Government
Grants Management
Function

Government Grants Data Standard

November 2022

Version 1.2.3

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Overview

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The Government Grants Data Standard provides government departments with a complete picture of the data that they are expected to hold on their grant making for submission onto GGIS. It outlines each table and field required, and explains how each should be specified.

The Government Grants Management Function within Cabinet Office has prepared this document to support the enhancement of data quality through setting out agreed principles and definitions.

This document will be an ongoing development, in consultation with government departments, 360Giving, and the Data Standards Authority.

Please note this document is up to date as of 07/11/2022.

Contact:

GCG Analysis & Insight team - grants.data@cabinetoffice.gov.uk

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Purpose and objectives

- The purpose of this document is to improve the quality of data held on schemes, awards and grants in aid across government. It aims to do this by providing a consistent view of grants data fields, ensuring data can be compared and aggregated across departments.
- Improved quality and consistency will increase the value of the information to the end users to support decision making. End users include senior decision makers across government and the external users of published data. All these users need this data to be complete, consistent and of high quality to be able to make good decisions.
- Wherever appropriate, this document aligns with and complements existing standards or policies such as Grants Functional Standard and the 360Giving data standard.

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Data model

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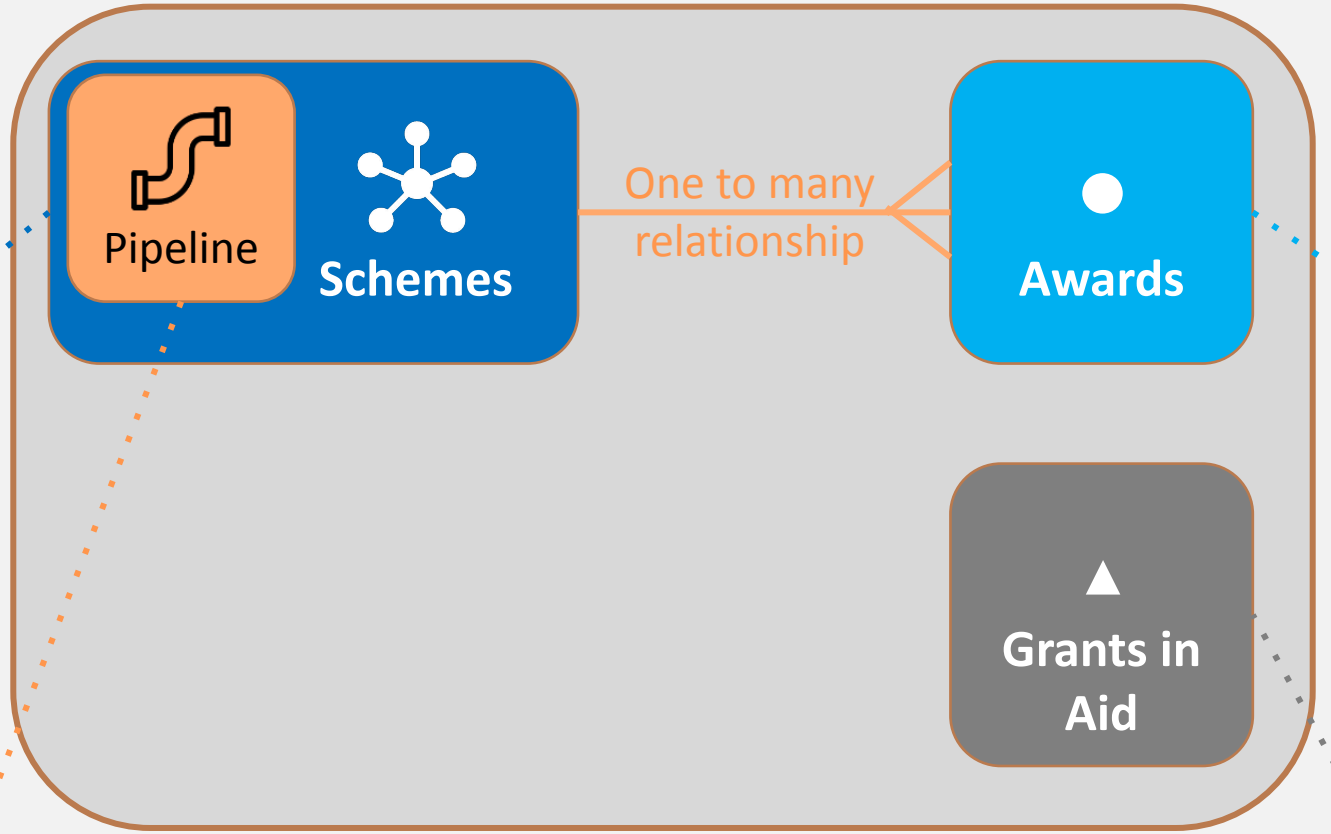
Schemes

Sometimes referred to as programmes. Grant schemes are created to deliver a specific policy area, generally providing for a number of awards that sit within the scheme. A scheme should have a single budget allocation and an identifiable senior officer responsible (SOR) who is accountable for the scheme. Both formula and general schemes are in scope for this standard.

Pipeline

Pipeline data is a subset of scheme data. Pipeline is a view of all schemes in design & development or upcoming approved grant schemes. Fewer fields are required for pipeline than the scheme data required for the full GGIS dataset. Both formula and general pipeline schemes are in scope for this standard.



Awards

Grant awards are a level down from a grant scheme. A grant award is made to meet one of the objectives of the grant scheme. Grant awards are the ultimate payment of grants funding for a specific purpose and can be made to organisations and individuals. Objectives of individual awards should contribute to the scheme's overall objectives. Both formula and general awards are in scope for this standard.

Grants in Aid

Grants in Aid are a fund allocated from one part of government to another part of government. For example, central government funding for the running costs of non-departmental public bodies (NDPBs).

360Giving data standard

- This Government Grants Data Standard specifies the data that departments are expected to hold for submission onto GGIS.
- When publishing grants data, all government bodies should meet the 360Giving data standard - the accepted standard for publishing grants data.
- Data that meets the Government Grants Data Standard (this document) will also meet the 360Giving Standard, as it contains all the minimum fields of the 360Giving standard.
- Cabinet Office will publish data on all grant awards annually, but we encourage departments and ALBs to publish their data earlier if there is value in doing so. Data published outside of the annual grants data publication should meet the 360Giving data standard wherever possible. Guidance on meeting the 360Giving standard can be found here and you can contact grants.data@cabinetoffice.gov.uk if you would like more assistance with this.

Changes since GGIS version 1

In the new version of GGIS, many fields from the first version of GGIS have been simplified or removed. This is to reduce burden on departments and to ensure data collection is as user friendly as possible whilst also improving the quality of data we collect.

A number of significant changes has been made including:

- Grants in aid has been separated out into its own data type – with a smaller set of fields required.
- Monetary values for each year can now be recorded within a single multi-year scheme or award, preventing the need to create a new scheme or award for each year that it runs.
- A total of 25 scheme and 22 award fields have been removed. These fields can be found on the 'Fields removed from GGIS' page.
- We have clearly specified both the actual and budgeted fields for grant values, outlining the requirement for both at award level.
- We have added a small number of fields to simplify some parts of the data inputting (e.g. a new "Managed by" field to remove the need to include ALB information in the scheme name)

Data dictionary

- The main purpose of the data dictionary is to provide detailed information about each data field within GGIS.

- The data dictionary includes the name of the data field, the description of the data field, the data type, the acceptable values, an example, whether the field is mandatory and information on when the field was introduced. Each of these attributes of the data fields are explained in more detail on the next page.

- The data dictionary provides useful guidelines for both how to enter data correctly and how to interpret it.

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FAQ

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Q - If a grant is provided to a non-government organisation for re-granting – do we need data on the grants from that organisation?
A – No, the scope of data in GGIS is grants data where government is the providing the grant – this is to avoid duplication. We are working on how to capture the re-granted data in GGIS in future.

Q – If an award/scheme has multiple public funding sources – then do we provide the full value or the exchequer funded value.
A - Upload the award/scheme as separate records for each public funding source - one record with UK exchequer as the public funding source (with the exchequer funded value), and the other records with the other funding sources (and their corresponding value). Combined, they should total the full value of the grant.

Q – If an award/scheme has multiple funders – then do we provide the full value or just the value that my department has provided.

A1 - Only the funding department who **issues** the grants to recipients needs to upload the scheme and corresponding awards to GGIS. The other department who may indirectly fund this scheme would then upload a grant in aid to the issuing department. Please see **3.2** and **3.2.2** on pages 4 and 5 of the **functional standard** here.

A2- If **both** funding departments are **issuing** the grants to recipients - only upload the scheme & corresponding awards for the value that your department has provided. The other department should upload the scheme/award separately with the value that they provided. This is to ensure that there is no duplication where multiple departments fund a grant.

