GRANTGURU

More than just a search page

Getting started on your Grant Finder

How to Register

1. From your local portal, click 'Register'.

2. Enter your email address and answer the questions

3. The first time you sign in, the Grant Finder will ask a few questions to ensure the portal is optimised for you and your grant searching. Fill out the questions.


You're all set!

Once you have registered you will be able to now start customising the portal for your needs. You can start searching, making a list of appropriate grants and exploring the tools provided to you.
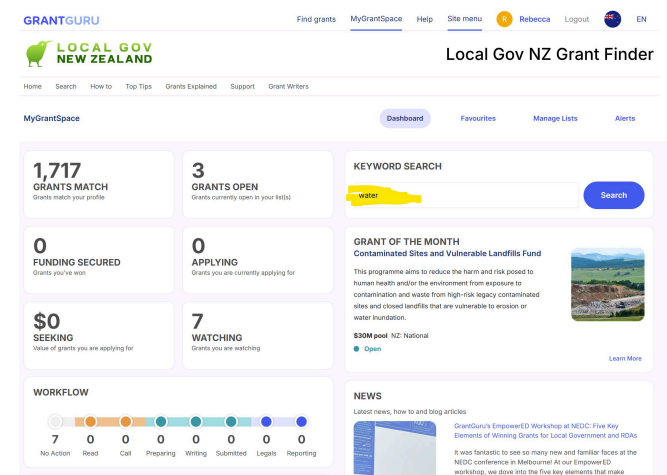
Welcome to the world of grant finding!

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How to Search - 1

1. When you login to the portal you will be taken to the Dashboard page. This page has an overview of how many grants are available for you search.
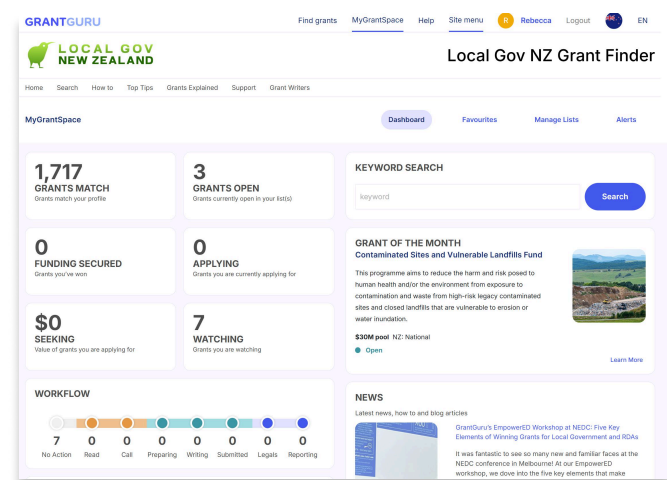
2. One way to search for a grant is from this dashboard in the Keyword Search bar. Enter a word that is related to the grant you are looking for. Press Search.
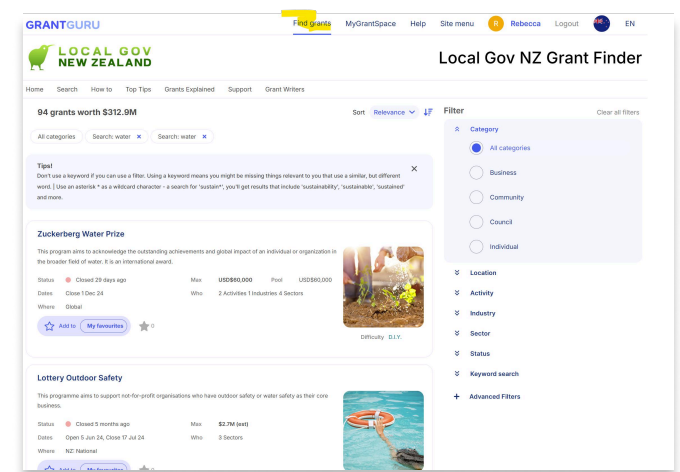

3. This will give you a long list of grants related to the Keyword you were searching for.
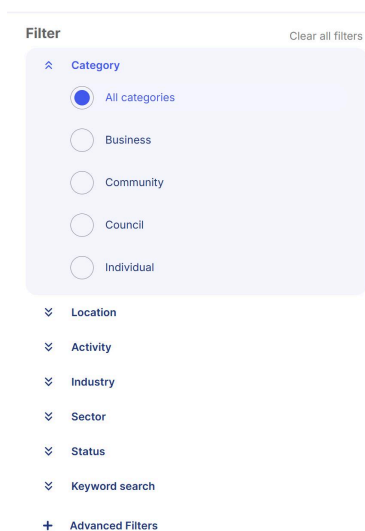
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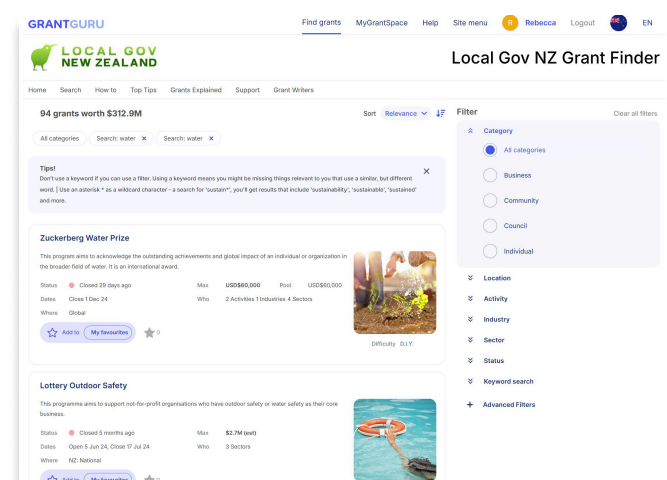
How to Search - 2

1. The second way to search is to use the 'Search' function which you will find under 'Find Grants' in the menu. Go to Find Grants, then select Search.

