



GOV.UK

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.

 Grants Management Function

Find a grant

Find a grant is a service that allows you to search government grants. This is a pilot service and it is being co-created with our users.

You can use this service to:

- access government grant funding
- search and filter to find a grant that matches your needs
- find out if you are eligible to apply for a grant
- find out how to apply for a grant

Find government grants and check if you are eligible to apply.

Manage notifications

See all the grant updates you have signed up for. You can unsubscribe here too.

[Manage notifications and saved searches](#)

Sign in and apply

See your grant applications or start a new one.

[Sign in and apply](#)

→ <https://www.find-government-grants.service.gov.uk/>

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 [the registration manual](#) 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.

Check and confirm the details of your grant

Grant summary

GGIS Scheme Reference Number [Change](#)

Support email address [Change](#)

Grant advert

Create and publish an advert for your grant.

[Create advert](#)

Grant application form

Build and publish an application form for your grant.

[Build application form](#)

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.

What is the name of your 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 your advert
- you can save your progress and come back later

This advert will be published on [Find a Grant](#).

1. Grant details

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
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3. Application dates

Opening and closing dates	NOT STARTED
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4. How to apply

Link to application form	NOT STARTED
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5. Further information

Preview your advert

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

[Preview my advert](#)

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?'**.

Have you completed this question?

Yes, I've completed this question

No, I'll come back later

[Save and continue](#) [Save and exit](#)

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'**.

Short description	COMPLETED
Location	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](#)

How your advert looks to applicants

Advert details page

This is what applicants will see if they select your advert.

The preview below shows all the information you have entered so far.

Example Fund

Find out more about the Example Fund and how to apply.

Opening date: 1 March 2023, 12:01am
Closing date: 1 December 2023, 11:59pm

Summary	<u>Eligibility</u>	<u>Objectives</u>	<u>Dates</u>	<u>How to apply</u>	<u>Supporting information</u>
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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 advert

Below is a summary of the information you have entered. You can go back and change anything you need to.

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	£1 million	Change
Maximum amount someone can apply for	£50,000	Change
Minimum amount someone can apply for	£30,000	Change

3. Application dates

Opening date 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**'.

Once published the advert on Find a grant will be updated with any changes you have made.

Confirm and publish [Cancel](#)

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

Your advert will be published automatically on the opening date.
It will be unpublished automatically on the closing date.

Schedule my advert [Cancel](#)

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

Grant advert published

Here is a link to your advert on Find a grant:
https://d_gap.london.cloudapps.digital/grants/the-example-fund-2

You can make changes to your advert or unpublish it at any time.

Back to my account

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. Click '**View or change your advert**'.

The Example Fund

Grant summary

GGIS Scheme Reference Number G2-SCH-2024-11-15262 [Change](#)

Support email address supportexample@cabinetoffice.gov.uk [Change](#)

Grant advert

Your advert is scheduled to be published on 1 March 2023

[View or change your advert](#)

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.

PUBLISHED

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 [steps above](#) to re-publish onto Find a Grant.