

Help and Documentation

Listed below is a step-by-step guide on how to bulk upload Subsidy Awards.

Before you begin:

- A Subsidy Measure needs to be in place before a Subsidy Award can be added.
- If a Subsidy Measure is not in place for an Award that you want to upload, you will need Approver to create a new Subsidy Measure.
- You will need to open the Subsidy Measure to add a Subsidy Award.

How to enter a Subsidy Award:

- Go to the My Subsidy Measure, select the Measure and then Add Subsidy Award.
 - Enter the details for the required fields.
 - When completed Submit for approval, this will record the information in finalised status and send it to the Approver.
 - Once approved it will be published. If rejected you will receive a notification with the reason.
 - If there are errors you will be notified on the screen to help remediate them and Submit for approval again.

Information needed to add a Subsidy Award:

Required fields	Mandatory/ optional	Definition and use	Format
Subsidy Control Number	Auto populated	From the Subsidy Measure. This will now start with the letters 'SC' followed by 5 digits.	
Subsidy Measure Title	Auto populated	From the Subsidy Measure	
Subsidy Objective	Mandatory	The Why the Award is being made. Select one of the following values: 1) Research and development 2) Environmental protection	

		3) Energy efficiency 4) Culture/Heritage 5) SME support 6) Regional development 7) Training 8) Employment 9) Infrastructure 10) Rescue aid 11) Other	
Subsidy Instrument	Mandatory	How the Award is being made. Select one of the following values: 1) Direct Grant 2) Loan 3) Equity 4) Guarantee 5) Tax measures (tax credit, or tax/duty exemption) 6) Provision of goods or services below market prices 7) Purchase of goods or services above market prices 8) Other	
Subsidy Element Full Amount (£)	Mandatory when NOT a Tax Measure	Where the Subsidy Instrument is Not a Tax Measure enter as a Full Amount Exactly. When it is a Tax measure enter 0	
National ID Type	Mandatory	Select one of the following values: - Company Registration Number - Charity Number - VAT Number - UTR Number	
National ID Number	Mandatory	- Company Registration Number - Consist of 8 digits or 2 letters followed by 6 digits.	

		<ul style="list-style-type: none"> - Charity Number can have up to 8 digits and a dash (-) before the last digit. - VAT Number consists of nine digits - UTR It is a set of 10 numbers 	
Beneficiary Name	Mandatory/Optional	<p>The name of the company, charity or other institution getting the award.</p> <ul style="list-style-type: none"> - Mandatory if you have selected the National ID Type as 'VAT Number' or 'UTR' - Optional if you have selected the National ID Type as 'Company Registration Number' or 'Charity Number' 	
Size of the Organization	Mandatory	<p>Please select one of the following values:</p> <ol style="list-style-type: none"> 1) Micro organisation 2) Small organisation 3) Medium organisation 4) Large organisation 	<p>Micro – 0-9 employees Small – 10-49 employees Medium - 50-249 employees Large – 250+ employees</p>
Granting Authority Name	Mandatory	The name of the Granting Authority giving the award	Free text
Legal Granting Date	Mandatory	Legally binding date of commitment	dd-mm-yyyy
Goods or services	Mandatory	<p>Select one of the following values:</p> <ol style="list-style-type: none"> 1) Goods 2) Services <p>If mixed please select the option that represents the majority (greater than 50%) of your Awards</p>	
Spending Region	Mandatory	<p>Select the region where the Award is spent:</p> <ol style="list-style-type: none"> 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	
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If you need further advice and support, here are the Contact details (Name, Role, Team, Email Address and Phone Number) of a Subject Matter Expert who can advise you, from within own Granting authority.