



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 business by answering a few simple questions.

To begin searching, you are presented with a number of questions about your business 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 type of business?' – however, the more information you provide at this stage, the more specific your search results will be.

Search for funding

This page allows you to search for grants, special loans and awards for which your business or start-up may be eligible.

Help and advice

- Help with searching
- Business jargon made easy

About your organisation

What is your type of business? *

What is your area of work?

How many staff do you employ?

How established is your business?

About your project

What do you require funding for?

Keyword

Looking for something in particular?
Try our keyword search

Search:

Match: All text Fund name

All words Any word Exact phrase

Word Match: Start of word Whole word

About your organisation

What is your type of business?

The first question asks you to provide information about the type of business 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 business operates. There are two ways you can enter this information:

1. Type in an industry in the search phrase text box – for example, 'manufacturing' or 'retail' – then select from the options that appear under the text box. The system will automatically locate your industry from the wider tree.
2. Browse the tree by clicking on each of the arrows next to the industry headings – for example, Accommodation and Food Services – to expand the options under the headings. Place a tick in the box next to each relevant industry. (Ticking an industry heading selects all industries under that heading.)

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

How many staff do you employ?

The third question asks you to specify how many staff you employ from the options given in the drop-down menu.

How established is your business?

The fourth question asks you to state whether your business is a seed business, a startup or established.

About your project

What do you require funding for?

The fifth question asks you to specify the main purpose(s) for which you require funding. For example, it may be that your business requires support for marketing and promotional activities. Or you may need funding to carry out research and development of a new product, process or service. There are two ways you can enter this information:

1. Type in an activity in the search phrase text box – for example, ‘training’ or ‘marketing’ – then select from the options that appear under the text box. The system will automatically locate your activity from the wider tree.
2. Browse the tree by clicking on each of the arrows next to the activity headings – for example, Business Support – to expand the options under the headings. Place a tick in the box next to each relevant activity. (Ticking an activity heading selects all activities under that heading.)

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	<input type="text" value="Enter search term"/>
Search:	<input checked="" type="radio"/> All text <input type="radio"/> Fund name
Match:	<input checked="" type="radio"/> All words <input type="radio"/> Any word <input type="radio"/> Exact phrase
Word Match:	<input checked="" type="radio"/> Start of word <input type="radio"/> 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.

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.

Search results

Results (1423)
Individual search results within the JP area.

1423 items have been identified.
Click on the item title to view more details.
Showing page 1 of 143

Local

- [Acorn Fund Invest \(previously KC Invest\)](#)

Scope: Local The aim of Invest is to help stimulate business growth in the Hull and East Yorkshire economy and help create new, sustainable jobs for local people.

Provided by: KC Invest

Maximum value: £ 25,000

Application deadline: None specified

Status: Open for Applications
- [Andover Skills Training Fund](#)

Scope: Local A Fund to encourage Andover businesses to offer skills training to Andover residents.

Provided by: Test Valley Borough Council

Maximum value: Discretionary

Application deadline: None specified

Status: Open for Applications
- [Arch - The Northumberland Development Company](#)

Scope: Local A development company in Northumberland promoting enterprise and support business growth, attracting private sector investment in business and property, supporting the regeneration of disadvantaged places and neighbourhoods, and helping create

Provided by: Arch-The Northumberland Development Company

Maximum value: Discretionary

Application deadline: None specified

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

[Apply filters](#)

Sort results by

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

Select items

Select items to save to your profile or include in a report. You can choose to select only the items listed on this page or all items on all pages of your results.

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 to support your business, 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.

Browse

Organisation type
Locate the type of organisation for which you require funding opportunities and click "Filter results further".

Help and advice

- Help with searching
- Business jargon made easy

<p>Co-operative (229)</p>  <p>Filter results further >>></p>	<p>Limited Company / plc (478)</p>  <p>Filter results further >>></p>	<p>Partnership (LLP) (446)</p>  <p>Filter results further >>></p>	<p>Private Individual (351)</p>  <p>Filter results further >>></p>	<p>Sole Trader (415)</p>  <p>Filter results further >>></p>
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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.

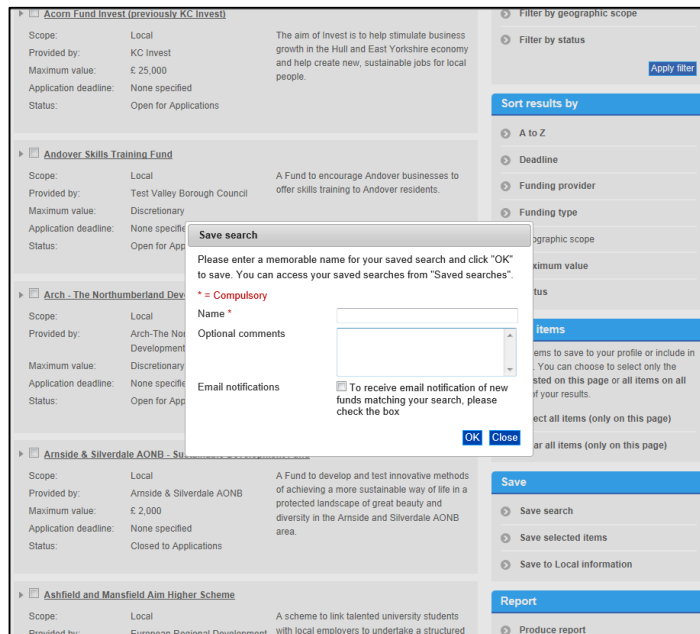
4 Saving your results

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.



The screenshot shows a search results page with several funding opportunities listed. A 'Save search' dialog box is open in the center, asking for a name for the saved search and offering an option for email notifications. The background shows details for various funds like 'Acorn Fund Invest', 'Andover Skills Training Fund', 'Arch - The Northumberland Dev', 'Armside & Silverdale AONB - Sil', and 'Ashfield and Mansfield Aim Higher Scheme'.

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
Business Support	04/10/2014		<input checked="" type="checkbox"/> Disable	Edit Delete
Equipment Funding	04/10/2014		<input checked="" type="checkbox"/> Disable	Edit Delete
Export & International Trade	04/10/2014		<input checked="" type="checkbox"/> Disable	Edit Delete

Funding portfolios

[Add new funding portfolio](#)

Click on 'Portfolio name' to view funding portfolio contents.

Portfolio name	Created	Comments	Actions
My default funding portfolio (0)			Print
Equipment Funding (4)	04/10/2014		Edit Print Delete
Product Development Funding (1)	04/10/2014		Edit Print Delete

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 business (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.