Adding multiple subsidy awards with the bulk upload template

Important information

Before you use the bulk upload tool, it's important to note that:

- Unless it is a standalone award that doesn't need a scheme, you can only add a subsidy award for an existing subsidy scheme

- if there is not an existing subsidy scheme for the award you want to add, an approver will need to create one

1. Downloading the bulk upload template

You can download the template file from the Download template tab on the [Add multiple subsidy awards](#) page. The file will be in Microsoft Excel (.xlsx) format.

2. Adding subsidy awards to the template

Some of the fields are optional and require different formats – you can check the requirements for each field in the bulk upload field table.

Important information about subsidy control number and subsidy scheme title

You must enter **either** a subsidy control number **or** a subsidy scheme title. If you choose to enter both of these fields, they must match.

Important information about subsidy amount

If the subsidy instrument is a tax measure, you must enter a subsidy range.

If the subsidy instrument is not a tax measure, you must enter the exact subsidy amount.

3. Bulk upload field table

Required field	Mandatory/ optional	Definition and use	Format
Subsidy control number	Mandatory if subsidy scheme title is not entered	This will start with SC, followed by 5 digits. This number must match the subsidy scheme.	SC12345
Subsidy scheme name	Mandatory if subsidy control number is not entered	The name of the subsidy scheme that this award is related to.	Letters, numbers and special characters
Standalone Award	Mandatory	Defines whether or not the subsidy award in question is "standalone".	Yes No
Standalone Award Title	Mandatory if subsidy award is standalone	The title of the standalone award **This is only saved to the database if the award is standalone.**	Limit 255 characters
Subsidies or Schemes of Interest (SSoI) or Subsidies or Schemes of Particular Interest (SSoPI)	Mandatory if subsidy award is standalone	Defines whether or not the subsidy award is of interest or particular interest. **This is only saved to the database if the award is standalone.**	Select from radio options
Specific Policy Objective	Mandatory	'Specific Policy Objective(s) - provide details of the policy objective(s) of the scheme or subsidy. This should reflect the specific policy objective(s) documented under Subsidy Control Principle A (which forms part of Step 1 of the Assessment Framework in the Statutory Guidance for the UK Subsidy Control Regime). This field is **only saved and published** for	Limit 1500 characters

| | | **standalone awards**. If you are submitting an **in-scheme** award, the information entered here will not be recorded.

Please include the policy objective in the **Subsidy Description** field (Field G) instead. | |
|---|---|---|---|
| Subsidy Award Description | Optional | This description should include TCA requirements such as relevant time limits or other conditions attached to the scheme. | Limit 10000 characters |
| Legal basis | Mandatory | This should be the PA's legislative justification (possibly a specific Act) to issue the subsidy. | Limit 5000 characters |
| Public authority policy URL | Optional, when award is standalone | URL for the webpage that contains the policy that this standalone subsidy award relates to. For example, if you are adding a subsidy award that relates to water purity, you should provide the URL for the water purity policy.

This is only saved to the database if the award is standalone. | Limit 500 characters |
| Public authority policy URL description | Optional, when award is standalone | Provide a short summary of the page that you have entered the URL for. This will make it easier for other users to understand the contents of the page, without clicking on it.

This is only saved to the database if | Limit 255 characters |

		the award is standalone.	
Services of Public Economic Interest (SPEI)	Mandatory	You must select one of the following options: 1) Yes 2) No	Select from radio options Yes No
Subsidy purpose	Mandatory	The activity that this subsidy award will support. You must select one of the following options: Culture or heritage Employment Energy efficiency Environmental protection Infrastructure Regional development Rescue and restructuring subsidy Research and development Training Other If you select 'Other', you must enter a description in the next column.	Select from checkbox list
Subsidy form	Mandatory	The kind of financial support that the public authority is providing. You must select one of the following options: Direct grant	Select from dropdown list

