**Adding multiple subsidy schemes with the bulk upload template**

**Important information**

1. **Downloading the bulk upload template**

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

1. **Adding subsidy schemes 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 public authority name**

You must enter an existing public authority name if prompted. If it doesn’t exist an error will be displayed.

**Important information about public authority policy URL** and **public authority policy page description**

If you input a public authority policy URL you must enter a public authority policy page description.

You are unable to input one without the other.

1. **Bulk upload field table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required field** | **Mandatory/ optional** | **Definition and use** | **Format** |
| Public authority name | Mandatory | The name of the Public Authority giving the scheme | Limit 255 characters |
| Subsidy scheme name | Mandatory | The name of the subsidy scheme. | Limit 255 characters |
| Subsidy scheme description | Mandatory | This is a description of the subsidy scheme | Limit 10000 characters |
| Legal basis | Mandatory | This can be a short summary of the policy or economic background of the scheme. | Limit 5000 characters |
| Public authority policy URL | Optional | URL for the webpage that contains the policy that this subsidy scheme relates to. For example, if you are adding a subsidy scheme that relates to water purity, you should provide the URL for the water purity policy. | Limit 255 characters |
| Public authority policy page description | Optional | 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. | Limit 255 characters |
| Budget (£) | Mandatory | This is the budget of the scheme. No awards linked to this scheme will be able to set a budget larger than this. | Integer |
| Maximum amount given under scheme | Optional | This is the maximum amount of money that can be given under any scheme. This is a free text field where the user can add whatever text they want. | Limit 255 characters |
| Confirmation date | Mandatory | This is the date the subsidy scheme was confirmed. | dd-mm-yyyy |
| Start date | Mandatory | This is the date in which the subsidy scheme will start. | dd-mm-yyyy |
| End date | Optional | This is the date in which the subsidy scheme will end. If the scheme has no end date this section should be left blank. | dd-mm-yyyy |
| Spending sector | Mandatory | Select the Sector where the scheme is spent:  1.Agriculture, forestry and fishing  2.Mining and quarrying  3.Manufacturing  4.Electricity, gas, steam and air conditioning supply  5.Transportation and storage  6.Wholesale and retail trade; repair of motor vehicles and motorcycles  7.Construction  8.Water supply; sewerage, waste management and remediation activities  9.Accommodation and food service activities  10.Information and communication  11.Financial and insurance activities  12.Real estate activities  13.Professional, scientific and technical activities  14.Administrative and support service activities  15.Public administration and defence; compulsory social security  16.Education  17.Human health and social work activities  18.Arts, entertainment and recreation  19.Other service activities  20.Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use  21.Activities of extraterritorial organisations and bodies  Water supply; sewerage, waste management and remediation activities  Other service activities | 1 or more sectors entries should be separated by a vertical bar "|". E.g. Agriculture, forestry and fishing | Mining and quarrying | Construction |

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:

* .xlsx file

1. **Uploading the file**

Upload the file in the Upload file tab on the Add multiple subsidy schemes page.

If the upload is successful, you will see a successful upload page.

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.