Q – If we want to publish grant data earlier that planned by GGMF, is this okay and how should we do this.
A – Yes – we encourage departments to publish their awards data early where deemed necessary. We suggest that this is published to 360Giving standard, and that you format any other fields as per this data standard. We also ask that you contact GGMF (grants.data@cabinetoffice.gov.uk) about this to ensure we understand any duplication in publication that might arise.

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Data dictionary guidance (1 of 2)

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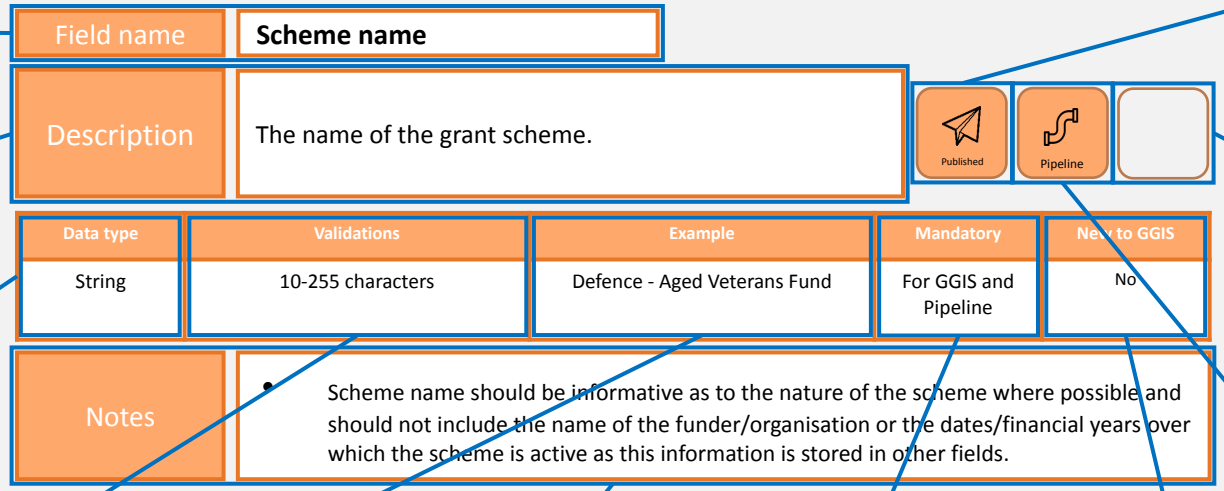
The data dictionary specifies each field within GGIS using the format below.



Name of the input field.

A statement that provides details about the nature, attributes, purpose and format of the input field.

The type of data item, as defined by the values it can take or operation that can be performed on it

Guidance of the values that the user may input, tick or select from a drop down menu. This field may contain a link to a comprehensive list of selectable options that are found in the Picklist options.

Example of an acceptable value that a user may input, tick or select from a drop down menu.

This field contains additional notes that may assist the user in completing this field.

Indicates if the field is mandatory.

Indicates if the field is New to GGIS in 2021, was modified in 2021 or remains as it existed before 2021.

Toggle – When the image is present the data field will be published.

Toggle - When the image is present the data is automatically populated in GGIS within the form or upon submission, it can not be manually populated by the user.

Toggle - When the image is present the data is included in pipeline. When the 360 image is present the data field has an equivalent 360Giving minimum standards data field.

Government Grants Management Function

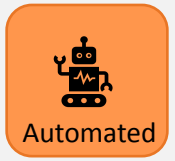
Data dictionary guidance (2 of 2)

Description of the Pipeline, 360Giving Minimum Standards, Published and Automated toggles.

Data fields with this image are published as part of the annual grants data publication. Any given row of data can be excluded from this publication where 'Do not publish' is selected and a suitable 'Reason for not publishing' and 'Explanation for not publishing' are provided.

Data fields with this image are the fields required to ensure GGIS data meets the 360Giving Minimum Standards; facilitating analysis across both GGIS data and numerous other data sets that meet this standard. The names of these fields within GGIS are slightly different to the equivalent fields within the 360Giving standard; the mapping between the two is shown on the 'Equivalent fields' page.

Data fields with this image are required for Pipeline data on current and upcoming grant schemes. Whilst Pipeline and GGIS data both contain data with respect to grant schemes, due to the data being utilised for different purposes, Pipeline requires fewer fields including some which are unique to Pipeline.



Data fields with this image are automated in GGIS. Users do not need to complete this field themselves.

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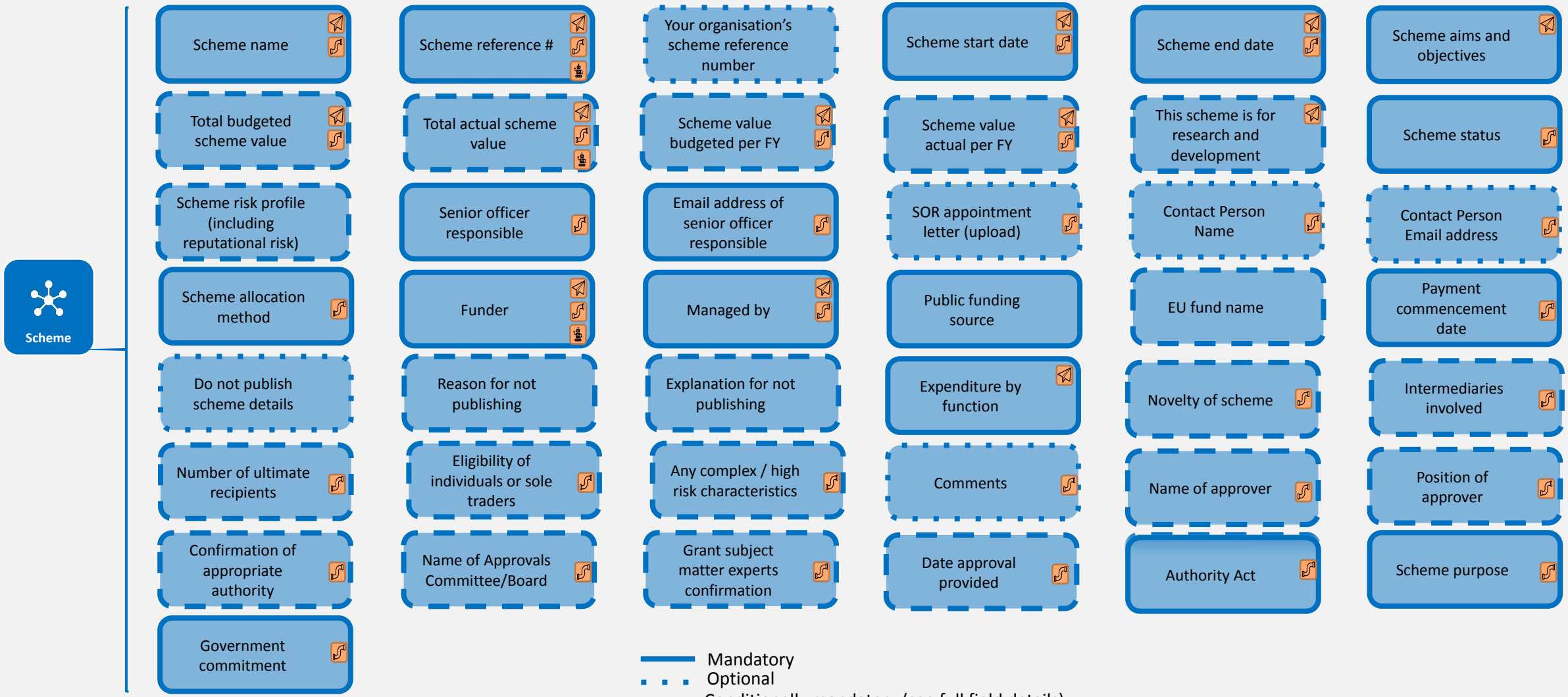

Award index

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Grant In Aid Index

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Data dictionary

Scheme

Field name	Scheme name
Description	The name of the grant scheme.

Data type	Validations	Example	Mandatory	New to GGIS
String	10-255 characters	Defence - Aged Veterans Fund	Yes	No

Notes

- Scheme name should be informative as to the nature of the scheme where possible, but should not include the name of the funder/organisation or the dates/financial years over which the scheme is active as this information is stored in other fields.
- For Pipeline data, this field can be completed with a provisional scheme name which would then need to be updated if necessary once a scheme name has been finalised.

Data dictionary

Scheme

Field name	Scheme reference #
Description	The reference number of the scheme.

Published | Pipeline | Automated

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	SCH-000009414	Yes	No

Notes

- GGIS 2.0 will automatically generate this reference number for internal scheme identification.
- The user does not create/input this reference number.