2. On the right hand side of the Search page you will see many ways to filter the grants to see the grants most relevant to your projects.

3. Using the filters, such as location, activity, keyword search etc, the results will be better refined to your project. To see the filters selected, have a look at the top (highlighted in yellow).

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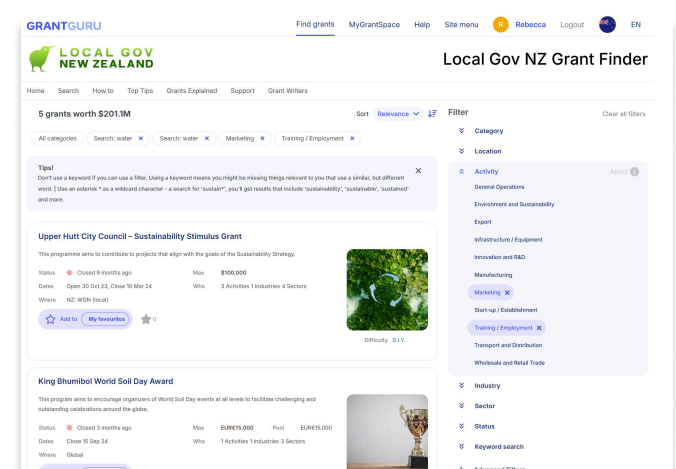
Viewing a grant

1. Once you have a short list of grants filtered down for your project you can view the grants in more detail. Simply click the name of the grant from the list and it will open up the expanded view of the grant.

2. Scroll through the page to see relevant information about the grant such as who can apply, assessment criteria, relevant dates, any downloable content and in some cases a link to apply is shown as well.

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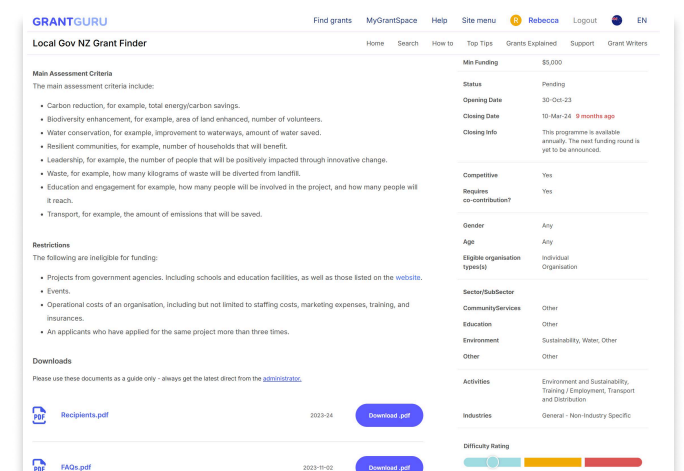
Saving a grant to favourites

1. If you find a grant you think could be relevant to your project and you want to save it to come back later, you can add to a favourite list. This can be done when you are viewing the grant details by clicking the star above the image on the top right. If you have more than one Favourites list you will be prompted to choose which list you want to add this grant to.
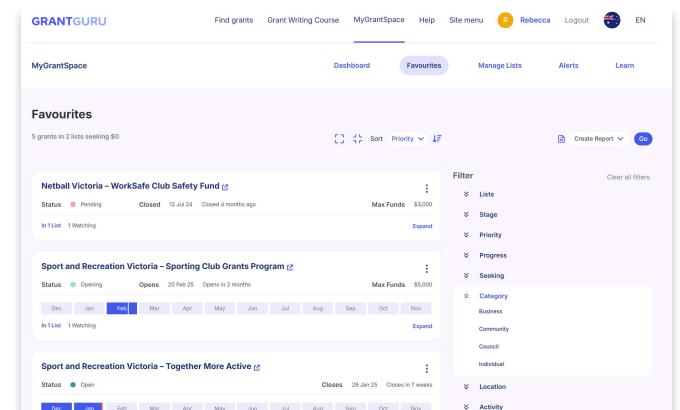

2. Another way you can add a grant to a Favourites list is on the search page. Click the star to add or remove the grant from a list.

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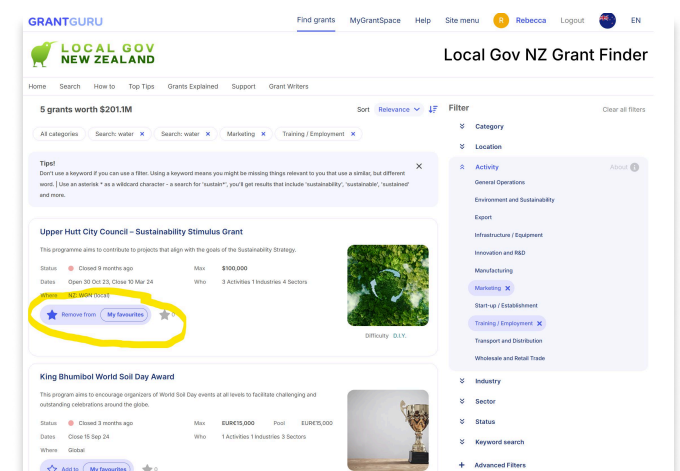
Viewing a favourites list

1. To view your lists of grants that have been saved, select MyGrantSpace in the menu. Then select Favorites. You will see a list of all the grants you have saved in your Favourites lists.

2. The filters on the right hand side allow you to further filter to find specific grants you have saved in your list.

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