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| **Wythenshawe Community housing group & forum trust** |
| Open4funding Guide |
| An easy guide to searching for funding |
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| **Alasdair Ricard** |
| **11/17/2016** |









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| **This document will guide you through funding searches and give you access to a free accessible search engine with upto date funding available to a range of organisations.** |

**www.Idoxopen4community.co.uk/wchg**

**Simple Training Guide**

**The open4 website is a really useful resource for anyone looking to apply for funding.**

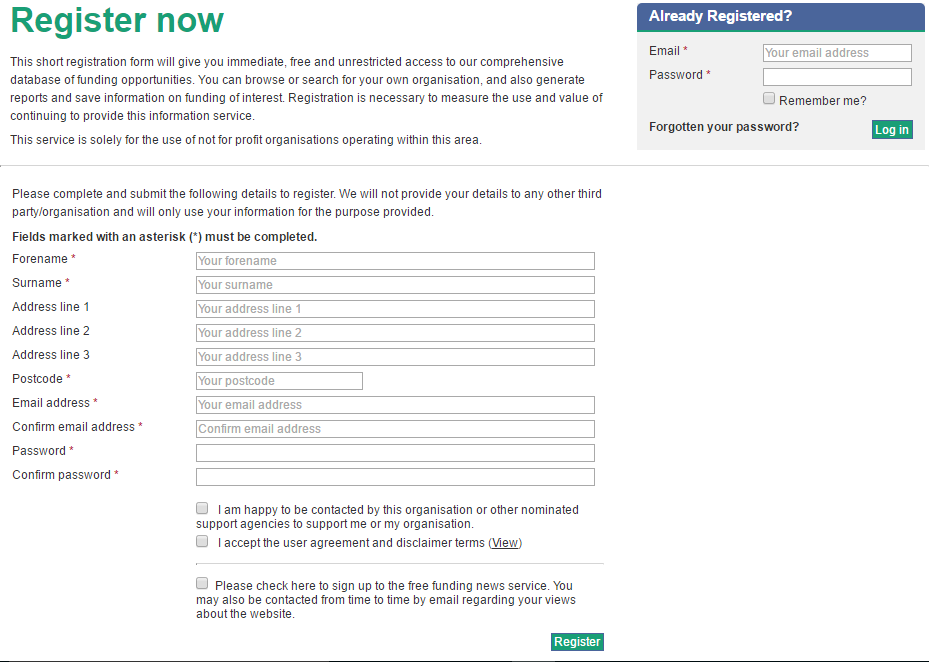
**This guide I will be explaining:**

* **The registration process**
* **Searching for funding**
* **Saving your results**
* **Email notifications**

Step 1: Register

**Before you can access the sites searches / funding pages you must first register.**

**This process it quite simple**



**To complete the registration process you must fill in all boxes marked with a \* and accept the User Agreement. Once you have registered with a valid email address you will be able to use the search features.**