Data dictionary

Scheme

Field name	Your organisation's scheme reference #
Description	The organisation's own internal reference number of the scheme. This may be from the departments financial system or grants management system.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	Id-11235813	No	No

Notes

- This is an optional reference number used in your organisation.
- This is for department's to be able to match this data back to their own internal systems.
- GGIS 2.0 will automatically add its own ID that is separate to this one, known as the Scheme reference #.

Government Grants Management Function

Data dictionary

Scheme | Award | Grant in Aid

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Scheme

Field name	Scheme start date
Description	This is the start of the financial year when this scheme has budget allocated to spend. This will always be 1 April of a relevant financial year. This field does not capture when the activities of the grant scheme started.

Published | Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Date	01 04 YYYY	01 04 2020	Yes	No

Notes

- In conjunction with '<u>Scheme end data</u>' this identifies the financial years that relate to this scheme.
- Date entered must be earlier than the '<u>Scheme end date</u>'.
- For Pipeline data this field can be completed with a provisional scheme start date which would then need to be updated if necessary once a scheme start date has been finalised.

Government Grants Management Function

Data dictionary

Scheme | Award | Grant in Aid

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Scheme

Field name	Scheme end date
Description	This is the end of the financial year until when this scheme has budget allocated to spend. This will always 31 March of the relevant financial year. This field does not capture when the activities of the grant scheme ended.

Published | Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Date	31 03 YYYY	31 03 2020	Yes	Modified

Notes

- In conjunction with 'Scheme start data' this identifies the financial years that relate to this scheme.
- Date entered must be later than the 'Scheme start date'.
- For Pipeline data, this field can be completed with a provisional scheme end date which would then need to be updated if necessary once a scheme end date has been finalised.

Data dictionary

Scheme

Field name	**Scheme aims and objectives**
Description	The objective of the policy that the scheme was created to assist. This should include the specific impact and outcomes that the scheme will look to achieve.

Data type	Validations	Example	Mandatory	New to GGIS
String	40-4000 characters	To reduce malnutrition amongst children under the age of 12 who reside in East Birmingham. By the end of year 1, our objective is to provide health and nutrition training to 125 parents who live in East Birmingham.	Only for schemes in approved status	No

Notes	• For Pipeline data, this field can be completed with a provisional scheme aims and objectives which would then need to be updated if necessary once aims and objectives has been finalised.

Data dictionary

Scheme

Field name	Total budgeted scheme value
Description	The total value of the scheme (budgeted). If the scheme has a multiple year duration, the scheme value should include all years and should be the sum of all the budgets in each year.

Published | Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Number greater than zero. Do not include ‘,’ or ‘£’.	1000000.00	Only if Scheme value actual per financial year is **not** populated	Modified

Notes	Enter value to two decimal places. Note: values calculated by formulas in excel are often stored as more than two decimal places even if they are **formatted** to only show two decimal places.

Government Grants Management Function

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Scheme

Field name	Total actual scheme value
Description	The total value of the scheme (actual). If the scheme has a multiple year duration, the scheme value will include all years and will be the sum of all the actuals in each year.

Published | Pipeline | Automated

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Number greater than zero. Does not include ‘,’ or ‘£’.	1000000.00	No	Yes

Notes	This is an automatically calculated field based on the sum of **Scheme value actual per financial year.**

Data dictionary

Scheme

Field name	Scheme value budgeted per financial year
Description	The total value of the scheme (budgeted) for each financial year between the 'Scheme start date' and 'Scheme end date'.

Published | Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Non-negative number Sum amount of all financial years must be less than or equal to the 'Total budgeted scheme value'.	1000000, 1100000, 1000000	Only if Scheme value actual per financial year is **not** populated	Yes

Notes

- For every financial year within the duration of the scheme, the user needs to enter total value budgeted for that financial year.
- A field for each financial year that the scheme covers will be generated in GGIS using the start and end dates entered, each field is to be completed.

Data dictionary

Scheme

Field name	Scheme value actual per financial year
Description	The total value of the scheme (actual) for each financial year between the 'Scheme start date' and 'Scheme end date'.

Published | Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Non-negative number	1000000, 1100000, 1000000	Only if Scheme value budgeted per financial year is **not** populated	Yes

Notes

- For every financial year within the duration of the scheme, the user needs to enter the actual total value for that financial year.
- A field for each financial year that the scheme covers will be generated in GGIS using the start and end dates entered, each field is to be completed.

Data dictionary

Scheme

Field name	This scheme is for research and development
Description	Whether or not this scheme is funding research and development.

Published

Data type	Validations	Example	Mandatory	New to GGIS
Picklist / Boolean	'TRUE' or 'FALSE'	TRUE	Only for schemes in approved status	Yes

Notes

- If you are unsure whether a scheme is funding research and development, a comprehensive definition of R&D can be found on pages 43-49 in Chapter 2 of the Frascati Manual 2015, from which COFOG definition is derived. Brief descriptions with respect to the definition of R&D in each COFOG Division can be found in the Appendix starting on page 195 of Manual on sources and methods for the compilation of COFOG statistics.

Data dictionary

Scheme

Field name	Scheme status
Description	The current status of the scheme. Has the scheme received final approval or alternatively is it being developed, withdrawn or expired.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from Design & Development, Approved, In payment, Withdrawn and Closed.	Approved	Yes	No

Notes

- Select 'Design & Development' if your grant scheme is currently being developed and has not yet received approval to go live.
- Select 'Approved' if your grant scheme has completed the appropriate governance structures and has received final approval to go live.
- Select 'In payment' - if your grant scheme has started making payments.
- Select 'Closed' if your grant has completed all payments and post award assurance.
- Select 'Withdrawn' if your grant scheme has not been approved to begin payment and is no longer expected to proceed.

Data dictionary

Scheme

Field name	Scheme risk profile (including reputational risk)
Description	As part of the management of a grant, an assessment should be made as to the level of risk associated with a scheme. It is down to departments to define their methodology for categorising risk.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from High, Medium and Low	High	Only for schemes in approved status	No

Notes	• Information on the three options can be found in the Picklist definitions.

Government Grants Management Function

Data dictionary

Scheme | Award | Grant in Aid

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Scheme

Field name	Senior officer responsible
Description	All government grants shall have a named senior officer responsible (SOR) for a grant with clearly defined responsibilities throughout the lifetime of the grant.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	John Doe	Yes	No

Notes

- This role was previously referred to as the senior responsible officer (SRO); as part of the move of standardising the Government Functions, the role identified within this minimum requirement is to be referred to as the 'senior officer responsible for a grant'. This is to distinguish between the SRO that is defined within the Project Delivery Functional Standard GovS002.
- Where there are multiple SORs, please input the name of the person who is responsible for the budget of the scheme. The functional standard for grants requires a single SOR.

Data dictionary

Scheme

Field name	Email address of senior officer responsible
Description	The email address of the person who is responsible and accountable for the successful delivery of the grant scheme.

Data type	Validations	Example	Mandatory	New to GGIS
Email	1-255 characters	john.doe@cabinetoffice.gov.uk	Yes	Yes

Notes	

Data dictionary

Scheme

Field name	**Senior officer responsible appointment letter**
Description	The letter created when the SOR was appointed to the scheme. This letter covers the SORs role and responsibilities including - tenure, objectives and performance criteria, extent and limits of accountability (over financial controls, delegated authority etc.) and general development issues.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
File	File type	2022-05-05 SOR appointment letter.docx	No	Yes

Notes	Choose a document from your computer to upload. If you are not able to upload a document whilst creating the scheme, you will be able to upload one later via the Associated Documents tab on GGIS. This field has been created to help department users demonstrate best practice in line with the functional standard here.

Data dictionary

Scheme

Field name	**Contact Person Name**
Description	This is the person who is the main point of contact for the scheme other than the SOR.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	John Doe	No	Yes

Notes	

Data dictionary

Scheme

Field name	**Contact Person E-mail Address**
Description	This is the E-mail address of the person who is the main point of contact for the scheme other than the SOR.

Pipeline

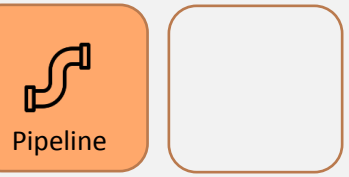
Data type	Validations	Example	Mandatory	New to GGIS
Email	1-255 characters	john.doe@cabinetoffice.gov.uk	No	Yes

Notes	

Data dictionary

Scheme

Field Name	Scheme allocation method
Description	The method by which the scheme was allocated.



Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Scheme allocation method	Formula	Yes	Yes

Notes

- Select from the methods listed in the Scheme allocation method.
- If your grant is in fact a Grant in Aid please see the pages in this document relating to 'Grant in Aid'.
- Currently this data is only required for Pipeline.
- For Pipeline data, this field can be completed with a provisional scheme allocation method which would then need to be updated if necessary once scheme allocation method has been finalised.

