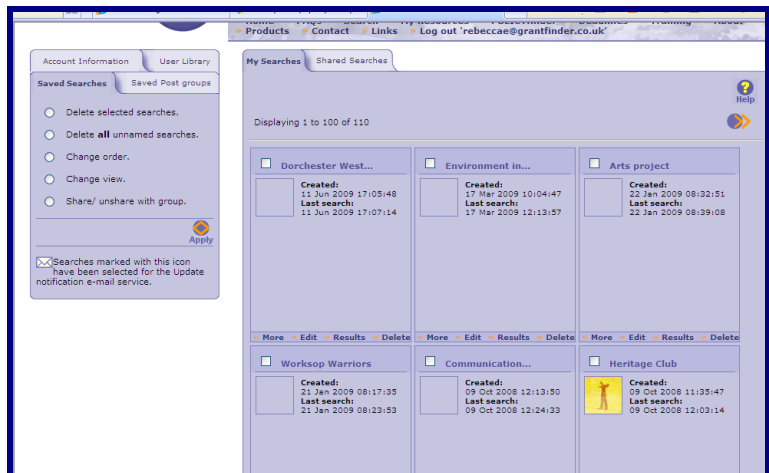
- ‘Build report on screen’ to display all chosen Summary/ Detail reports (and save to ‘My Documents’ if you wish to save a copy); or
- ‘E-mail report to’ which will allow you to receive the report direct to your inbox from where it can re-directed to third parties.

## MY RESOURCES

This section is made up of four parts (depicted by the tabs on the left-hand side):

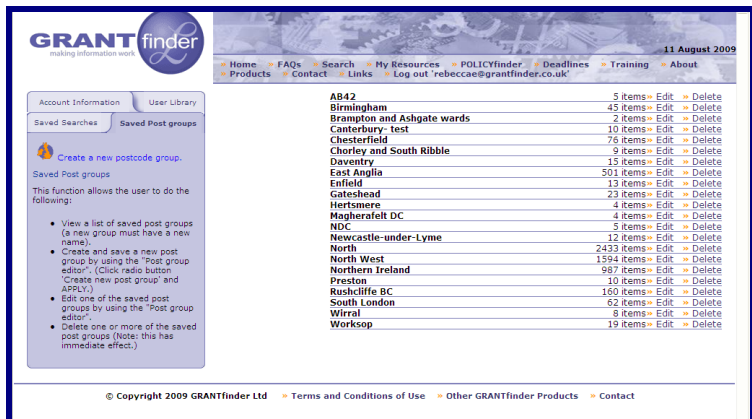
### 1. Saved Searches

This is where your saved searches are listed. You can reload them and/ or amend them or work with them again.



## 2. Saved Postgroups

This screen allows you to build your own postcode groups for running grant searches; say, for example, if your organisation operates in a specific geographical area.



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11 August 2009

Home | FAQs | Search | My Resources | POLICYfinder | Deadlines | Training | About  
Products | Contact | Links | Log out 'rebecca@grantfinder.co.uk'

Account Information | User Library

Saved Searches | **Saved Post groups**

Create a new postcode group.

Saved Post groups

This function allows the user to do the following:

- View a list of saved post groups (a new group must have a new name).
- Create and save a new post group by using the "Post group editor". (Click radio button "Create new post group" and APPLY.)
- Edit one of the saved post groups by using the "Post group editor".
- Delete one or more of the saved post groups (Note: this has immediate effect.)

AB42	5 items	Edit	Delete
Birmingham	45 items	Edit	Delete
Brampton and Ashgate wards	2 items	Edit	Delete
Canterbury - test	10 items	Edit	Delete
Chesterfield	76 items	Edit	Delete
Chorley and South Ribble	9 items	Edit	Delete
Deventry	15 items	Edit	Delete
East Anglia	501 items	Edit	Delete
Enfield	13 items	Edit	Delete
Gateshead	23 items	Edit	Delete
Hertsmere	4 items	Edit	Delete
Magherafelt DC	4 items	Edit	Delete
NDC	5 items	Edit	Delete
Newcastle-under-Lyme	12 items	Edit	Delete
North	2433 items	Edit	Delete
North West	1394 items	Edit	Delete
Northern Ireland	997 items	Edit	Delete
Preston	10 items	Edit	Delete
Rushcliffe BC	160 items	Edit	Delete
South London	62 items	Edit	Delete
Wirral	8 items	Edit	Delete
Workshop	19 items	Edit	Delete

