**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.

1. **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.

1. **Bulk upload field table**

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| **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 |
| 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  Research and development    SME support  Services of public economic interest  Training  Other  If you select ‘Other’, you must enter a description in the next column. | Select from dropdown list |
| Subsidy instrument | Mandatory | The kind of financial support that the granting authority is providing.  You must select one of the following options:    Direct grant  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. | Select from dropdown list |
| 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 |

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| Subsidy element full amount range (£) | Mandatory if subsidy type is a tax measure | If the subsidy type is a tax measure, you must select one of the following range options (£):  1- 60000  60001-500000  500001-1000000  1000001-2000000  2000001-5000000  5000001-10000000  10000001-30000000  More than 30000000  If the subsidy type is **not** a tax measure, select ‘N/A’. | Select from dropdown list |
| National ID type | Mandatory | The form of identification for the recipient. You must select one of the following options:    Company registration number  Charity number  VAT number  UTR number | Select from dropdown list |
| 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 either:   * 8 digits * 2 letters, followed by 8 digits   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. |
| 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. |

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| Organisation size | Mandatory | You must select one of the following options:    1) Micro organisation  2) Small organisation  3) Medium organisation  4) Large organisation | Select from dropdown list  Micro – Up to 9 employees  Small – Between 10 and 49 employees  Medium – Between 50 and 249 employees  Large – More than 250 employees |
| Granting authority name | Mandatory | The name of the granting authority giving the award. | Letters, numbers and special characters  The granting authority name must be in the same spelling and format as it appears in the database. You can see the exact spelling of your granting authority in your account. |
| Legal granting date | Mandatory | The date that the subsidy was awarded to the recipient. | DD-MM-YYYY  For example, 22-06-2020 |
| Goods or services | Mandatory | What the recipient company provides. You must select one of the following options:    - Goods  - Services  If the recipient company provides goods **and** services, simply select the option that you think is the most relevant to them. | Select from dropdown |
| 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 describes where the subsidy will apply.    1) North East  2) North West  3) Yorkshire and Humber  4) East Midlands  5) West Midlands  6) East of England  7) London  8) South East  9) South West  10) Scotland  11) Wales  12) Northern Ireland | Select from dropdown |
| 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  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 | Select from dropdown |

1. **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:

* .csv file
* .xlsx file

1. **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 granting authority’s administrator.