Data dictionary

Scheme

Field name	**Funder**
Description	The entity that is funding the grant scheme (this is in most cases a government department, where the funds start).

Published | Pipeline | Automated

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Funder This value is locked to the user.	Cabinet Office	Yes	No

Notes

- This will be automated in GGIS based on the department of the user who is uploading the data. If Funder is incorrect, please contact grants.data@cabinetoffice.gov.uk.
- The funder ID will also be automatically generated and published. Departmental IDs are based on the published register of government organisations.

Data dictionary

Scheme

Field name	**Managed by**
Description	Whether the scheme is managed by the central department or by one of its ALBs that intermediate this grant.

Published | Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	ALB users - will be automated Dept users - will need to manually complete The picklist options will be updated regularly.	DFE	Yes	Modified

Notes

- This picklist will be updated on an ongoing basis – is an ALB is not listed in GGIS - please contact the team.
- For ALB users – this will be automated based on which ALB is associated with your account. If Managed By is incorrect please contact grants.data@cabinetoffice.gov.uk.

Data dictionary

Scheme

Field name	Public funding source
Description	The source of funding for the grant scheme.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from UK Exchequer, EU funding, NATO funding and Lottery funding.	UK Exchequer	Only for schemes in approved status	No

Notes	• Only exchequer funded grants are published.

Data dictionary

Scheme

Field name	EU fund name
Description	The specific indirect EU fund that the funding comes from.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – EU fund name	EU Maritime & Fisheries Fund	Only if 'EU funding' is selected for 'Public funding source'.	Modified

Notes

- Select from the funds listed in the EU fund name.

Data dictionary

Scheme

Field name	Payment commencement date
Description	The date at which the scheme will start making payments. Where an exact date cannot be determined, please enter an estimate. Where the scheme has already started making payments, please enter a date in the past.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Date	DD MM YYYY	06 03 2021	Yes	Yes

Notes

- This field can be completed with a provisional estimated payment start date which would then need to be updated if necessary once estimated payment start date has been finalised.

Data dictionary

Scheme

Field name	Do not publish
Description	If true this scheme will not be included in published data however the scheme will still be included in summary figures that are published

Data type	Validations	Example	Mandatory	New to GGIS
Picklist / Boolean	'TRUE' or 'FALSE' Can not be FALSE if 'Reason for not publishing' or 'Explanation for not publishing' is populated.	FALSE	No	No

Notes

- If true, all scheme information including the associated awards will not be published. However the scheme will still be included in summary figures that are published and you will be able to run reports within GGIS. For example, the total value of grants in your department.

Data dictionary

Scheme

Field name	**Reason for not publishing**
Description	If ‘Do not publish’ is checked, then ‘Reason for not publishing’ and ‘Explanation for not publishing’ has to be populated.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from National Security, Sensitive or None	Sensitive	Only if ‘Do not publish’ is selected	No

Notes	• This is a categorical field, unlike the explanation for not publishing field which is a free text field

Data dictionary

Scheme

Field name	Explanation for not publishing
Description	If ‘Do not publish’ is selected, then ‘Reason for not publishing’ and ‘Explanation for not publishing’ has to be populated.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	Details should not be published due to the sensitive nature of the grant and the vulnerable nature of the recipients	Only if ‘Do not publish’ is selected	No

Notes

- This is a free text field, unlike the explanation for not publishing field which is a categorical field
- If we receive an FOI request for data that has been redacted (partially or fully), we need to provide details of the specific exemption for the FOI. **Therefore, we are now making it mandatory to provide the exemption within the “Explanation for not publishing” text field.** Full list of FOI exemptions can be found here. If details of the FOI exemption are not provided, we will assume that the data is able to be released under FOI, so please ensure that you are filling this in correctly.

Data dictionary

Scheme

Field name	Expenditure by function
Description	This field captures the reason of the grants funding using a commonly known framework called Classifications of the function of government 'COFOG'.

Published

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Expenditure by function	Education	Only for schemes in approved status	Modified

Notes

- Picklist options can be found in the Picklist options page, these categories are known as Divisions (COFOG L0).
- For more information on the framework, see this link: https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Classification_of_the_functions_of_government_(COFOG).
- For more information on each Division, see the Appendix starting on page 195 of Manual on sources and methods for the compilation of COFOG statistics.
- Foreign aid is included as an option for this variable, although is not a COFOG L0 option.

Data dictionary

Scheme

Field name	Novelty of scheme
Description	Whether the scheme is a new scheme or a rollover scheme.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Novelty of scheme	New Scheme	Only for schemes in Design & Development or Approved status	Yes

Notes

- Currently this data is only required for schemes in Design & Development or Approved status that are worth at least £10m, are high risk or are part of a manifesto commitment (based on the scheme purpose).

Data dictionary

Scheme

Field name	Intermediaries involved
Description	Whether intermediaries are involved in the distribution of funds.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from Local authorities; Other entities; ALBs; Contracted delivery partner; Police or None	ALBs	Only for schemes in Design & Development	Yes

Notes

Currently this data is only required for schemes in Design & Development that are worth at least £10m, are high risk or are part of a manifesto commitment (based on the scheme purpose).

- Local authorities: funding to be distributed by local authorities
- Other entities: funding to be distributed by other organisations (e.g. charities, police forces)
- ALBs': funding to be distributed by one or more ALB of a central department
- Contracted delivery partner: funding to by distributed by a contracted delivery partner
- Police
- None: funding to be distributed only by central departments

Data dictionary

Scheme

Field name	Number of ultimate recipients
Description	This refers to the number of ultimate recipients of awards. For example if funding is being distributed by intermediaries, this should refer to their recipients). This should be seen as indicative.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from '1000+', '11-1000', '10 or fewer',	10 or fewer	Only for schemes in Design & Development	Yes

Notes

- Currently this data is only required for schemes in Design & Development that are worth at least £10m, are high risk or are part of a manifesto commitment (based on the scheme purpose).

Data dictionary

Scheme

Field name	**Eligibility of individuals or sole traders**
Description	Whether individuals or sole traders are eligible for awards.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Yes or No	Yes	Only for schemes in Design & Development	Yes

Notes

- Currently this data is only required for schemes in Design & Development that are worth at least £10m, are high risk or are part of a manifesto commitment (based on the scheme purpose).

Data dictionary

Scheme

Field name	Any complex / high risk characteristics
Description	Please use this field to flag any concerns regarding complexity of the scheme or known risks that should be taken into consideration for triage of support.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
String	0-4000 characters	Expected awards to recipients with no track record of delivery.	Only for schemes in Design & Development	Yes

Notes

- Currently this data is only required for schemes in Design & Development that are worth at least £10m, are high risk or are part of a manifesto commitment (based on the scheme purpose).
- Additional examples include; level of capacity or experience in the team managing the grant, expected awards to recipients with no track record of delivery, grants to industries with a high perceived potential for fraud risk, or projects with any links to international entities.
- Input N/A for schemes that are not applicable for GGMF support

Data dictionary

Scheme

Field name	Comments
Description	This is a field to enter any extra comments/information that you wish GGMF to be aware of in relation to this pipeline scheme.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
String	0-4000 characters	"HMT own the policy of this but MHCLG are in charge of the grant payment."	No	Yes

Notes

- Currently this data is only required for schemes in Design & Development that are worth at least £10m, are high risk or are part of a manifesto commitment (based on the scheme purpose).

Data dictionary

Scheme

Field name	Name of approver
Description	The name of the person who approved the budget for this grant

Data type	Validations	Example	Mandatory	New to GGIS
Free text		John Smith	For schemes in the "Approved" status	Yes

Notes	• Currently this data is only required for schemes that are in the approved status

Data dictionary

Scheme

Field name	Position of approver
Description	The position of the person who approved the budget for this grant

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Pick-list	Financial Director, Commercial Director, Policy Director, Director General, Permanent Secretary, Senior Officer Responsible , Other	Financial Director	For schemes in the "Approved" status	Yes

Notes

- If other is selected you will be asked to enter the details in a separate free-text box.
- Currently this data is only required for schemes that are in the approved status

Data dictionary

Scheme

Field name	**Confirmation of appropriate authority**
Description	Confirmation that the approver has the appropriate authority to approve this spending - or that they have delegated financial authority

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist / Boolean	'TRUE' or 'FALSE'	TRUE	For schemes in the "Approved" status	Yes

Notes	• Currently this data is only required for schemes that are in the approved status

Data dictionary

Scheme

Field name	Name of Approvals Committee/Board
Description	The name of the approvals committee or board that approved the grant scheme

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Free text	Free text or “Not applicable”	Senior finance board	For schemes in the “Approved” status	Yes

Notes

- Currently this data is only required for schemes that are in the approved status

Data dictionary

Scheme

Field name	Grant subject matter experts confirmation
Description	Confirmation that grant subject matter experts were included in the approvals process

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist / Boolean	'TRUE' or 'FALSE'	TRUE	For schemes in the "Approved" status	Yes

Notes	• Currently this data is only required for schemes that are in the approved status

Data dictionary

Scheme

Field name	Date approval provided
Description	The date that the scheme was approved to proceed

Data type	Validations	Example	Mandatory	New to GGIS
Date	DD MM YYYY	02 12 2020	For schemes in the "Approved" status	Yes

Notes	• Currently this data is only required for schemes that are in the approved status

Data dictionary

Scheme

Field name	Authority Act
Description	The Authority Act is the legal power that allows a department to give a grant. This can be found in the business case form that departments complete when they are considering a grant.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Authority Act	Charities Act 2006	Only for schemes in approved status	No

Notes

- If you cannot find the act for a scheme, please contact grants.data@cabinetoffice.gov.uk.

