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Welcome to the help manual for the grants for individuals website. This website contains details of grant givers who provide funding for individuals, as opposed to funding for projects or groups of people.

Please take the time to work through this step-by-step guide before you begin to make applications for funding as it will help you to use the powerful search features that have been provided on this site to full effect.

### **STEP 1- LOG IN**

Go to [www.glasgowlife.org.uk/libraries/research-24-7](http://www.glasgowlife.org.uk/libraries/research-24-7)

Click on Grants for Individuals and ask library staff to log you in.

### **STEP 2- SEARCH FOR FUNDING**

Click on 'search for funding' from the menu that runs along the top of the screen.



Home | Search for funding | Directory of users | Profile | News | Help

The page that opens up has four sections, and enables you to search using a variety of techniques.

### **CHOOSE WELFARE OR EDUCATION**

> Do you want a grant for welfare or education services?

- Welfare  
 Education

Before you begin a search you **must** select one of these two options. This is because there are two separate sets of information that make up the database and the search engine will only be able to look at one of them at a time.

If both seem applicable then you will need to conduct two separate searches.

Welfare

Trusts that offer individuals money for 'welfare' have got to ensure that they keep to the legal guidelines for charities. These allow funds to be given to people in 'financial hardship' and people who are 'sick'.

The Charity Commission explains how financial hardship and sickness can be interpreted:

Financial Hardship (leaflet CC4, click [here](#) to download the full leaflet)

"A person does not have to be destitute to qualify as "poor". Nor do people necessarily have to be "poor" over a long period of time to qualify; someone suffering a temporary

period of financial hardship due to a sudden change in circumstances (for example an accident or a death in the family) might also be eligible for assistance. Generally speaking, anyone who does not have access to the normal things of life which most people take for granted would probably qualify for help.

People may qualify for assistance from a charity whether or not they are eligible for State benefits. Some people who already receive their full entitlement of State benefits may need additional help. Equally, some people who are not entitled to State benefits may sometimes need help because of particular circumstances”.

### Sickness (leaflet CC6, click [here](#) to download the full leaflet)

“Trustees can provide or pay for items, services and facilities to ease the suffering or assist the recovery of people who are:

- sick;
- convalescent;
- disabled; or
- infirm

The words sick and sickness include those suffering from:

- a mental disorder; or
- an addiction;

unless the charity's governing document makes it clear that this is not permitted.”

Clicking on the welfare tab will search for trusts that are willing to give funds to individuals with these types of need.

For more practical examples of organisations that provide funding for a welfare need, click [here](#).

#### Education

The entries that will be found when you select this option are trusts that provide educational grants to individuals. The trusts that have been included are those which give:

- at least £500 a year in educational grants to students (though most give considerably more)
- grants for up to and including first degree level
- grants based on need
- grants to students of more than one school or college

Not included are those which give:

- grants solely for postgraduate study
- awards of scholarships for academic excellence, except where these appear to be particularly relevant to people in need

Trust grants can typically only help with the cost of books, small-scale fees such as RSA, GCSE and A-Level exams fees and supplementary awards. It is very rare for a trust to fund fees and maintenance throughout an individual's academic career.

For information about statutory education funding and Career Development Loans in the UK, click [here](#). For detail of boarding and independent schools in the UK click [here](#).

Once you have chosen the better option from education or welfare, you should use the search tools explained below to narrow down the results and find trusts you will be eligible to apply to.

### **KEYWORD SEARCH**

The top half of the search screen allows you to carry out a 'keyword search' which will identify all trusts that contain the word(s) you have typed.



Keyword search

- All description text
- Trust name
- Trust address
- Trust postcode
- Registered Charity Number
- Location

This type of search is recommended for trusts that you have heard of already, or for subjects that are not very common. Underneath the box where you can type the keyword there are a number of options you should use to 'limit' the search.

#### All description text

The default option is to search 'all description text' then the entire database will be searched for the terms you have entered. This can be very useful if you want to do a quick search and gain an overview of the topic. It can also be useful if you are searching using uncommon words, which you only expect to return a small number of results (e.g. searching for Ballet).

- This search technique does however come with a caution, because it simply matches the search term with the description text regardless of the context. *EXAMPLE:* This means that the results for searching for the word 'capital' will include trusts where the detail states "we do not provide capital funding".
- This search will also only match the exact words you have entered, so if a different term has been used to describe the area you are interested in then this will not show up in the results

*EXAMPLE:* If you search for 'disabled' but the term used throughout the database is 'disability' then you will not return any results.

