



GOV.UK

Find a Grant Manual


How to register as a grant administrator

January 2023

What is Find a Grant?	3
Registration	4
How do I register?	4
Request Grant Admin Access	5
How to Sign In	5
Your Grants Dashboard	8
How to create a Grant Scheme	8

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 getting set up with access to Find a Grant.

January 2023

Registration

Grant administrators will first need to register on the service, before contacting the Find a Grant team (findagrants@cabinetoffice.gov.uk) to be assigned the permissions required to create grant adverts.

Where do I register?

To get started, visit our user [registration page](#) and complete the following information to create an account:

Create an account

Enter your details below to create an account and apply for a grant.

First name

Last name

Enter your email address

You will use this email address every time you sign in.

Confirm your email address

UK telephone number (mobile)

You must enter a UK mobile telephone number to continue.

We will send a verification code to this number every time you sign in.

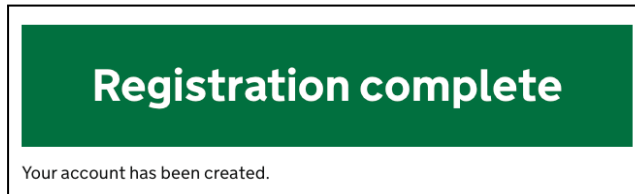
I have read and agree to the [Privacy policy](#)

Save and continue

Please use a mobile number, as this will be sent an SMS text for authentication upon sign in.

Once registered, select '**Save and continue**'.

You will be greeted with the following screen confirming your account has been built:



Request Grant Admin Access

Once registered, email findagrants@cabinetoffice.gov.uk to request your account be given Grant Admin access.

The Find a Grant team will make this change to your account for you and send you a confirmation email once your account is ready. This can take up to 24 hours from your request.

How to Sign In

Follow [this link](#) to the service's Sign In page:



A screenshot of the "Sign in to Find a Grant" page. At the top left is the Cabinet Office logo. The main heading is "Sign in to Find a Grant". Below the heading is a text input field with the placeholder text "Enter your email address to receive a link". Underneath the input field is a checkbox followed by the text "I have read and agree to the [Acceptable Use Policy](#)". At the bottom left is a green button labeled "Sign in".

Input your email address and tick the box after reading the [Acceptable Use Policy](#).

This loads the following page:

Check your email

We've sent a link via email to

The email might take a few minutes to arrive. It might go to your spam or junk folder.

If your email address is incorrect you can go back and enter it again.

If you do not receive an email please contact findagrants@cabinetoffice.gov.uk.

You'll receive an email to your inbox titled '**Sign in to Find a Grant**' with a link to return you to the service:



You have received this link because you are signing in to find a grant.

Continue to sign in by clicking on the link below.

<https://auth.cabinetoffice.gov.uk/v2/find-grants/verify?token=004c9cc37c4eb24528426dd62a9d9e96842794e99c128e94c6875fecdd83dd5a4>

If receiving this email via Outlook, copy and paste the link into your existing open browser as a new tab.

You'll be returned to the following page:

Check your phone

We've sent you a text message with a verification code.

The code expires after 15 minutes.

Enter the verification code here

[Sign in](#)

An SMS text message will be sent from **GOV.UK** to your registered mobile phone number with a 5-digit verification code. Enter this code and select '**Sign In**'.

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 set up new grant schemes. There is no limit to the number of schemes you can create.

You will now be able to draft and publish grant adverts on Find a Grant and, should you choose, build customised grant application forms.