Data dictionary

Scheme

Field Name	Scheme purpose
Description	This field has a dropdown list, please select the appropriate purpose from the categories listed below. Where schemes serve more than one purpose, please select the topmost purpose provided in the list below and add any explanatory comments in the 'Comments' field.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from BAU, COVID-19, EU Readiness, EU Successor, Manifesto Commitment	BAU	Only for schemes in Design & Development	Yes

Notes

- Definitions on the five options can be found in the Picklist definitions.
- Currently this data is only required for Pipeline.
- For Pipeline data, this field can be completed with a provisional scheme purpose which would then need to be updated if necessary once a scheme purpose has been finalised.
- This field will be under ongoing review to ensure that the categories are as useful as possible

Data dictionary

Scheme

Field name	Government Commitment
Description	A government commitment is one of the key priorities set out by the prime minister. See picklist definitions - Government Commitment.

Pipeline

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Government commitment	Levelling Up	Yes	Yes

Notes

- This is a field used as part of the CGAP mandated controls for pipeline schemes.
- Select one of the picklist options.

Data dictionary

Award

Field name	Award name
Description	The name of the grant award.

Published

360 360Giving Minimum Standard

Data type	Validations	Example	Mandatory	New to GGIS
String	10-255 characters	Darwin Round 5 - Establishment of the national framework for invasive plant management (in St Helena)	Yes	No

Notes

- Award name should be informative as to the nature of the scheme where possible and should not include the name of the funder/organisation or the dates/financial years over which the award is active as this information is stored in other fields.

Government Grants Management Function

Data dictionary

Scheme | Award | Grant in Aid

Cover | Menu

Award

Field name	Award reference #
Description	The GGIS reference number of the award.

Published | 360Giving Minimum Standard | Automated

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	GA-255133	Yes	No

Notes

- GGIS 2.0 will automatically generate this reference number for award identification.
- The user does not create/input this reference number.
- When this data is published, we may append a prefix to ensure that this number is unique.

Data dictionary

Award

Field name	Your organisation's award reference #
Description	The organisation's own internal reference number of the award.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	Id-314159	No	No

Notes

- This is an optional reference number used in your organisation.
- This is for departments to be able to match this data back to their own internal systems.
- GGIS 2.0 will automatically add its own ID that is separate to this one, known as the Award reference #.

Data dictionary

Award

Field name	Grant scheme
Description	This will be the 'Scheme reference #' of a scheme that already exists on GGIS under your organisation.

Data type	Validations	Example	Mandatory	New to GGIS
String	Only Scheme reference # available to the user are valid	SCH-124102420	Yes	No

Notes	• The Scheme reference # available to the user will depend on the 'Managed by' and 'Funder' data that applies to the user. • Central department users can create awards on schemes that belong to their central dept and its ALBs. • ALB users can create awards on schemes that belong to their ALB.

Data dictionary

Award

Field name	Award start year
Description	This is the first year of the first financial year in which this award has budget allocated to be spent. This field does not capture when the activities of the grant award ended.

Published

Data type	Validations	Example	Mandatory	New to GGIS
Date	YYYY	2019 (for a grant that starts in FY 19/20)	Yes	No

Notes

- In conjunction with 'Award end year' this identifies the financial years that relate to this award.
- Date entered must be earlier than the 'Award end year'.

Data dictionary

Award

Field name	Award end year
Description	This is the final year of the last financial year in which this award has budget allocated to be spent. This field does not capture when the activities of the grant award ended.

Data type	Validations	Example	Mandatory	New to GGIS
Date	YYYY	2021 (for a grant that ends in FY 20/21)	Yes	No

Notes

- In conjunction with 'Award start year' this identifies the financial years that relate to this award.
- Date entered must be later than the 'Award start year'.

Data dictionary

Award

Field name	**Award approved date**
Description	The date the recipient was granted the award by the funder. This will usually be the date when the agreement was signed by both parties.

Published

360 360Giving Minimum Standard

Data type	Validations	Example	Mandatory	New to GGIS
Date	DD MM YYYY	02 12 2020	Yes	No

Notes

- Unlike the award start and end data which refer to the start and end of the financial years over which the grant will run. This field refers to the specific date that the award was approved.

Data dictionary

Award

Field name	Grant award aims and objectives
Description	Description of the aims and objectives of the grant award.

Published

360 360Giving Minimum Standard

Data type	Validations	Example	Mandatory	New to GGIS
String	10-5000 characters	Island capacity to manage invasive plants at the landscape level improved, enabling restoration of endemic habitats to safeguard the endemic wildlife of St Helena, and to support food security.	No	No

Notes

- If this field is left blank than it will be automatically filled with the ‘Scheme aims and objectives’. However, if this grant award is one of numerous awards within a given scheme it is likely that the ’Grant award aims and objectives’ should be more specific than this and should be completed accordingly.

Data dictionary

Award

Field name	Funding agreement value
Description	The total value in pound sterling of the grant award that was committed in the grant award agreement.

Published

360 360Giving Minimum Standard

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Number greater than zero. Do not include ‘,’ or ‘£’.	100000.00	Only if “Total amount paid per FY” is **not** populated	No

Notes	For single year awards we expect this value to be the same as the “Total amount budgeted per FY”. For multi-year awards we expect the value to be greater than to equal to the SUM of “Total amount budgeted per FY” values. Enter value to two decimal places. Note: values calculated by formulas in excel are often stored as more than two decimal places even if they are **formatted** to only show two decimal places.

Government Grants Management Function

Data dictionary

Scheme | Award | Grant in Aid

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Award

Field name	**Total amount budgeted per financial year**
Description	The total value of the award (budgeted) for each financial year between the ‘Award start date’ and ‘Award end date’.

Published

360 360Giving Minimum Standard

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Non-negative number	1000000.00;1100000.00;1000000.00	Only if “Total amount paid per FY” is **not** populated	Yes

Notes

- For every financial year within the duration of the award, the user needs to enter total value budgeted for that financial year. Sum amount of all financial years must be less than or equal to the ‘Funding agreement value’.
- A field for each financial year that the award covers will be generated in GGIS using the start and end dates entered, each field is to be completed.
- The value for a the financial year will be published for that financial year’s data publication.

Data dictionary

Award

Field name	Total amount paid per financial year
Description	The total value of the award (actual) for each financial year between the 'Award start date' and 'Award end date'.

Published

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Non-negative number	1000000.00;1100000.00; 1000000.00	Only if "Total amount budgeted per FY" is **not** populated	Yes

Notes

- For every financial year for the duration of the award, user needs to enter total value paid for that financial year.
- This should be calculated on accrual basis, a change from the first version of GGIS, which will enable data to align with audited data.
- A field for each financial year that the award covers will be generated in GGIS using the start and end dates entered, each field is to be completed.
- The value for a the financial year will be published for that financial year's data publication.

Data dictionary

Award

Field name	Award allocation method
Description	The method by which the grant was allocated.

Published

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select Picklist options – Award allocation method	Formula Grants	Yes	Yes

Notes

- Select from the methods listed in the Award allocation method.
- If you believe your grant is in fact a Grant in Aid please see the pages in this document relating to 'Grant in Aid'.

Data dictionary

Award

Field name	Authority act
Description	The Authority Act is the legal power that allows a department to give a grant. This can be found in the business case form that departments complete when they are considering a grant

Data type	Validations	Example	Mandatory	New to GGIS
Boolean	See Picklist options – Authority Act	Charities Act 2006	No	Modified

Notes

- Enter a value in this field only if the award's authority act is different from that of the scheme's. If it is the same, leave it blank.
- If you cannot find the act for a scheme, please contact grants.data@cabinetoffice.gov.uk.

Data dictionary

Award

Field name	Award risk profile
Description	As part of the management of a grant, an assessment should be made as to the level of risk associated with an award. It is down to departments to define their methodology for categorising risk.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from High, Medium and Low.	High	No	No

Notes	• Definitions on the three options can be found in the Picklist definitions.

Data dictionary

Award

Field name	Is the award for individuals?
Description	Is the grant recipient an organisation or one or more individual(s)?

