

GrantSelect Quick Search Tutorial

Overview.....	1
Finding GrantSelect at the library webpage.....	2
Search Rules and Tips.....	3
Refining Keyword Searches.....	3
Tips for Better Searches.....	4
Conducting a Quick Search.....	5
Search Results: Grant Details.....	7
Conducting an Advanced Search.....	8
Register for Email Alerts.....	12

Overview

GrantSelect is a searchable database containing the detailed requirements of over 30,000 funding sources for grants provided by over than 5,000 organizations and foundations.

It includes grants from all twenty-one (21) of these areas of interest:

- Agricultural Programs
- Arts and Culture
- Biomedical and Health Care
- Black & African American
- Canada
- Children and Youth
- Community Colleges
- Community Development
- Conservation & the Environment
- Faith-Based Grants
- Fellowships
- Higher Education (non-research)
- Human Services
- Humanities
- International Programs
- PreK-12 Grade and Adult Education
- Native American
- Operating Grants
- Research
- Scholarships
- Special Populations

The information for each grant listing includes:

- Contact information
- Sponsor name and address
- Grant title
- Grant description

- Requirements
- Geographic restrictions
- Subject terms for related searches
- Type of sponsor (federal agency, foundation, research institute, etc.)

Each record also includes, where available

- URLs to more information on the funding opportunity
- Deadline date(s)
- Restrictions on who may apply (including geographic restrictions)
- Lists of previous awards
- Amount(s) of grant or award
- Catalog of Federal Domestic Assistance number
- Populations encouraged to apply (e.g., women, minorities, disabled)
- RFA and PA numbers for NIH grants
- Program numbers for NSF grants

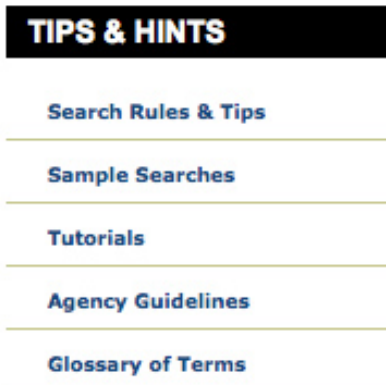
While the **Search** function is likely to be the most used function, the links from the homepage to **Ask GrantSelect** and **Links to Other Sites** provide additional valuable information and advice about the grant writing process.

Finding GrantSelect in the Lancaster Community Library Webpage

To begin running **GrantSelect**, find and click on the logo at the Lancaster Community Library website after you sign in at the library:



On the left side of the GrantSelect screen are the Search, Email Alerts, and Tips & Hints sections, along with Contact information. Before conducting a search, take a look at the **Search Rules & Tips** section:



Search Rules & Tips

What is searched?

The search extends to all of the major content areas of the database:

- Grant Title
- Description
- Requirements
- Restrictions
- Sponsoring Organization
- Program Type
- Subjects

Text on external websites is NOT indexed and will NOT be returned in searches.

Basic Keyword Searches

Most searches can be written by entering the words and phrases you are hoping to find.

Words

If you want to see grant records dealing with “trauma” you can start with a single-word query. You should also use single words that are closely aligned. In the case of “trauma,” you might try “injury” or “stress”

EXAMPLE: A search for "trauma" or “injury” or “stress” will find all records in the database that include the specific word typed.

Note: Spelling counts! While capitalization doesn't matter, correct spelling will always lead you to better quality results. An example might be “orthopedic” and “orthopaedics.”

Refining Keyword Searches

You can make your searches more specific by combining the words you used for basic searches with characters such as quotes and plus signs.

+ (plus sign) works like the word "and" making the term required in the search results. The + should be placed directly in front of the search term without any spaces.

EXAMPLE: trauma +safety will look for grants about trauma that also mention safety.

– (minus sign) works like the word "not" and excludes the term from your results. The – should be placed directly in front of the search term without any spaces.

EXAMPLE: safety –trauma will look for grants about safety that do not involve trauma.

Note: Be careful when using - that you do not eliminate results that might mention the term you do not want, but are not really about that term. Using "-water" may eliminate grants that are about air pollution but mention water pollution as well.

“ ” (double quotes) placed around terms means the search will look for the exact phrase.

EXAMPLE: "water pollution" will have the database look for that exact phrase. This can make your search very specific.

If there is an uneven amount of quotes in a search, the quotes will be ignored all together.

Note: Do not rely on using “ ” solely since you may eliminate results that might be of a synonymous topic.