### Trust name

The second option is to search for words from the trust name. Type the word(s) that you think appear in the trust name in the box and then hit the 'search now' button at the bottom of the screen. The website will run the search, looking for all of the words that you have typed.

### Trust address

Selecting this option matches the term you enter with the main address of the trust. This is useful if you already know the address of a specific trust, but you can also use it to identify all trusts that have an office in a certain town or city.

- The more exact you can be the more chance you have of returning accurate and specific results.

*EXAMPLE:* searching for welfare and 'Nottingham' will return over 30 but searching for 'Worksop' will return only 2.

### Trust postcode

This option is available to help you quickly identify a trust that you know about already. The postcode can be entered in full to give you the exact trust you need, or you can put in the first part of the postcode to find out the trusts in a given area. S1 would for example find trusts based in central Sheffield.

### Charity Commission Number

This is really only useful if you already know the number of the trust you are interested in. Every trust has a unique six figure number that they can be identified by, so when you search using this number only one result will be given.

### Location

This is the final way to make a keyword search more specific. It will search in the 'eligibility' section of the information about the trust. It operates by matching terms in the same way as the other keyword search options, e.g. if the detail provided about a trust states that it is able to fund people living in 'Camden' then, typing England or London will not pick this trust up.

### **DESCRIBE YOUR PROJECT / ORGANISATION**

The bottom half of the screen allows you to describe your specific funding need by answering a series of questions. This search method is valuable because by selecting your answers from the options provided, you can be sure that they will match the terms used in the database.

It is not necessary to provide an answer to every question, but the more detail that you supply the more targeted your results will be. If you are searching on behalf of another person then these questions ought to be answered from their perspective, not yours.

What is the purpose of your funding?	Click to select purposes	Select	Clear
What is your occupation?	Click to specify your occupation	Select	Clear
Personal Background	Click to specify background options	Select	Clear
Personal Circumstances	Click to specify circumstances options	Select	Clear
		Search now	Clear search

The questions and the possible answers that are included on this page have been taken from the specifications supplied by the trusts. They may seem incredibly specific at times, but this is so that any trust you are eligible for is included. You should only answer relevant questions.

#### **Q.1 What is the purpose of your funding?**

This question has been included to allow you to describe the reason that you are looking for funding. Various answers to the question have been arranged in a hierarchical 'tree' so that you can quickly access the option that is most relevant to you.

To answer this question you should click on the 'select' button and then a separate window will pop-up with the various possible purposes listed in the top half. To use the tree you should highlight the area which is appropriate for your needs. If you are happy that this adequately describes your purpose then click on the 'add' button and the answer will appear in the space below:

**Purpose of your funding**

**Funding purposes** ?

**Available purposes**  
Hold down the "Ctrl" key to make multiple selections.

- Additional learning experiences/opportunities
- Bills and Living Expenses
- Clothing
- Direct educational costs
- Education

Up a level   Down a level   Go to top

Add   Delete

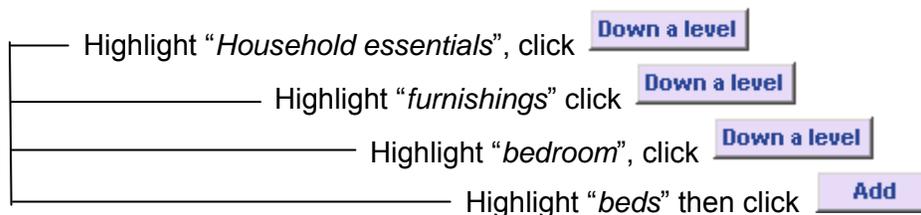
**Selected project purposes**

- Bills and Living Expenses

[Close this window](#)   OK   Cancel

If you would like to select a more precise reason then highlight the relevant answer and click on the 'down a level' button. Repeat this process until you have found the area that you are looking for.

**EXAMPLE:** If you are hoping to find money to purchase a bed you might work through the tree in this way:



Once all of the answers that you want to include are visible in the bottom half of the screen, click on the 'ok' button, and the pop-up window will disappear and your answers will appear next to the question on the main screen as shown here,-

What is the purpose of your funding? Beds   **Select**   **Clear**

### **Q2. What is your occupation?**

This second question allows you to specify the occupation of the person seeking funding, or their spouse or parent if they are dependent on them. This question should be answered when the person in question has had a trade or long-term occupation or some past connection with a trade or occupation. Again a list of possible answers has

been arranged in a hierarchical tree and you can highlight and select the options that seem most appropriate in the same way as you did in answer to [question 1](#).