Published

Data type	Validations	Example	Mandatory	New to GGIS
Picklist / Boolean	'TRUE' or 'FALSE'	Organisation	Yes	No

Notes

- If true then you do not have to provide organisation name, address and category information; but do need to provide the number of recipients.
- If false then you do have to provide organisation name, address and category information; but do not need to provide the number of recipients.

Data dictionary

Award

Field name	Recipient name
Description	Name of the organisation that receives the grant.

Published

360 360Giving Minimum Standard

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	Sheffield City Council	Only if 'FALSE' is selected with respect to 'Is the award for individuals?'.	No

Notes

- This is the name of the organisation. Please enter the full name of recipient with no abbreviations.
- Recipient name is not required if 'TRUE' is selected for 'Is the award for individuals?'.

Data dictionary

Award

Field name	Recipient category
Description	The category of the recipient organisation receiving the grant award.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select from UK company, UK charity, UK educational institution, UK public body, International organisation or Other.	UK public body	Only if 'FALSE' is selected with respect to 'Is the award for individuals?'.	Yes

Notes

- Recipient name is not required if 'TRUE' is selected for 'Is the award for individuals?'.
- If an organisation is more than one of these categories, please include the one that is most appropriate.

Data dictionary

Award

Field name	Recipient ID
Description	The GGIS ID number of the recipient.

Published

Data type	Validations	Example	Mandatory	New to GGIS
String	See detailed data validations – Recipient ID	12345678	Only if 'FALSE' is selected with respect to 'Is the award for individuals?' and recipient type is UK company or UK charity	No

Notes

- For UK companies, UK charities and UK educational institutions this should be the companies house number, charity commission number and UKPRN number respectively.
- This value should include any leading zeros as mentioned by 360giving here. This is often removed in excel when the cell is **not** formatted as 'Text'.

Data dictionary

Award

Field name	Primary postal code
Description	The postcode of the organisation's primary address.

Published

Data type	Validations	Example	Mandatory	New to GGIS
String	Valid postcode with or without spaces	S1 4PL	Only if 'FALSE' is selected with respect to 'Is the award for individuals?', and country is UK	No

Notes

- Primary postal code is not required if 'TRUE' is selected for 'Is the award for individuals?'.

Data dictionary

Award

Field name	Primary address
Description	The street address of the recipient organisation.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	Level 2, North Wing, 1 Moorfoot	No	No

Notes	• Primary address not required if ‘TRUE’ is selected for ‘Is the award for individuals?’.

Data dictionary

Award

Field name	Primary city
Description	The city of the organisation's primary address.

Published

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	Sheffield	No	No

Notes	• Primary city not required if 'TRUE' is selected for 'Is the award for individuals?'.

Data dictionary

Award

Field name	Primary county
Description	The county of the organisation's primary address.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	South Yorshire	No	No

Notes	• Primary county not required if 'TRUE' is selected for 'Is the award for individuals?'.

Data dictionary

Award

Field name	Primary country
Description	The country of the organisation's primary address.

Published

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	United Kingdom	Only if 'FALSE' is selected with respect to 'Is the award for individuals?'	No

Notes	• Primary country not required if 'TRUE' is selected for 'Is the award for individuals?'.

Data dictionary

Award

Field name	Number of recipient(s)
Description	The number of individuals receiving funds from this grant award.

Published

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Number greater than zero	765	For GGIS - only if 'TRUE' is selected with respect to 'Is the award for individuals?'.	No

Notes

- Number of recipient(s) is not required if 'FALSE' is selected for 'Is the award for individuals'.
- Please include a precise number where possible, very rounded numbers for example 100,000 will be queried by GGMF.

Data dictionary

Award

Field name	Is the grant monitored
Description	Are monitoring activities in place with respect to the grant.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist/ Boolean	'TRUE' or 'FALSE'	TRUE	Yes	Modified

Notes	• Please ensure you have evidence (if requested) of the monitoring activities being done if you answer positively to this question.

Data dictionary

Award

Field name	Do not publish
Description	If true this award will not be included in published data

Data type	Validations	Example	Mandatory	New to GGIS
Picklist / Boolean	'TRUE' or 'FALSE' Can not be FALSE if 'Reason for not publishing' or 'Explanation for not publishing' is populated.	FALSE	No	No

Notes

- If true, all award information will not be published. However the award will still be included in summary figures that are published and reports within GGIS will still be able to be run on this information. For example, the total value of awards in your department.

Data dictionary

Award

Field name	Do not publish recipient address
Description	If true this recipient's address will not be included in published data

Data type	Validations	Example	Mandatory	New to GGIS
Picklist / Boolean	'TRUE' or 'FALSE'	FALSE	No	Yes

Notes

- If true, only recipient address will not be published but the rest of the award information will be published. You will still be able to run reports within GGIS. This can be used for sensitive addresses, for example women's refugees.

Data dictionary

Award

Field name	Explanation for not publishing
Description	If ‘Do not publish’ or ‘Do not publish recipient address’ is true, then ‘Reason for not publishing’ and ‘Explanation for not publishing’ has to be completed with a reason/explanation other than ‘None’.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	Details should not be published due to the sensitive nature of the grant and the vulnerable nature of the recipient	For GGIS, only if ‘Do not publish’ or ‘Do not publish recipient address’ is selected.	No

Notes

- This is a free text field, unlike the explanation for not publishing field which is a categorical field
- If we receive an FOI request for data that has been redacted (partially or fully), we need to provide details of the specific exemption for the FOI. **Therefore, we are now making it mandatory to provide the exemption within the “Explanation for not publishing” text field.** Full list of FOI exemptions can be found here. If details of the FOI exemption are not provided, we will assume that the data is able to be released under FOI, so please ensure that you are filling this in correctly.

Data dictionary

Award

Field name	Reason for not publishing
Description	If ‘Do not publish’ or ‘Do not publish recipient address’ is true, then ‘Reason For Not Publishing’ and ‘Explanation for not publishing’ has to be completed with a reason/explanation other than ‘None’.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	Select one of National Security, Sensitive or None	Sensitive	For GGIS, only if ‘Do not publish’ or ‘Do not publish recipient address’ is selected.	No

Notes	• This is a categorical field, unlike the explanation for not publishing field which is a free text field

Data dictionary

Grant in Aid

Field name	Grant in aid name
Description	The name of the grant in aid.

Data type	Validations	Example	Mandatory	New to GGIS
String	10-255 characters	Pensions Ombudsman	Yes	No

Notes

- Grant in aid name should be informative as to the nature of the grant in aid where possible and should not include the name of the funder/organisation or the dates/financial years over which the grant in aid is active as this information is stored in other fields.

Data dictionary

Grant in Aid

Field name	Grant in aid reference #
Description	The reference number of the grant in aid.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	###	Yes	No

Notes

- GGIS 2.0 will automatically generate this reference number for grant in aid identification.
- The user does not create/input this reference number.

Data dictionary

Grant in Aid

Field name	Your organisation's grant in aid reference #
Description	The organisation's own internal reference number of the grant in aid.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-255 characters	16108	No	No

Notes

- This is an optional reference number used in your organisation.
- This is for departments to be able to match this data back to their own internal systems.
- GGIS 2.0 will automatically add its own ID that is separate to this one, known as the Grant in aid reference #.

Data dictionary

Grant in Aid

Field name	Grant in aid start date
Description	This is the start of the financial year in which this grant in aid has budget allocated to be spent.

Data type	Validations	Example	Mandatory	New to GGIS
Date	01 04 YYYY	01 04 2020	Yes	No

Notes

- In conjunction with '<u>Grant in aid end date</u>' this identifies the financial years that relate to this grant in aid.
- Date entered must be earlier than the '<u>Grant in aid end date</u>'.

Data dictionary

Grant in Aid

Field name	**Grant in aid end date**
Description	This is the end of the financial year in which this grant in aid has budget allocated to be spent.

Data type	Validations	Example	Mandatory	New to GGIS
Date	31-03-yyyy	31 03 2020	Yes	No

Notes

- In conjunction with '<u>Grant in aid start date</u>' this identifies the financial years that relate to this grant in aid**.**
- The date entered must be later than the '<u>Grant in aid start date</u>'.

Data dictionary

Grant in Aid

Field name	Grant in aid aims and objectives
Description	Description of what the aims and objectives of the grant in aid.

Data type	Validations	Example	Mandatory	New to GGIS
String	10-5000 characters	GIA to the Pensions Ombudsman to cover their running costs.	No	No

Notes	

Data dictionary

Grant in Aid

Field name	**Funder**
Description	The entity that is funding the grant in aid (this is in most cases a government department, where the funds start)

Automated

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Funder This value is locked to the user.	Department for Work and Pensions	Yes	No

Notes	• If Funder is incorrect, please contact grants.data@cabinetoffice.gov.uk.