Tips for Better Searches

Search with Keywords or Phrases

GrantSelect uses natural language search technology, which responds to phrases or single word searches, giving you more options and making it easier for you to search the way you want. A natural language search is uses regular spoken language, such as English. Internet search engines such as Google utilize algorithmic or natural language search to return results based upon terms entered into a search field. Using this type, you can type in a phrase that describes information you would like to find. The database then uses a programmed logic to determine the keywords by their position in the phrase. For example, all of the following search examples should lead you to the desired information:

- early childhood literacy
- family, literacy
- literacy

The More Specific, The Better

GrantSelect can pinpoint information if you make specific search requests. We are always working to advance our technologies and extend our collection of grant records; however, we may not be able to cover every specific topic you may search just yet. So, if your specific request doesn't work the first time, simply try a more general request.

Try Searching with Synonyms to Improve Results

If GrantSelect provides only limited results for your search, try substituting your original search with new terms that mean the same thing.

Mixed results: schooling

Better results: instruction

One Search or Topic at a Time

As with any search engine, our technology works best when you pose only one search topic or phrase at a time. If you're looking for information on educational programs in Oregon and health access in Washington, you should perform two separate searches.

Conducting A Quick Search

Next, go back to the menu to conduct a **Quick Search** by clicking on that choice:



There you'll find a variety of Search options (see below):

Quick Search

Enter one or more keywords:

Limit by Geographic location (United States):

 All States
 Alabama
 Alaska
 Arizona
 Arkansas

Limit by Subject heading(s):

 Aboriginal Studies
 Abortion
 Academic Achievement
 Accidents
 Accounting
 Accounting Education
 Acid Precipitation
 Acoustics
 Acupuncture
 Addictions

Filter: Clear A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter by regular expression:

Case-sensitive

Keyword Tips

- This search service is quickest when finding single key words. However if you type two words separated by a space in the entry field it will find documents containing both words (but not necessarily next to each other).
- Do not use Boolean operators or quoted strings.
- This keyword search field is not case sensitive.

From the options, let's conduct a **Quick Search**. Under "Limit by Geographic location (United States)," let's select "Oregon"; then, under "Limit by Subject Heading," let's select "Operating Support":

The screenshot shows a "Quick Search" interface. At the top, there is a search input field with the placeholder text "Enter one or more keywords:". Below this, there are two filter sections. The first is "Limit by Geographic location (United States):" with a dropdown arrow. It contains a list of states: Ohio, Oklahoma, Oregon (checked), Pennsylvania, and Puerto Rico. The second is "Limit by Subject heading(s):" with a dropdown arrow. It contains a list of subject headings: Cooperative Agreements, Cooperative Behavior, Cooperative Education, Cooperatives, Materials, Physical Properties, Opera/Musical Theater, Operations Research, Production/Operations Management, Property, and University/Industry Cooperative Activities. To the right of this list is a window titled "Operating Support". Below the filters, there is a "Filter:" section with a "Clear" button and a list of letters A-Z. Below that is a "Filter by regular expression:" section with an input field, "Filter", and "Clear" buttons. At the bottom, there are "Search", "Clear Form", and "Go to Advanced Search" buttons.

The Search will result (see below) in approximately 20 choices, which may or may not be enough to examine for your particular needs. For your information, by choosing "Oregon" as your Geographic Location, the results will include Oregon only, the northwest region of the U.S., and nationwide possibilities (see below).

Search Results

Displaying: 1 - 10 of 21

2 3 »

[New Search](#)

