

## *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 learning by answering a few simple questions.

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

None of the questions are mandatory – however, the more information you provide at this stage, the more specific your search results will be.

**Search for funding**

Enter some basic details about your training and development to find funding.

**About you**

What is your current employment status? [Select employment status](#)

What is your nationality? [Select nationality](#)

Where are you resident?

☒ Select one or more UK locations

Search phrase:

☒ Starts With ☐ Contains

☐ Select one or more countries

**What subjects and occupations are you interested in?**

What subjects are you interested in? [Select subject](#)

What occupations are you interested in? [Select occupation](#)

**Your other learning needs**

What qualification level are you interested in? [Select qualification level](#)

What costs do you want to cover? [Select cover costs](#)

**Keyword**

Looking for something in particular?

Try our keyword search

Search: ☒ All text ☐ Fund name

Match: ☒ All words ☐ Any word ☐ Exact phrase

Word Match: ☒ Start of word ☐ Whole word

**Search now**

### About you

#### ***What is your current employment status?***

The first question asks you to provide information about your current employment status. Click **Select employment status** 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 nationality?***

The second question asks you to provide information about your nationality. Click **Select nationality** and place a tick in the box next to each relevant option. Click the **OK** button once you are happy with your selection.

#### ***Where are you resident?***

The third question asks you to provide information about where you are resident. There are two ways you can enter this information:

1. Select one or more UK locations. Type in a location in the search phrase text box – for example, 'Manchester' or 'Shropshire' – then select from the options that appear under the text box; or
2. Select one or more non-UK countries. Type in a country in the search phrase text box – for example, 'France' or 'Spain' – then select from the options that appear under the text box.

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

## What subjects and occupations are you interested in?

### What subjects are you interested in?

The fourth question asks you to specify the subject(s) you would like to study. There are two ways you can enter this information:

1. Type in a subject in the search phrase text box – for example, ‘accounting’ or ‘engineering’ – then select from the options that appear under the text box. The system will automatically locate your subject from the wider tree.
2. Browse the tree by clicking on each of the arrows next to the subject headings – for example, Medical and Health Sciences and Social Work – to expand the options under the headings. Place a tick in the box next to each relevant subject. (Ticking a subject heading selects all subjects under that heading.)

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

### What occupations are you interested in?

The fifth question asks you to specify the occupation(s) in which you are interested. Click **Select occupation** and place a tick in the box next to each relevant option. Click the **OK** button once you are happy with your selection.

## Your other learning needs

### What qualification level are you interested in?

The sixth question asks you to specify the qualification(s) in which you are interested. Click **Select qualification level** and place a tick in the box next to each relevant option. (To view a useful list of qualification terms, click **Glossary**.) Click the **OK** button once you are happy with your selection.

### What costs do you want to cover?

The seventh question asks you to state what you would like the funding for. For example, it may be that you are seeking support for course costs or books and equipment. Or you may need funding to support living costs. Click **Select cover costs** 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 qualification, occupation or support cost in mind while searching, you may find entering one or more keywords useful. Try to avoid common phrases and generic terms such as ‘study’, ‘training’ or ‘work’ 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.

**Search results**  
Results (1244)  
Individual search results within the NORTH WEST area.

1244 items have been identified.  
Click on the item title to view more details.  
Showing page 1 of 125  
All Funds

Fund Title	Provider	Maximum value	Application deadline	Status	Synopsis
<b>16-19 Bursary Fund</b>	The Education Funding Agency (EFA)	£ 1,200	None specified	Open for Applications	The 16-19 Bursary Fund scheme helps 16 to 19 year-olds continue in full-time education, where they might otherwise struggle for financial reasons.
<b>16-19 Discretionary Bursary</b>	The Education Funding Agency (EFA)	Discretionary	None specified	Open for Applications	Funding is available to help 16 to 19 year-olds continue in full-time education, where they might otherwise struggle for financial reasons.
<b>19+ Discretionary Learner Support</b>	The Education Funding Agency (EFA)	Discretionary	None specified		Emergency funding for individuals on full and part-time further education courses who are having trouble meeting the costs of studying.

**Page options:**  
Go back  
Show criteria  
Start a new search

**Filter results:**  
Filter by age range  
Filter by funding source  
Filter by funding type  
Filter by other beneficiaries  
Filter by status  
**Apply filter**

**Sort results by:**  
A to Z  
Deadline  
Funding provider  
Funding type  
Maximum value  
Status

**Select items:**  
Select items to save to your profile or include in a report. You can choose to select only the

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 to support your learning, 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.

You can browse by occupation, by qualification or by subject by selecting from the options under the **Browse** link on the portal menu.