Data dictionary

Grant in Aid

Field name	Recipient name
Description	Name of the organisation that receives the grant in aid.

Data type	Validations	Example	Mandatory	New to GGIS
String	1-80 characters	The Pensions Ombudsman	Yes	No

Notes

- This is the name of the ALB organisation that receives the money. Please start typing the ALB name to find it in the lookup

Data dictionary

Grant in Aid

Field name	Managed by
Description	Whether the grant in aid is managed by the central department or by one of its ALBs that intermediate this grant.

Data type	Validations	Example	Mandatory	New to GGIS
Picklist	See Picklist options – Managed by ALB users - will be automated Dept users - will need to manually complete	Department for Work and Pensions	Yes	Yes

Notes

- If Managed By is incorrect, please contact grants.data@cabinetoffice.gov.uk.

Data dictionary

Grant in Aid

Field name	Total amount paid
Description	The total amount that is paid for the whole duration of the grant in aid.

Data type	Validations	Example	Mandatory	New to GGIS
Numerical	Non-negative number	1000000	Yes	Yes

Notes	

Government Grants Management Function

Fields removed from GGIS

Cover Menu

Data fields that are in the current version of GGIS and are not included in GGIS 2.0.

Scheme		Award	
Scheme financial year	Primary Purpose	Total Value Budgeted in GBP - (Indiv)	Potential issue with delivery update by
Programme	Secondary Purpose	Financial Year - (Indiv)	Potential issue with the grant delivery
Related policy name	Purpose explanation	Award Internal Grant Admin email	Against criteria from grant agreement?
Target Location	Advice from NGAP - (Prop)	Get existing organisation address - (Org)	Mode of Monitoring
Internal Grant Administrator email	Department referring to NGAP? - (Prop)	CCoA L5	Award annual review outcome
Other Authority Act	Issues and questions for NGAP - (Prop)	CCoA L5 Code Name	Award review outcome details
Considered by the Grants Advice Panel?	Scheme annual review outcome - (Appr)	Payment Frequency	Has the award achieved its objectives?
Scheme Parent / Child	Scheme review outcome details - (Appr)	Actual Payment	State the reason for your answer above
Parent Grant Scheme	Has the scheme evaluation been done? - (Appr)	If Instalment payments	Recipient Organisation Service Score
Grant Scheme Withdrawn (Prop)	If 'No', Reasons - (Appr)	Mode of Payment	Reason why the score was given
Other public funding source	Has the scheme achieved its objectives? - (Appr)	Reason for no monitoring	Score in Dispute
Capital/ Resource	State the reason for your answer above - (Appr)		

Equivalent fields

The data fields with corresponding 360Giving minimum standard data fields.

Data Field	360Giving Data Field
Award reference #	Identifier
Award name	Title
Grant award aims and objectives	Description
Funding agreement value	Amount Awarded
Award approval date	Award Date
Recipient ID	Recipient Org:Identifier
Recipient name	Recipient Org:Name
Funder reference #	Funding Org:Identifier
Funder	Funding Org:Name

Government Grants Management Function

Detailed Data Validations

Cover Menu

Data fields with detailed data validations.

Data Field	Validation
Recipient ID	• For **UK educational institutions,** the **UKPRN recipient ID** must meet the following validation: "An 8-digit number that always starts with a 1." as stated on the UKRLP website here. • For **UK companies** the **companies house recipient ID** must meet the validation "8 numbers **OR** 2 letters followed by 6 numbers." If "2 letters followed by 6 numbers", the first two letters must be one of the following combinations: "AC|CE|CS|ES|EN|FC|GE|GN|GS|LP|NA|NC|NF|NI|NL|NZ|OC|RS|R0|SA|SC|SE|SF|SL|SO|SZ|ZC" . The reference for these valid combinations can be found here. ***Note – registered societies** on the mutual register will **not** have organisation data on **companies house** in most cases. The organisation should instead be placed under the recipient category **'Other' and will not require an ID.*** • For **UK charities** the **charities commission recipient ID** must meet the validation **"**A 6 or 7 digit number that does not start with a 0 OR a string which has the prefix 'SC0' followed by 5 digits from 0-9"

Government Grants Management Function

Picklist options (1 of 5)

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Field	Picklist options		
Authority act	1977 Rent Act	Appropriation Act	Criminal Justice and Public Order Act 1994
	2015 Grants for Fishing and Aquaculture Industries Regulation	Appropriation Act 2011	Crown Prerogative Power
	Academies Act 2010	Article 35 of the 1951 Convention and Article II of the Protocol	Dangerous Dogs Act 1991
	African Horse Sickness (England) Regulations 2012	Axe Brue Internal Drainage Board Order 2012	Danvm Drainage Commissioners Order 2012
	Agricultural Credits Act 1923	Borders, Citizenship and Immigration Act 2009	Data Protection Act 1998
	Agricultural Holdings Act 1986	Breeding and Sale of Dogs (Welfare) Act 1999	Data Retention Regulations 2014
	Agricultural Marketing Act 1958	Care Standards Act 2000	Decision number 575/2007/EC of 23 May 2007 establishing the European Return Fund
	Agricultural Marketing Act 1983	Charities Act 2006	Destructive Imported Animals Act 1932
	Agricultural Wages Act 1948	Chequers Estate Acts	Development of Tourism Act 1969
	Agriculture (Artificial Insemination) Act 1946	Children and Families Act 2014	Devon and Severn Inshore Fisheries and Conservation Order 2010
	Agriculture (Miscellaneous Provisions) Act 1949	Children and Social Work Act 2017	Disability Grants Act (1993)
	Agriculture (Miscellaneous Provisions) Act 1954	Children's Act 1989	Domestic Violence, Crime and Victims Act 2004
	Agriculture (Miscellaneous Provisions) Act 1963	Civil Aviation Act 1982	Doncaster East Internal Drainage Board Order 2012
	Agriculture (Miscellaneous Provisions) Act 1968	Clean Air Act 1993	East Harling Internal Drainage District (Alteration of Boundaries) Order 2009
	Agriculture (Miscellaneous Provisions) Act 1972	Coast Protection Act 1949	Eastern Inshore Fisheries and Conservation Order 2010
	Agriculture (Miscellaneous Provisions) Act 1976	Common Agricultural Policy (Amendment) Regulations 2015	Education (Student Support) Regulations 2011 (S.I. 2011/1986)
	Agriculture Act 1947	Communications Act 2003	Education Act 1996
	Agriculture Act 1957	Community Care (Direct Payments) Act (1996)	Education Act 2002
	Agriculture Act 1967	Consumer Protection Act 1987	Education Act 2005
	Agriculture Act 1970	Control of Pollution Act 1974	Education Act 2011
	Agriculture Act 1993	Cornwall Inshore Fisheries and Conservation Order 2010	Education and Adoption Act 2016
	Agriculture Act 2020	Coronavirus Act 2020	Education and Inspections Act 2006
	Agriculture and Horticulture Act 1964	Countryside Act 1968	Employment Act 1988
	Ainsty (2008) Internal Drainage Board Order 2011	Countryside and Rights of Way Act 2000	Employment and Training Act 1973
	Animal Health Act 1981	Cowick and Snaith Internal Drainage Board Order 2012	Energy Act 2013
	Animal Health Act 2002	Crime and Disorder Act 1998	Enterprise Act 2002
	Animal health and welfare Act 1984	Criminal Justice Act 1993	Environment Act 1995
	Anti-terrorism, Crime and Security Act 2001	Criminal Justice Act 2003	Environmental Protection Act 1990
	Apprenticeships, Skills, Children and Learning Act 2009	Criminal Justice and Court Services Act 2000	EUR-Lex - 32013R1303 - EN

Government Grants Management Function

Picklist options (2 of 5)

