

# Adding multiple subsidy awards with the bulk upload template

## Important information

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

- 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
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.	Select from radio options
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
Subsidy objective	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 aid	Select from dropdown list

		<p>Research and development</p> <p>SME support</p> <p>Services of public economic interest</p> <p>Training</p> <p>Other</p> <p>If you select 'Other', you must enter a description in the next column.</p>	
Subsidy instrument	Mandatory	<p>The kind of financial support that the public authority is providing.</p> <p>You must select one of the following options:</p> <p>Direct grant</p> <p>Equity</p> <p>Guarantee</p> <p>Loan</p> <p>Provision of goods or services below market prices</p> <p>Purchase of goods or services above market prices</p> <p>Tax measures (tax credit, or tax/duty exemption)</p> <p>Other</p> <p>If you select 'Other', you must enter a description in the next column.</p>	Select from dropdown list

Subsidy element full amount (£)	Mandatory	<p>If the subsidy type is <b>not</b> a tax measure, you must enter the exact amount.</p> <p>If the subsidy type is a tax measure, you must enter 0.</p>	Numbers, commas and decimal points
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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 ' - '.	<p>1- 60000</p> <p>60001-500000</p> <p>500001-1000000</p> <p>1000001-2000000</p> <p>2000001-5000000</p> <p>5000001-10000000</p> <p>10000001-30000000</p> <p>Etc.</p>
National ID type	Mandatory	<p>The form of identification for the recipient. You must select one of the following options:</p> <p>Company registration number</p> <p>Charity number</p> <p>VAT number</p> <p>UTR number</p>	Select from radio options
National ID number	Mandatory	<p>Enter the number for the ID type that you selected.</p> <p>For example, if you selected 'VAT number', you must enter the recipient's VAT number.</p>	<p>If the ID type is a company registration number, it must be 8 letters and/or numbers</p> <p>If the ID type is a charity number, it must be 8 digits. It might include a dash (-) before the last digit.</p> <p>If the ID type is a VAT number, it must be 9 digits.</p>

			If the ID type is a UTR, it must be 10 digits.
Beneficiary 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
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.
Legal granting date	Mandatory	The date that the subsidy was awarded to the recipient.	MM- DD-YYYY  For example, 06-22-2020
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	Mandatory	The region where the recipient company is based.  If the company is based in more than one region, select the one that best	Select from dropdown

		<p>describes where the subsidy will apply.</p> <ol style="list-style-type: none"> <li>1) North East</li> <li>2) North West</li> <li>3) Yorkshire and Humber</li> <li>4) East Midlands</li> <li>5) West Midlands</li> <li>6) East of England</li> <li>7) London</li> <li>8) South East</li> <li>9) South West</li> <li>10) Scotland</li> <li>11) Wales</li> <li>12) Northern Ireland</li> </ol>	
Spending sector		<p>Select the recipient company's sector.</p> <p>If the company is in more than one sector, select the one that you think is most relevant to this subsidy award.</p> <p>Accommodation and food service activities</p> <p>Activities of extraterritorial organisations and bodies</p> <p>Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use</p>	Select from dropdown

		<p>Administrative and support service activities</p> <p>Agriculture, forestry and fishing</p> <p>Arts, entertainment and recreation</p> <p>Construction</p> <p>Education</p> <p>Electricity, gas, steam and air conditioning supply</p> <p>Financial and insurance activities</p> <p>Human health and social work activities</p> <p>Information and communication</p> <p>Manufacturing</p> <p>Mining and quarrying</p> <p>Professional, scientific and technical activities</p> <p>Public administration and defence; compulsory social security</p> <p>Real estate activities</p> <p>Transportation and storage</p> <p>Wholesale and retail trade; repair of motor vehicles and motorcycles</p> <p>Water supply; sewerage, waste management and remediation activities</p>	
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		Other service activities	
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#### 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.

For more help and support with bulk uploads, contact your public authority's administrator.