



# Find a Grant Manual

## How to create your grant advert

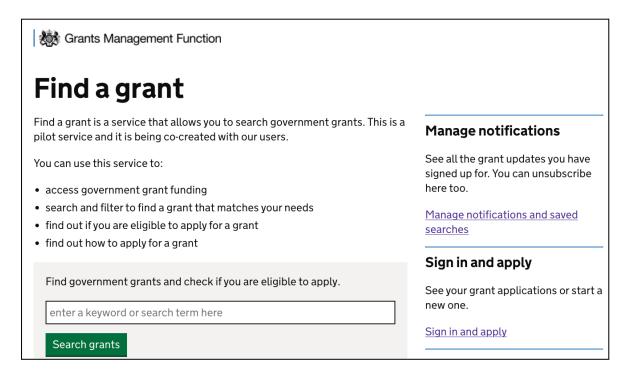


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#### What is Find a Grant?

Find a Grant is a single place for individuals and organisations to find and apply to general government grants. It has been delivered by the Government Grants Management Function (GGMF), Cabinet Office, in partnership with DCMS, Defra, DIT and MoJ.



→ <a href="https://www.find-government-grants.service.gov.uk/">https://www.find-government-grants.service.gov.uk/</a>

In April 2021, the GGMF secured funding from HMT's Shared Outcomes Fund to test a new online grants service for making it simpler, faster and fairer for any organisation or member of the public across the UK to find and apply for funding.

This service has been designed to:

- publicise grants in one place with equal and fair access for all;
- enable the finding of government grants by browsing, searching and filtering;
- offer applicants opt-in notifications for individual grants, customised saved searches
  or general service updates when new grants are added every week.

In January 2023, Ministers took the decision to mandate Find a Grant, so that all eligible general grants should be advertised on the service from April 2023.

This manual has been prepared for Grant Admins to support them in understanding the steps required to advertise their grants on the service going forwards.



You should use this guide after you have registered for the service. If you need help with registering for an account, please read <u>the registration manual</u> and follow the instructions provided.

#### **Your Grants Dashboard**

Upon logging in, you will arrive at your Grant Admin Dashboard.

Manage a grant				
Use this service to add your grant details and build an application form for applicants to use.				
Your details				
Admin Name				
Organisation				
Add grant details				
Start by adding the details of your grant.				
Add a grant				

From this dashboard, you will be able to create new grant schemes. There is no limit to the number of schemes you can create.



#### How to create a Grant Scheme

Select 'Add a grant' to create a new grant scheme.

Work through the questions, selecting 'Save and continue' as you input a name for your grant, assign a Government Grants Information System (GGIS) scheme reference number\*, and add a support email address.

\*To acquire a GGIS Scheme Reference Number you need to sign in to GGIS and create a new grant scheme.

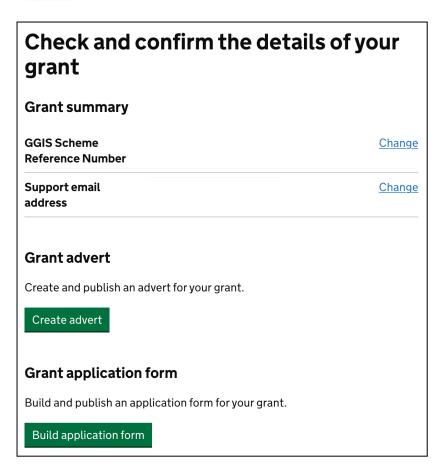
What is the name of your grant?
Save and continue
Enter your GGIS Scheme Reference Number
GGIS stands for the Government Grant Information System. It holds the official list of all grants available across government.
Where can I find my GGIS Scheme Reference Number?
Save and continue
Enter the email address you want to
use for support
Enter the address people can contact if they need support. You can change this later if you need to.
Save and continue

Select '**Confirm**' to save your grant scheme. You can come back at any time to amend the GGIS reference number or email address.

This returns you to your Grant Admin Dashboard and your new grant scheme will now appear listed under '**Your grants**'.

Select 'View' to expand this grant scheme and find more information.





You are now ready to create your grant advert.

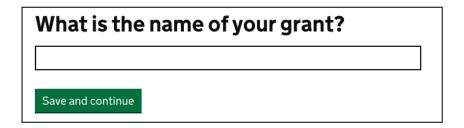


#### **Advert Builder**

This feature allows you to create and publish your grants on Find a Grant. All eligible general grants should be advertised on the service using the following advert builder functionality from April 2023 onwards. This is a mandatory requirement.

Select 'Create advert' to open the service's advert builder.

You'll be asked to name your grant. This is how it will appear on Find a Grant.



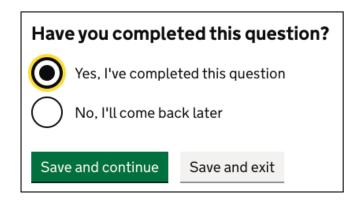
You'll be directed to the advert template overview:

Example Fund  Create an advert  How to create an advert:  • you must complete each section below  • once all sections are complete you can publish y  • you can save your progress and come back later	our advert	Preview your advert  See how your advert will appear to applicants on Find a grant.  Preview my advert
This advert will be published on <u>Find a Grant</u> .  1. <b>Grant details</b>		
Short description	NOT STARTED	
Location	NOT STARTED	
Funding organisation	NOT STARTED	
Who can apply	NOT STARTED	
2. Award amounts		
How much funding is available?	NOT STARTED	
3. Application dates		
Opening and closing dates	NOT STARTED	
4. How to apply		
Link to application form	NOT STARTED	



Each section has questions for you to complete before you can publish your advert.

You can save your progress throughout the form. For each question, you'll be prompted 'Have you completed this question?'.



