

RANDALOCATOR

User Guide

Overview

The Randalocator is a simple, user-friendly grants search engine and management tool that walks the user through the process of researching potential funding opportunities. The search engine functions much like Google, allowing you to search for words and phrases that appear in the titles and texts of the thousands of grant summaries in our regularly updated Randall Funding database. For this reason, you can search for grant opportunities even if you do not know the name of a grant or a funding agency. The *Detailed Search* button allows you to do a comprehensive search and find grants based on keywords or grant titles, funding sources, agencies, eligibility requirements, due dates, and more.

When performing a search, the word(s) you enter into the main search field are the exact word(s) that will appear in the results page. Your search terms will be highlighted in green on the results page, allowing you to find pertinent information quickly and easily. For the best results, be as precise as possible. The more specific the search words, the more tailored the results.

How It Works

Accessing The Site

- To access the Randalocator, enter the web address www.randalocator.com, and fill in the username and password in the spaces provided.

Performing a Simple Search

- From the Randalocator homepage, enter any words relating to the type of grant you are looking for. The locator will retrieve grants that contain any or all of your search terms in the grant titles, summary texts, or other description fields.
- If searching for a specific phrase, such as “emergency medical services,” or “Head Start Program”, enclose the phrase in quotes and only results with all words in the order provided will appear.

Performing a Detailed Search

- To search for grants with specific words in their titles, enter any word of the grant name in the *Grant Name* field. If you know the exact name of the grant you are looking for, put the entire grant name in quotes. **For best results, we recommend that our clients use the detailed search feature.**
- To perform a broad search for grants that include certain terms in the summary text, simply list terms in the “overall keywords” field (no commas or other punctuation

required). The system will show any grants in the system that contain any or all of the search terms in their summaries.

- On the detailed search page, you must always select a specific funding source by checking the boxes next to *Federal, Corporate, Foundation, or State*. To narrow your search, Randall Funding encourages users to click one box at a time for best results.
- To further narrow results: after checking one of the above funding categories, use the drop down arrow to find grant offered by a specific federal or state agency, corporation, or foundation.
- There is also a drop down box that allows you find only grants that have no matching requirements.
- To tailor results to your organization, check the box by *City, County, Non-Profit, School District, University, or High School*, and only grants for which you are eligible will be retrieved. To search for grants with broader eligibilities, leave these boxes blank.

Rearranging Grant Results Layout

- By default, grant names are alphabetized from A-Z on the results page. Click on the *Grant Name* heading twice to reverse results, beginning the list with Z.
- To list search results by due date, beginning with January, click on the *Due Date* heading. Clicking twice will reverse the order, and the list will begin with December.

Viewing a Full Grant Summary

- To see the full summary of a grant, including due dates, grant authority, eligibility, and number and size of awards, click on the grant name hyperlink.
- *Send this to a Friend* - allows the client to e-mail this grant to anyone. Users also have the ability to save e-mail addresses in an address book.

Additional Features

Contact My Funding Advisor: This feature allows you to directly contact your funding advisor. Click on this link and send an email to your funding advisor directly from the Randalocator page. Enter all pertinent information in the text block as well as your contact information.

Request A Writer: This feature allows you to request a writer to prepare and submit grant proposals. Click on this link and enter your information to have a writer assigned to your project. A Randall Funding and Development representative will contact you as soon as your request is received.

Forum: Click this link to go to the Randalocator forum. The Randalocator forum lets the user interact with RF&D representatives and other Randalocator users. Creating a username and password will permit the user to post threads and responses.

Contact our Research Department: This function allows you to directly contact the RF&D research department for additional grant information. After finding a grant summary of interest, click here to contact someone who can discuss the opportunity in more detail with you.

My Grants File: This tab will open your grants file. You can save grants of interest by clicking the “add to my grants file” tab and saving it in a personal file. This function is particularly useful in keeping upcoming grants of interest organized in one place.

New Grants This Week: Click here to view all new grants that have been entered into the RL database in the past week. This function should be checked weekly to keep informed of upcoming grants that may apply to you.

My Grants Calendar: This feature allows you to view the contents of your grants file in calendar form. Any grant summaries saved in “My Grants File” will also be listed on the calendar under their respective due dates.

Daily News Alerts: This feature is designed to be a source of general news regarding federal funding and the grant writing process. The RF&D research department uploads pertinent news feeds on an ongoing basis. Users should check this link occasionally to keep abreast of any relevant current events.

My Weekly Grants Alerts: This feature hosts any new grants in the RL that correspond to your set grants alerts preferences. All grants entered in the RL that meet your preferences will be saved here on a weekly basis. In order to receive a Weekly Grants Alert you must use the function below to set your preferences.

Grant Alert Preferences: This feature allows you to select what types of grant programs you are interested in. By checking a box next to a specific category, you will be alerted to new grant programs that are relevant to that preference.

Grant Links: This tab links to all the grants in the RL. They are categorized in four groups: Federal, Corporate, Foundation, and State grants. Click on one of those tabs to view all respective grant programs.

In addition to the above links, users may wish to communicate with their Funding Advisor to discuss their funding needs in more detail. Randall Funding is able to use the system to e-mail grants that may be of interest to our clients. However, to ensure that users receive the most pertinent information possible, it is recommended that you speak with your Funding Advisor ASAP.