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## 3. Account Information

If you are the main contact for GRANTfinder within your organisation, the 'Account Information' screen is where you are able to set up user accounts for colleagues. You will also be able to view how many times GRANTfinder has been used within your organisation, which will help you to assess overall usage.



#### 4. User Library

There are a number of useful documents in the User Library including:

- i. the interactive Update Bulletin - allows you to identify new grants/ deadlines announced in the last 30 days. It can be filtered by subject category

Showing results 1 to 113 of 113

Change View Search by date Help

**Arts, Culture & Heritage**

UGR280 - Academi - John Tripp Award for Spoken Poetry Summary Details

Area(s): Wales  
 Region: N/A  
 Sponsor: Charitable Trusts  
 Link: <http://www.academi.org/>

Poets from across Wales, both beginners and established, are invited enter this competition, which pays tribute to John Tripp, the late Welsh poet. John Tripp published eight volumes of poetry and was regarded as the finest performer of poetry in Wales.

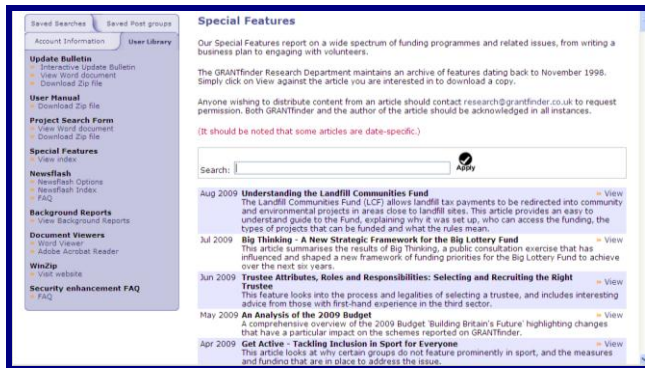
Entrants are invited to perform their own unpublished poems in public, at regional heats taking place throughout Wales during October 2009. Each poet will be given a performance slot lasting no longer than five minutes.

There will be one cash prize of £500 awarded to the entrant deemed to be the best live poet in Wales. The runner-up will receive £100 and an Audience Prize of £100 will also be awarded. All participants and the winner will benefit from free advertising, together with exposure at the regional competition heats.

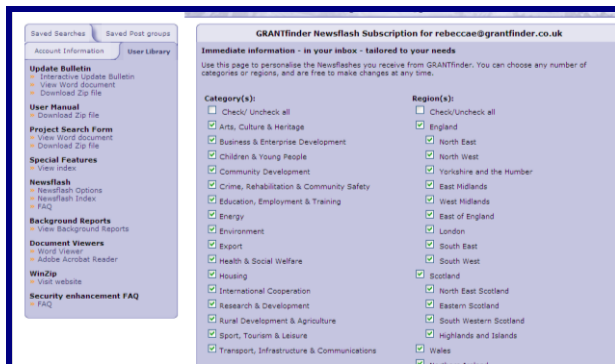
The closing date for receipt of entries is 30 September 2009.

UGX390 - ADAPT NI - Building Inclusion and Equality Summary Details

- ii. the User Manual; and
- iii. an index of Special Features which is made up of articles providing advice on subjects such as writing a constitution; and how to put together a winning grant application.



There is also a link in this section to GRANTfinder's Newsflash service which you may wish to sign up for to get grant and policy news delivered straight to your inbox.



## For further help...



Contact GRANTfinder's Client Help Desk on tel: (01909) 501200, E-mail: [research@grantfinder.co.uk](mailto:research@grantfinder.co.uk)



Download the complete User Manual from the 'User Library' section of My Resources.



Consult the  tab on each GRANTfinder web page.