Home Search for funding **Browse** Training zone News Events Help & advice Administration Saved searches Your details

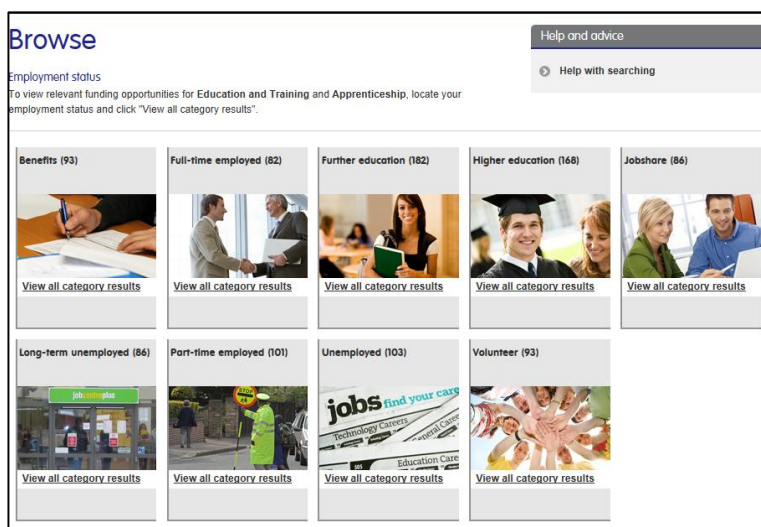
**Browse**  
By occupation  
By qualification  
By subject

**Help and advice**  
Help with searching

**Subject**  
Locate the subject you wish to study and click "Filter results further".

<b>Agricultural, Veterinary and Environmental Sciences (440)</b>  <a href="#">Filter results further</a>	<b>Architecture, Urban Environment, Geography and Building (423)</b>  <a href="#">Filter results further</a>	<b>Arts and Media (526)</b>  <a href="#">Filter results further</a>	<b>Commerce Business and Management (417)</b>  <a href="#">Filter results further</a>	<b>Education (416)</b>  <a href="#">Filter results further</a>
<b>Engineering and Technology (528)</b>  <a href="#">Filter results further</a>	<b>Humanities, Languages and Social Sciences (502)</b>  <a href="#">Filter results further</a>	<b>Information, Computing and Communication Sciences (411)</b>  <a href="#">Filter results further</a>	<b>Law, Justice and Law Enforcement (409)</b>  <a href="#">Filter results further</a>	<b>Maths and Science (493)</b>  <a href="#">Filter results further</a>

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 view your funding opportunities 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, age range, other beneficiaries 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 (default), according to deadline, funding provider, funding type, 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 save 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.

1244 items have been identified.  
Click on the item title to view more details.  
Showing page 1 of 125  
[All Funds](#)

☐ **16-19 Bursary Fund**  
Provided by: The Education Funding Agency (EFA) The 16-19 Bursary Fund scheme helps 16 to 19 year-olds continue in full-time education, where they might otherwise struggle for financial reasons.  
Maximum value: £ 1,200  
Application deadline: None specified  
Status: Open for Applications

☐ **16-19 Discretionary Bursary**  
Provided by: The Education Funding Agency (EFA) Condition is available to help 16 to 19 year-olds.  
Maximum value: Discretionary  
Application deadline: None specified  
Status: Open for Applications

☐ **19+ Discretionary Learning Allowance**  
Provided by: The Education Funding Agency (EFA)  
Maximum value: Discretionary  
Application deadline: None specified  
Status: Open for Applications

☐ **2 Study Foundation Grants**  
Provided by: 2 Study Foundation Grants are available for university students who are currently based in England and Wales.  
Maximum value: £ 3,000  
Application deadline: None specified  
Status: Open for Applications

☐ **24+ Advanced Learning Loans**  
Provided by: Department for Business, Innovation and Skills (BIS) Funding is available for learners over the age of 24 to help with the costs of a college or training course.  
Maximum value: Discretionary  
Application deadline: None specified  
Status: Open for Applications

**Save search**  
Please enter a memorable name for your saved search and click "OK" to save. You can access your saved searches from "Saved searches".  
\* = Compulsory  
Name \*  
Optional comments  
Email notifications ☐ To receive email notification of new funds matching your search, please check the box  
**OK Close**

**Filter results**  
Filter by age range  
Filter by funding source  
Filter by funding type  
Filter by other beneficiaries  
Filter by status  
**Apply filter**

**Sort results by**  
A to Z  
Deadline  
Funding provider  
Funding type  
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.  
Select all items (only on this page)  
Clear all items (only on this page)

**Save**  
Save search  
Save selected items  
Save to training zone

**Report**  
Produce report

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
Engineering and Technology	24/07/2014		<input checked="" type="checkbox"/> Disable	<a href="#">Edit</a> <a href="#">Delete</a>
Science and Research	24/07/2014		<input checked="" type="checkbox"/> Disable	<a href="#">Edit</a> <a href="#">Delete</a>

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

Portfolio name	Created	Comments	Actions
My default funding portfolio (0)			<a href="#">Print</a>
Books and Equipment (3)	24/07/2014		<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Delete</a>
Course Costs (3)	24/07/2014		<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** 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) education and learning announcements affecting your institution (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.