		Equity Guarantee Loan Provision of goods or services below market prices Purchase of goods or services above market prices Tax measures (tax credit, or tax/duty exemption) Other If you select 'Other', you must enter a description in the next column.	
Subsidy element full amount (£)	Mandatory	If the subsidy type is **not** a tax measure, you must enter the exact amount. If the subsidy type is a tax measure, you must enter 0.	Numbers, commas and decimal points

Subsidy element full amount range (£)	Mandatory if subsidy type is a tax measure	Where the Full Amount is a Tax Measure enter as a Range in the format shown on the next column. Two numbers separated by a ' - '. Allowed values: £0 to £100,000 £100,001 to £300,000 £300,001 to £500,000 £500,001 to £750,000 £750,001 to £1,500,000	e.g., 0-100000 100001-300000 300001-500000… Etc.

		£1,500,001 to £3,000,000 £3,000,001 to £5,000,000 £5,000,001 to £7,500,000 £7,500,001 to £10,000,000 £10,000,001 to £20,000,000 and so on in ascending ranges of £10,000,000	
Public authority name	Mandatory	The name of the public authority giving the award.	Letters, numbers and special characters The public authority name must be in the same spelling and format as it appears in the database. You can see the exact spelling of your public authority in your account.
Award confirmation date	Mandatory	The date that the subsidy was awarded to the recipient.	MM- DD-YYYY For example, 06-22-2020
Recipient organisation name	Mandatory if ID type is VAT number or UTR number	The name of the organisation that will receive the subsidy.	Letters, numbers and special characters.
Organisation size	Mandatory	You must select one of the following options: 1) SME 2) Large 3) Not specified	Select from radio options SME Large Not specified
National ID type	Mandatory	The form of identification for the recipient. You must select one of the following options: Company registration number Charity number	Select from radio options

		VAT number UTR number	
National ID number	Mandatory	Enter the number for the ID type that you selected. For example, if you selected 'VAT number', you must enter the recipient's VAT number.	If the ID type is a company registration number, it must be 8 letters and/or numbers If the ID type is a charity number, it must be 8 digits. It might include a dash (-) before the last digit. If the ID type is a VAT number, it must be 9 digits. If the ID type is a UTR, it must be 10 digits.

Goods or services	Mandatory	What the recipient company provides. You must select one of the following options: - Goods - Services - Goods and services	Select from radio options
Region(s)	Mandatory	This is the region(s) where the subsidised economic activity takes place. Comma separated list of regions. The list of accepted values is below: • UK-wide • GB-wide • England • Northern Ireland • Scotland • Wales • East Midlands	If "UK-wide" is provided, no other options should be included. For example: East Midlands, London, South West

		- East of England - London - North East - North West - South East - South West - West Midlands - Yorkshire and Humber	
Spending sector		Select the recipient company's sector. If the company is in more than one sector, select the one that you think is most relevant to this subsidy award. Accommodation and food service activities Activities of extraterritorial organisations and bodies Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use Administrative and support service activities Agriculture, forestry and fishing Arts, entertainment and recreation Construction Education	Select from dropdown

		Electricity, gas, steam and air conditioning supply	
		Financial and insurance activities	
		Human health and social work activities	
		Information and communication	
		Manufacturing	
		Mining and quarrying	
		Professional, scientific and technical activities	
		Public administration and defence; compulsory social security	
		Real estate activities	
		Transportation and storage	
		Wholesale and retail trade; repair of motor vehicles and motorcycles	
		Water supply; sewerage, waste management and remediation activities	
		Other service activities	

4. Saving the file in the correct format

When you've finished adding information to the template, you can save the file. You can choose whether to save the file as a:

- .xlsx file

5. Uploading the file

Upload the file in the Upload file tab on the [Add multiple subsidy awards](#) page.

If the upload is successful, this will submit every subsidy award for approval.

If the upload is unsuccessful, you will see an explanation of any errors.

Encoders and Approvers: for help with bulk uploads, contact your public authority administrator.