Grant Title	Sponsor	Deadlines	Amount
Kinsman Foundation Grants The Kinsman Foundation awards grants to eligible nonprofit organizations in its areas of interest, including: historic preservation; arts, culture, and humanities; and animals and wildlife; and health care policy. Types ...	Kinsman Foundation	(not specified)	(not specified)
Abby's Legendary Pizza Foundation Grants As a company, Abby's Legendary Pizza Foundation contributes to many community-based events and programs. Non-profits such as the Children's Miracle Network, the American Cancer Society, the Alzheimer's Association, and many ...	Abby's Legendary Pizza Foundation	(not specified)	25 - 5,200 USD
Donald C. Brace Foundation Grants The Donald C. Brace Foundation, named in honor of a co-founder of Harcourt Brace and Company Publishing, was established in Connecticut in 1987. The Foundation's primary fields of interest include: ...	Donald C. Brace Foundation	(not specified)	3,000 - 150,000 USD
Meyer Foundation Economic Security Grants Eugene Meyer was an investment banker, public servant under seven U.S. presidents, and owner and publisher of the Washington Post. His wife Agnes Ernst Meyer was an accomplished journalist, author, ...	Meyer Foundation	(not specified)	1,500 - 50,000 USD
GNOF IMPACT Grants for Health and Human Services Through the IMPACT Program, the Greater New Orleans Foundation (GNOF) makes grants to organizations serving the Greater New Orleans region. The ultimate goal of the IMPACT program is to create ...	Greater New Orleans Foundation	Jul 30	Up to 20,000 USD
GNOF IMPACT Grants for Arts and Culture Through the IMPACT Program, the Greater New Orleans Foundation (GNOF) makes grants to organizations serving the Greater New Orleans region. The ultimate goal of the IMPACT Program is to create ...	Greater New Orleans Foundation	Jul 30	Up to 20,000 USD
GNOF IMPACT Grants for Youth Development Through the IMPACT Program, the Greater New Orleans Foundation (GNOF) makes grants to organizations serving the Greater New Orleans region. The ultimate goal of the IMPACT Program is to create ...	Greater New Orleans Foundation	Jul 30	Up to 20,000 USD
Hearst Foundations Culture Grants The Hearst Foundations fund non-profit organizations working in the fields of culture, education, health, and social services. The Foundations have two offices, one in New York which manages funding for ...	Hearst Foundations	(not specified)	Up to 1,000,000 USD
Hearst Foundations Education Grants The Hearst Foundations fund non-profit organizations working in the fields of culture, education, health, and social services. The Foundations have two offices, one in New York which manages funding for ...	Hearst Foundations	(not specified)	Up to 200,000 USD

For now, let's take a look at the first choice, the **Kinsman Foundation Grants**:

Search Results: Grant Details

Kinsman Foundation Grants

Sponsor Info

Kinsman Foundation
 3727 SE Spaulding Avenue
 Milwaukie, OR 97267-3938
 United States
 Website: <http://www.kinsmanfoundation.org/>
 Type: Foundation

Grant Info

Kinsman Foundation Grants

Program URL: <http://www.kinsmanfoundation.org/guidelines/index.htm>

Amount: (not specified)

Description:

The Kinsman Foundation awards grants to eligible nonprofit organizations in its areas of interest, including: historic preservation; arts, culture, and humanities; and animals and wildlife; and health care policy. Types of support include annual budgetary support, building construction and renovation, capital campaigns, challenge/matching grants, conferences and seminars, consulting services, continuing support, curriculum development, endowments, equipment acquisition, general operating support, internships, program development, publication, research, seed grants, and technical assistance. The Foundation is in the process of eliminating its formal grant application in favor of collecting information in whatever format is most convenient to the applicant. Applications for the Betty Kinsman Fund are due February 15 of each year. For Historic Preservation and Native Wildlife Rehabilitation and Appreciation grants, inquiries less than \$10,000 are processed throughout the year.

Requirements:

Oregon and southern Washington nonprofit organizations are eligible.

Geographic Focus:

Oregon
Washington

Restrictions:

(not specified)

Samples:

(not specified)

Contact Info

Sara Bailey , Grants Associate
3727 SE Spaulding Avenue
Milwaukie, OR 97267-3938
(503) 654-1668
fax: (503) 654-1759
email: sara@kinsmanfoundation.org

Deadlines

(not specified)

Key Dates

(not specified)

Programs

- Building Construction And/or Renovation
- Capital Campaigns
- Consulting/Visiting Personnel
- Cultural Outreach
- Curriculum Development/Teacher Training
- Development (Institutional/Departmental)
- General Operating Support
- Materials/Equipment Acquisition (Computers, Books, Videos, Etc.)
- Preservation/Restoration
- Publishing/Editing/Translating
- Seed Grants
- Symposiums, Conferences, Workshops, Seminars
- Technical Assistance
- Training Programs/Internships

Subjects

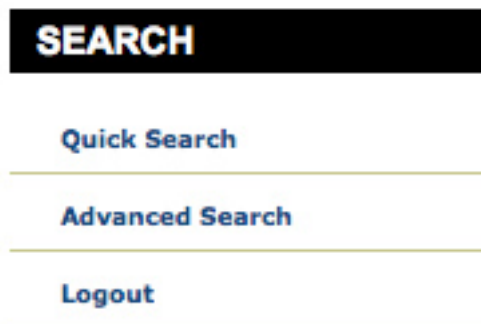
- Animal Care
- Arts And Culture
- Arts, General
- Health Planning/Policy
- Historical Preservation
- Humanities
- Operating Support
- Wildlife

Target Populations

(not specified)

Conducting An Advanced Search

Next, let's make a comparison between the **Quick Search** results and **Advanced Search** results. So, first return to the welcome screen and click on the Advanced Search (see the choices below):




Notice the Advanced Search options below:

Advanced Search

Enter one or more keywords: 