Answering this question is helpful as it can identify trusts that have a very particular remit for individuals and their dependents e.g. The Coal Injury Benevolent Trust

### **Option 3. Personal Background**

The third section gives you the chance to describe your personal background, again using pre-defined options. First click the 'select' button which will open a new window. Along the top of this new screen there is a purple menu bar with six different options:

Build a personal background profile

Age Gender Family Religion Nationality Surname

Browse and select

Available options for Age  
Hold down the "Ctrl" key to make multiple selections.

- Adults aged 26-49
- Children (under 18)
- Older people
- Pre-school age (up to four years old)
- Primary school age (4-10 years old)

Scroll through the options in the top half of the screen and highlight

the ones that are appropriate. Once you have done this click on the 'add' button and the options you have highlighted will appear in the bottom half of the screen.

Use the menu at the top to check through all six sections and click to add all relevant categories so that the bottom half of the screen is filled e.g.

Selected options

- Age: Older people
- Family: Married
- Gender: Female
- Nationality: UK citizens
- Religion: Baptist

[Close this window](#) OK Cancel

Once the profile is as accurate as it can be within the given options click on the 'ok' button.

### **Personal Circumstances**

The final section gives you the chance to describe your personal circumstances e.g. specific health problem or membership of particular association, in a similar manner as above.

Again you should first click the 'select' button which will open a new window. Along the top of this new screen there is a purple menu bar with six different tabs. You can then select the most relevant options from the choices that are given by highlighting them and then using the 'add' button.



### Combining Search Options

The different ways of carrying out a search have been described above. In order to return the most relevant trusts, you do not necessarily need to answer every question. The following examples show how you might combine various search tools in different situations- the search selections have been highlighted:

#### *EXAMPLE 1:*

A young man in the armed forces who is in financial difficulty might search using the following parameters.

#### *EXAMPLE 2:*

A teacher in Edinburgh who wants to know which local trusts would consider applications from their students might conduct the following search.

# grantsforindividuals.org.uk

## Help Manual

**Search for funding** ?

> Do you want a grant for welfare or education services?

Welfare  
 Education

---

Keyword search

All description text  
 Trust name  
 Trust address  
 Trust postcode  
 Registered Charity Number  
 Location

---

What is the purpose of your funding? **Debts**

---

What is your occupation? **Armed forces**

---

Personal Background **Adults aged 26-49, Male, Church of England**

---

Personal Circumstances   Click to specify circumstances options

---

**Search for funding** ?

> Do you want a grant for welfare or education services?

Welfare  
 Education

---

Keyword search **edinburgh**

All description text  
 Trust name  
 Trust address  
 Trust postcode  
 Registered Charity Number  
 Location

---

What is the purpose of your funding?   Click to select purposes

---

What is your occupation?   Click to specify your occupation

---

Personal Background   Click to specify background options

---

Personal Circumstances   Click to specify circumstances options

---

### **STEP 3: SEARCH RESULTS**

Once you have set the search criteria, you will be able run a search by hitting the 'search now' button at the bottom of the screen.

#### **SCREEN 1: RESULTS GRID**

The results will then appear on the right hand side of the screen, organised in a grid that helps you to identify the ones that seem most relevant. From this grid you can choose to view the results in one of two ways.

The screenshot shows the 'Search Results Index' page. At the top, it says 'Your results are as follows. Some trusts have more than one purpose, and will appear under different headings.' Below this, it states 'There are 14 trusts corresponding to your search.' A yellow arrow points to a link '> Click here to view all trusts'. Below this, it says 'Below is the breakdown of results according to purpose.' A table lists 14 categories with their respective counts. A second yellow arrow points to the table. At the bottom right, there is a 'Save search' button.

Search Results Index	
Your results are as follows. Some trusts have more than one purpose, and will appear under different headings.	
There are 14 trusts corresponding to your search.	
> <a href="#">Click here to view all trusts</a>	
Below is the breakdown of results according to purpose.	
<a href="#">Additional learning experiences/opportunities</a>	7
<a href="#">Bills and Living Expenses</a>	14
<a href="#">Clothing</a>	7
<a href="#">Direct educational costs</a>	7
<a href="#">Education</a>	7
<a href="#">Extra-curricular activities</a>	7
<a href="#">Household essentials</a>	7
<a href="#">Indirect educational costs</a>	7
<a href="#">Medical</a>	7
<a href="#">Other welfare needs</a>	7
<a href="#">Recurrent</a>	7
<a href="#">Vocational courses</a>	7

#### 1. Choose to view all trusts

You can click on this option and a list of all the trusts that matched your search criteria will be shown

#### 2. Choose according to subject

Categories have been assigned to each trust depending on the areas that they have indicated they will support.