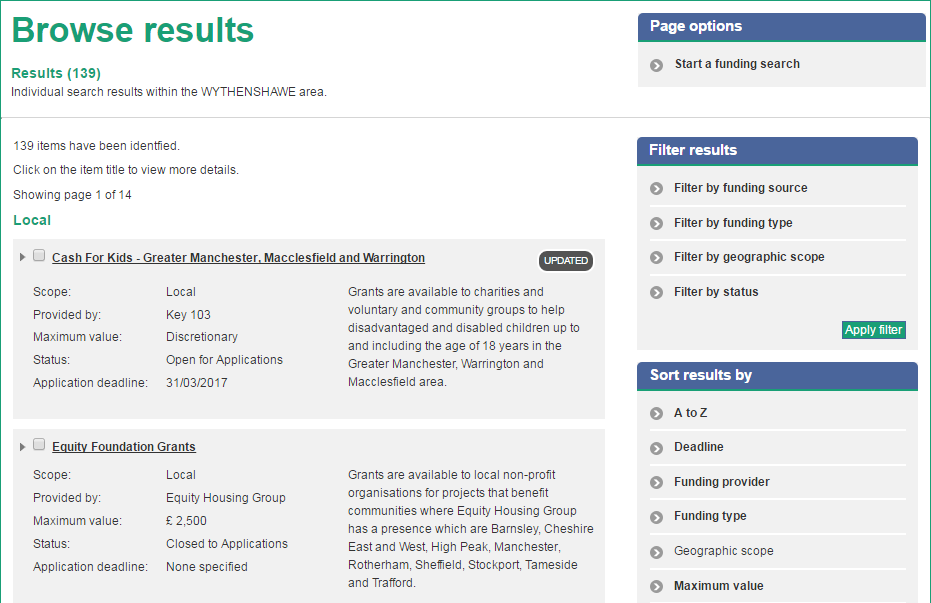
Step 2: Searching for funding

**There are two ways you can search for funding on the Open4 website.**

**Category Browse Organisation type**

**This type of search allows you to select the category of your organisation.**

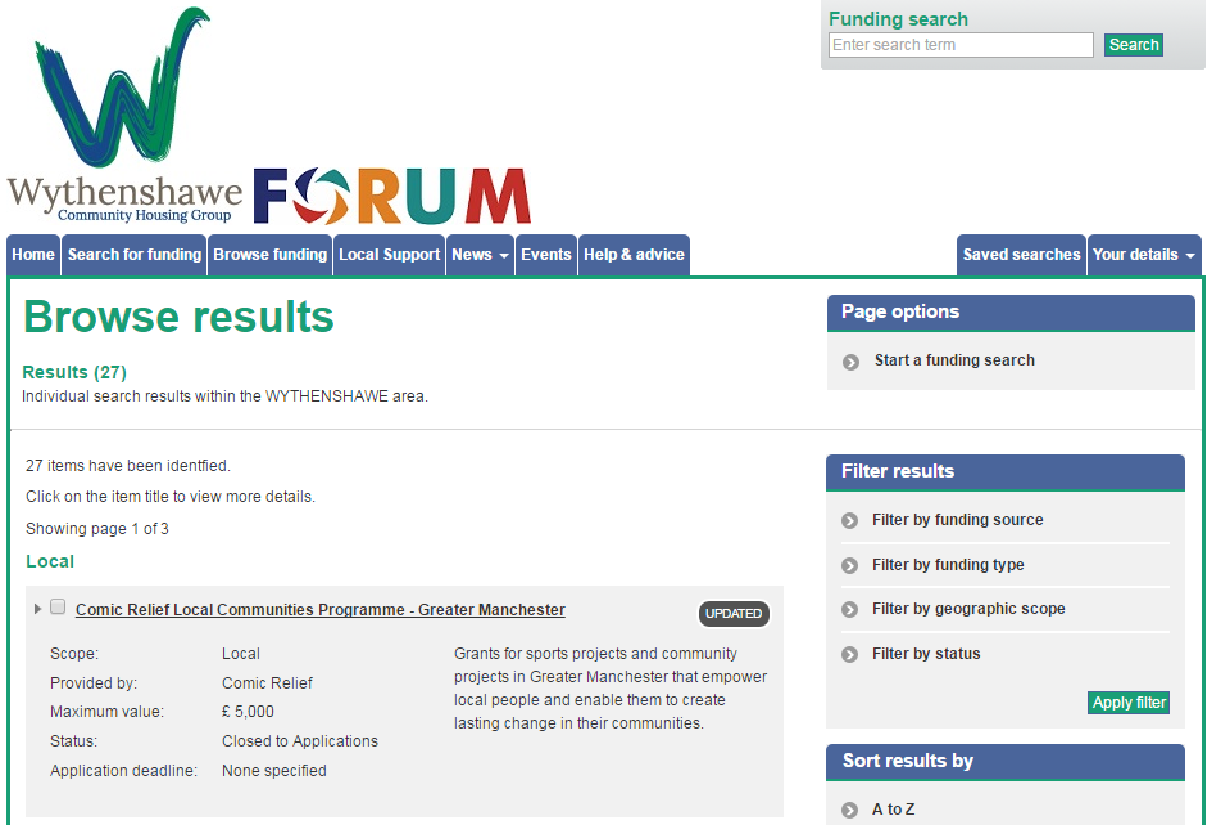
**Once you select your organisation type the site will list funding / grants that are currently open for you to apply for**



**Custom search**



**This search allows you fully refine the results of your funding search by using the additional information you provide to filter out funding / grants that are not relevant to your organisation**

**Your search results will list all funding / grants your organisation can apply for and give you some basic details including:**

* **Scope**
* **Provider**
* **Max amount you can apply for**
* **Currently accepting applications**
* **Deadline for applications**

**You can click on each to find out more details and find out how to apply**

***For more information on the www.Idoxopen4community.co.uk/wchg website : Contact Alasdair Ricard - Digital Inclusion on 07580 870 450 | Alasdair.Ricard@wchg.org.uk***