

Community Funding Portal Factsheet

Accessing the site:

- Go to www.leeds.gov.uk/councilhousing
- Click on 'Getting Involved'
- Click in the top left hand box - '**Make a difference - Get involved with Housing Leeds**
- Click on the right hand side of the screen headed - '**External Links**'
- Click on - '**Open 4 Communities**'

Alternatively type www.idoxopen4community.co.uk/lcc/ into your browser. This is the funding portal.

Registering and logging in:

- Click on - '**Log in / Register**'

Complete all required fields on registration form. This only has to be done once. When logging in next time you only need to enter e-mail address and password.

Searching for funding:

- Click on – '**Search for funding**'
- Complete information requested on page – all on select button
 - A – What is your organisation type – select relevant response(s), click OK in completion
 - B – What is your area of work – (who are you working with?), complete as above and OK
 - C – What is the focus of your project (what type of project is it?)
 - D – What costs do you want to cover – (what do you want to pay for?)Ignore the 'Keyword' section
- Click on – '**Search now**'
- See the '**Search Results**'
- Results are in sections; Local, Regional, National and European
- If lots of results appear you can use filters (on right hand side of page, eg filter by status – open) and apply.
- If there is more than one page of results click on 'Next' to view the rest.
- Your results can be saved by selecting '**Save Search**'. These searches can be accessed at any time by clicking on '**Saved Searches**' on the right hand side of (blue) tabs, check on updates.
- To create a report of potential funders, check (click) in the box on the right of screen – '**Reports**'. Select '**Produce Report**' gives the option to save and / or print the report.
- On completion, log out of the programme, top right of page.