Limit by Geographic location (United States): 
 All States
 Alabama
 Alaska
 Arizona
 Arkansas

Limit by Geographic location (Worldwide): 
 All Countries
 Abkhazia
 Afghanistan
 Albania
 Algeria

Limit by Subject heading(s): 
 Aboriginal Studies
 Abortion
 Academic Achievement
 Accidents
 Accounting
 Accounting Education
 Acid Precipitation
 Acoustics
 Acupuncture
 Addictions


<< >>

Filter: [Clear](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Filter by regular expression:

 Case-sensitive

Program Type: 


Sponsor Type: 

Sponsor Name: 

Title of Grant: 

Description: 

Requirements: 

Deadline: 
 -

Restrictions: 

[Go to Quick Search](#) | [Back to top](#)

Different Results

Again, for our search example purposes today, choose “Oregon” from the **Limit by Geographic Location** section. Next, go down about halfway and choose “General Operating Support” from the **Program Type** pull-down menu. Finally, click on the **Search** button at the bottom to see your results. Notice the expanded list, with well over 500 opportunities. This is due to the fact that a search under Subject sifted through description text, while this particular search sifted through all Program Types.

Search Results

Displaying: 1 - 10 of 538

2 3 4 5 ... 54 »

[New Search](#)

Grant Title	Sponsor	Deadlines	Amount
Kinsman Foundation Grants The Kinsman Foundation awards grants to eligible nonprofit organizations in its areas of interest, including: historic preservation; arts, culture, and humanities; and animals and wildlife; and health care policy. Types ...	Kinsman Foundation	(not specified)	(not specified)
Abby's Legendary Pizza Foundation Grants As a company, Abby's Legendary Pizza Foundation contributes to many community-based events and programs. Non-profits such as the Children's Miracle Network, the American Cancer Society, the Alzheimer's Association, and many ...	Abby's Legendary Pizza Foundation	(not specified)	25 - 5,200 USD
Samuel S. Johnson Foundation Grants The Samuel S. Johnson Foundation was incorporated in 1948 and supports organizations primarily in the Oregon and Clark County, Washington, region. The Foundation gives to: formal education programs leading to ...	Samuel S. Johnson Foundation	(not specified)	500 - 26,000 USD
Richard and Mary Rosenberg Charitable Foundation Grants The Richard and Mary Rosenberg Charitable Foundation was established on Oregon in 1997 in support of the arts, education, and human services. Most often, funding is provided for program development ...	Richard and Mary Rosenberg Charitable Foundation	(not specified)	25 - 5,000 USD
Henry and Ruth Blaustein Rosenberg Foundation Adult Self-Sufficiency Grants The Henry and Ruth Blaustein Rosenberg Foundation provides support primarily in the Baltimore, Maryland region. In the area of Adult Self-Sufficiency, the Foundation's primary goals are to promote adult literacy; ...	Henry and Ruth Blaustein Rosenberg Foundation	(not specified)	10,000 - 30,000 USD
Donald C. Brace Foundation Grants The Donald C. Brace Foundation, named in honor of a co-founder of Harcourt Brace and Company Publishing, was established in Connecticut in 1987. The Foundation's primary fields of interest include: ...	Donald C. Brace Foundation	(not specified)	3,000 - 150,000 USD
Robbins-de Beaumont Foundation Grants Established in Massachusetts in 1992, the Robbins-de Beaumont Foundation offers funding nationally. The Foundation seeks nonprofit organizations whose goals are helping people reach their full potential as contributing members of ...	Robbins-de Beaumont Foundation	Jun 30	5,000 - 30,000 USD
Collins Foundation Grants The Collins Foundation is an independent, private foundation that was created in 1947 by Truman W. Collins, Sr., and other members of the Collins family. The Foundation exists to improve, ...	Collins Foundation	(not specified)	3,000 - 400,000 USD
Ackerman Foundation Grants The Ackerman Foundation was established as a charitable trust in 1992 by James F. Ackerman, a local entrepreneur and philanthropist. As an Indianapolis based organization, grants are made predominately to ...	Ackerman Foundation of Indiana	May 15, Nov 15	500 - 100,000 USD

Register for Email Alerts

Finally, let's return to the Welcome screen and choose Register for (Email) Alerts. Though you should complete this step at a later time, please be aware that this feature allows the user to personalize a search for a particular project. After you have completed this, results will periodically come to your personal email inbox each time the system updates an opportunity that fits your personally chosen parameters.

So there you have it: a very brief introduction to the GrantSelect, an easy to use grant seeking database. Continue conducting searches to discover how to best narrow your results. If you need assistance, simply contact our office and we will help.