If you click on a subject that is likely to be relevant to you, a list of all the trusts that provide funding for that purpose will appear.

- If you have provided an answer to [Q1](#) (*What is the purpose of your funding?*) then the subjects that are listed will match the options you selected.

### **SCREEN 2: LIST OF TRUSTS**

Once you have chosen the trusts you would like to see details for, a list will appear in a new window. This list is initially organised alphabetically by the full trust name, meaning trusts that begin with the word 'The' will be listed under 'T'.

It is possible to sort the list in a different way; if you click on the arrow icon next to each column heading  it will re-sort the list.

*EXAMPLE:* If you would like to list the trust that awards the most money first down to the trust that awards the least money then click on the bottom arrow, next to the heading 'award'.

At this stage you can scan through the list, and decide whether or not a trust is likely to be of use to you. The middle column, type of grant, specifies whether the trust gives one-off or recurrent grants, the size of the grants given and what the grants are actually given for.

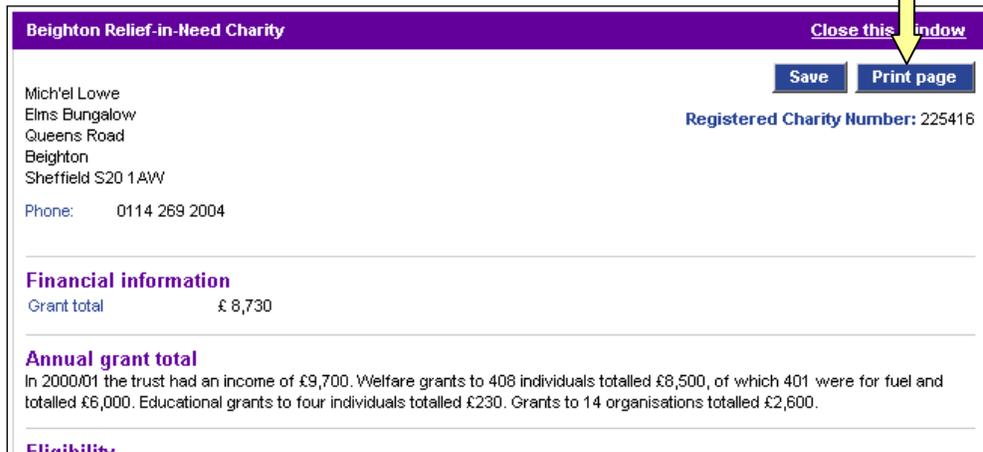
The majority of inappropriate trusts should have been screened out by the options that you selected earlier, but this final step helps you to refine the search even more.

### **SCREEN 3: FULL TRUST DETAILS**

If you have scanned the list and feel you would like full information about a trust then click on its name e.g. [Beighton Relief-in-Need Charity](#). This will lead to a pop-up window that includes full trust details. The following sections will appear on a typical entry, but the amount of information included will depend on how accessible a trust is.

- Trust Name and postal address.
- Contact name and contact details
- Charity number
- Financial Info- how much money the trust has
- Grant total- how much money was given in typical grants, and where possible information about the purposes of these grants (e.g. £240 grants for education)
- Eligibility- This explains who is eligible for funding according to the trust's governing document
- Applications- this section will tell you how you should apply to this trust if you want your application to be considered

If having viewed the trust you think that they might be of use to you, you can print their details using the buttons at the top right hand corner of the window.



The screenshot shows a web page for 'Beighton Relief-in-Need Charity'. At the top right, there is a purple bar with the text 'Close this window'. Below this bar are two buttons: 'Save' and 'Print page'. A yellow arrow points to the 'Print page' button. The main content of the page includes the charity's name, address, phone number, and financial information.

**Beighton Relief-in-Need Charity** Close this window

**Save** **Print page**

Mich'el Lowe  
Elms Bungalow  
Queens Road  
Beighton  
Sheffield S20 1AW

Phone: 0114 269 2004

**Registered Charity Number: 225416**

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**Financial information**

Grant total £ 8,730

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**Annual grant total**

In 2000/01 the trust had an income of £9,700. Welfare grants to 408 individuals totalled £8,500, of which 401 were for fuel and totalled £6,000. Educational grants to four individuals totalled £230. Grants to 14 organisations totalled £2,600.

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**Eligibility**