If you select 'Yes, I've completed this question' it will be tagged 'Completed' on the advert template overview. If you select 'No, I'll come back later' this will be tagged as 'In Progress'.





## Information you need to enter to create an advert

#### 1. Grant details

In this section, you will be asked to provide details regarding your grant. This information will be visible from Find a Grant's search results page.

- Short description: Include a short description (800 characters) describing your grant.
- Location: Select from a standardised list the regions that your grant is available to.
- **Funding organisation**: Enter the full name of your organisation, avoiding acronyms.
- Who can apply: Select from a standardised list the audience that your grant is targeted towards.

#### 2. Award amounts

In this section, you need to provide a total amount or pot size for this grant, and indicate the maximum and minimum that applicants can apply for.

#### 3. Application dates

In this section, you need to set your open and close dates for your grant window. All adverts will be published at 00:01am and unpublished at 23:59 pm.

#### 4. How to apply

In this section, you need to provide a URL to appear as a button on your grant advert, directing prospective applicants to the corresponding application process.

This can link to an existing service that you use or to a link generated from Find a Grant's application builder feature.

#### 5. Further information

In this final section, you will need to provide further information to enrich your grant advert with everything an applicant needs to know before they apply:

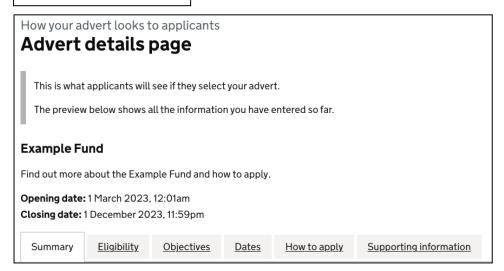


- **Eligibility information**: Add eligibility criteria to help the applicant understand if they are eligible to apply for your grant or not.
- **Long description**: Build on the short description displayed in the search results with more information about your grant.
- Relevant dates: You can share a timeline of dates when the applicant will know if they have been successful or when the funding must be spent by.
- Scheme objectives: Outline the objectives of your grant.
- How to apply: Provide further information on how the applicant can apply. This may
  be used to signpost links to a website for guidance or a document that they need to
  email to you.
- Supporting information (optional): You can include links to online guidance to provide applicants with more information.

#### **Preview**

At any point, you can visit '**Preview my advert**' to see how your grant will appear on Find a Grant, to allow you to refine the information you include across the tab headings and see how the advert will display to users.

# Preview your advert See how your advert will appear to applicants on Find a grant. Preview my advert





#### **Publish**

Once you have completed all five sections, scroll to the bottom of the advert template and click 'Review and publish'.

#### **Publish your advert**

If you have finished building your advert, you can publish it.

You will be able to check your advert again before it is added to Find a grant.

Review and publish

Exit

You will be presented with a summary view of your grant advert to check all of the information you have provided:

Example Fund  Review your adve	rt	
_	cion you have entered. You can go back and	
1. Grant details		
Short description	Find out more about the Example Fund and how to apply.	Change
Location	National	Change
Funding organisation	Cabinet Office	Change
Who can apply	Personal / Individual	Change
2. Award amounts  Total amount of the grant  Maximum amount someone can apply for	£1 million £50,000	<u>Change</u>
Minimum amount someone can apply for	£30,000	Change
3. Application dates		
<b>Opening date</b> When your advert is published	1 March 2023, 00:01am	Change
Closing date When your advert is unpublished	1 December 2023, 23:59pm	Change
4. How to apply		



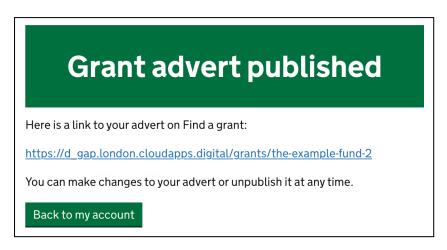
If the opening date has passed, you will be able to publish directly onto the service by clicking 'Confirm and publish'.



If the opening date is still to come, you will be presented with 'Schedule my advert'.



Once confirmed, your grant advert will be published automatically on the opening date and unpublished automatically on the closing date.





## **Grant advert** successfully scheduled Your advert will be published on the opening date.

A link to your advert will be added to your account on the opening date.

You can make changes to your advert at any time.

Back to my account

Click 'Back to my account' and you'll see confirmation that your advert is live or scheduled to be published on your specified date.

#### Making changes to your advert

You can make changes to your advert at any time. Cck 'View or change your advert'.

The Example Fund				
Grant summary				
GGIS Scheme Reference Number	G2-SCH-2024-11-15262	<u>Change</u>		
Support email address	supportexample@cabinetoffice.go v.uk	<u>Change</u>		
Grant advert				
Your advert is scheduled to be published on 1 March 2023				
<u>View or change your advert</u>				



Your advert must be unpublished or unscheduled from the service before you can amend it. Select 'Unpublish this advert' or 'Make changes to my advert' to proceed.

The Example Fund
Your grant advert

Unpublish your advert

To make changes to your advert you need to unpublish it first.

Once unpublished your advert will not appear on Find a grant.

Unpublish this advert

SCHEDULED

The Example Fund

#### Your grant advert

#### This advert is scheduled

Your advert will be added to Find a grant automatically on the opening date.

If you need to, you can make changes to your advert.

Make changes to my advert

Select 'Yes, unschedule my advert' or 'Yes, unpublish my advert'.

## Are you sure you want to change your advert?

Your advert will be unscheduled. To schedule your advert, you will need to review and publish it again.



Yes, unschedule my advert



No, keep my advert scheduled

Confirm



#### **Important**

You need to review and publish your advert again, even if you do not make any changes.

After you have made the changes required to your advert, follow the <u>steps above</u> to re-publish onto Find a Grant.