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Field	Picklist options		
Authority act	Farm Land and Rural Development Act 1988	Investigatory Powers Act (IPA) 2016	Pensions Act 2004
	Fire and Rescue Services Act 2004	Ipswich Barrier Order 2012	Pensions Act 2008
	Fisheries Act 1955	Isles of Scilly Inshore Fisheries and Conservation Order 2010	Pests Act 1954
	Fisheries Act 1981	Kent and Essex Inshore Fisheries and Conservation Order 2010	Petroleum Act 1998
	Flood and Water Management Act 2010	Land Drainage Act 1991	Plant Health Act 1967
	Food Safety Act 1990	Livestock Rearing Act 1951	Plant Varieties and Seeds Act 1964
	Forestry Act 1979	Local Government Act 1974	Police (Scotland) Act 1967
	Further & Higher Education Act 1992	Local Government Act 2000	Police Act 1996
	Gangmasters (Licensing) Act 2004	Local Government Act 2003	Police and Justice Act 2006
	Grants for Fishing and Aquaculture Industries Regulations 2015	Local Government and Public Involvement in Health Act 2007	Police Pension Fund Regulations 2007
	Health and Safety at work etc. Act (1974)	Marine and Coastal Access Act 2009	Police Pensions Act 1976
	Health and Social Care Act 2008	Modern Slavery Act 2015	Police Reform Act 2002
	Health and Social Care Act 2012	National Heritage Act 1983	Prevention of Damage by Pests Act 1949
	Health Services and Public Health Act 1968	National Lottery Act 1993	Prisons Act 1952
	Higher Education and Research Act 2017	National Parks and Access to Countryside Act 1949	Private Security Industry Act 2001
	Highways Act 1980	Nationality, Immigration & Asylum Act 2002	Proceeds of Crime Act 2002
	Hill Farming Act 1946	Nationality, Immigration and Asylum Act 2008	Protection of Freedoms Act 2012
	Horticulture Act 1960	Natural Environment and Rural Communities Act 2006	Railways Act 2005
	Housing and Planning Act 1986	Needham and Laddus Internal Drainage Board Order 2012	Regulation (EU) no. 516/2014 of the European Parliament and of the Council of 16
	Housing and Regeneration Act 2008	NHS Act 2006	Regulation of Investigatory Powers Act 2000
	Housing Grants, Construction and Regeneration Act 1996	Noise Act 1996	Reserve Forces Act 2006
	Immigration Act 2016	Noise and Statutory Nuisance Act 1993	Reservoirs Act 1975
	Immigration and Asylum Act 1999	Norfolk and Suffolk Broads Act 1988	Road Traffic Act 1998
	Incidental Flooding and Coastal Erosion (England) Order 2011	North Level District (2010) Internal Drainage Board Order 2012	Royal Charter
	Industrial Development Act 1982	North Somerset Levels Internal Drainage Board Order 2011	Safeguarding Vulnerable Groups Act 2006
	Infrastructure Act 2015	Nursing and Midwifery Order 2001	Schools Standards and Framework Act 1998
	Inquiries Act 2005	Offender Management Act 2007	Science and Technology Act 1965
	International Development (Official Development Assistance Target) Act 2015	Ouse and Humber Drainage Board Order 2012	Scotter Drainage Authority and Scotter Internal Drainage District Order 2010
	International Development Act 2002	Pension Schemes Act 1993	Sea Fish Industry Act 1938

Government Grants Management Function

Picklist options (3 of 5)

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Field	Picklist options
Authority act	Sea Fisheries (Shellfish) Act 1967
	Serious Organised Crime and Police Act 2005
	Slaughterhouses Act 1974
	Social Security and Housing Benefits Act (1982)
	Southern Inshore Fisheries and Conservation Order 2010
	Sussex Inshore Fisheries and Conservation Order 2010
	Teaching and Higher Education Act 1998
	The Endangered Species (Import and Export) Act 1976
	Town and Country Planning Act 1990
	Transport Act 2000
	Trent Valley Internal Drainage Board Order 2012
	UK Internal Markets Act 2020
	Universities and College Estates Act 1964
	Uplands Transitional Payment Regulations 2012
	Waste and Emissions Trading Act 2003
	Water Act 1973
	Water Act 2003
	Water Industry Act 1991
	Water Resources Act 1991
	Weeds Act 1959
	Wildlife and Countryside Act 1981
	Windrush Compensation Scheme (Expenditure) Act 2020

Government Grants Management Function

Picklist options (4 of 5)

Cover Menu

Field	Picklist options		
Expenditure by function	Education	Economic affairs	Health
	General public services	Environmental protection	Public order and safety
	Recreation, culture and religion	Defence	Foreign aid
	Social protection	Housing and community amenities	
Funder	Cabinet Office	Department for International Trade	HM Treasury
	Department for Business, Energy & Industrial Strategy	Department for Transport	Home Office
	Department for Digital, Culture, Media & Sport	Department for Work & Pensions	Ministry of Defence
	Department for Education	Department of Health & Social Care	Ministry of Housing, Communities & Local Government
	Department for Environment Food & Rural Affairs	Foreign, Commonwealth & Development Office	Ministry of Justice
	HM Revenue & Customs		
EU fund name	EU Regional Development Fund (ERDF)	EU Agricultural Fund - Rural Development	Asylum Migration and Integration Fund (AMIF)
	EU Agricultural fund for Rural Development	EU Maritime & Fisheries Fund	EU Creative Europe Fund
	EU Agricultural Guarantee Fund	EU Social Fund (ESF)	Cohesion Fund (CF)
Scheme allocation m method	General Grants - Uncompeted	General Grants - Criteria Based	General Grants - Mixed
	General Grants – Competed	Formula	
Award allocation method	General Grants - Uncompeted	General Grants - Criteria Based	Formula
	General Grants - Competed		

Government Grants Management Function

Picklist options (5 of 5)

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Field	Picklist options		
Government commitment	Net Zero	Levelling Up	Strengthening the Union
	Innovation	Jobs and Skills	Not Applicable

Picklist definitions (1 of 3)

Context/ data field	Term	Definition
This scheme is for research and development	R&D	Research and experimental development (R&D) comprise creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge. For comprehensive definition please consult Franscati Manual 2015.

Picklist definitions (2 of 3)

Context/ data field	Term	Definition
Risk profile (including reputational risk)	High	Grants rated high risk may include a number of risk factors in combination, which lead to a greater level of uncertainty in delivery terms, for example, a high value grant awarded to an organisation which does not have long a track record of delivery in government grants, and/ or where a grant is focused in a policy area which is new to the department or highly innovative. Novel and contentious grants and grants, which are awarded as a result of a Ministerial direction should also be considered for a high-risk rating.
	Medium	Grants rated medium risk may be lower value than high risk grants and will usually be and in policy areas which are familiar to the department, but perhaps where the department is seeking to break new ground or innovate, or those which are awarded to organisations which might be considered slightly more risky in terms of credibility or financial viability, due to the a lack of alternative options in the market.
	Low	Grants rated low risk will consist of low value, routine or repeat grants in policy areas which are familiar to the department, awarded to recipients with a proven track record of successful delivery in the public and/ or private sector.
Scheme purpose	BAU	BAU: Any scheme that does not fit the criteria below and can be considered Business as Usual.
	COVID-19	Any schemes set up in response to a new need driven by COVID-19.
	EU Readiness	Any schemes set up to support preparation & readiness activities for the UK's exit from the EU.
	EU Successor	Any schemes set up as successors to EU funds.
	Manifesto Commitment	Any schemes set up in response to manifesto commitments (if a successor to an EU fund, EU Successor should be selected as the primary purpose).

Picklist definitions (3 of 4)

Context/ data field	Term	Definition
Allocation method	Formula Grant	Where recipients receive a specific award amount calculated by formula (e.g. grant funding provided by Central Government to Local Authorities which is determined by factors such as population.
	General Grants - Un-competed	A grant that is awarded, without a competition being run, to deliver against a specific initiative or purpose. Un-competed awards are distinguished from Grant in Aid by the award being specific to a particular project / outcome and also by being open to recipients who are not public bodies.
	General Grant - Competed	Funds for which applications are invited and evaluated, with awards made based on the content of the application.
	General Grant - Criteria Based	Grants for which there are defined qualifying criteria for eligibility; all eligible applicants receive awards without competition, e.g. grants to assist those affected by floods.
	General Grant - Mixed	Grants that are a mix of Competed, Criteria Based and/or Direct Award General Grants.
Novelty of scheme	A brand new scheme	
	A new scheme, but with similar objectives to an existing scheme	
	An extension to an existing scheme	
	A continuation within a multi-year scheme	

Picklist definitions (4 of 4)

Context/ data field	Term	Definition
Government Commitment	Net Zero	Schemes that contribute to the government's carbon net zero strategy, seeking to end the UK's contribution to man-made climate change by 2050. This strategy involves removing carbon from our energy supply, retiring the combustion engine and phasing out gas boilers, among other things.
	Levelling Up	Schemes that contribute to the government's levelling up mission by ending geographical inequality in the UK. This involves improving productivity, boosting economic growth, encouraging innovation, creating good jobs, enhancing educational attainment and renovating the social and cultural fabric of those parts of the UK that have not shared equally in the nation's success.
	Strengthening the Union	Schemes that contribute to strengthening the union of England, Scotland, Wales and Northern Ireland for the benefit of all citizens. This includes upholding and strengthening devolution settlements and ensuring that the UK Government and its institutions are working effectively to realise the benefits of four nations working together as one United Kingdom.
	Innovation	Schemes that contribute to the government's investment in science to strengthen research and build the foundations for new industries. Particularly the challenges of the future such as clean energy, advanced energy storage and solving antibiotic resistance.
	Jobs and Skills	Schemes that contribute to providing jobs and skills so that more children are leaving school better equipped for working life and there are more high quality apprenticeships. This includes support for those who are not working, lack qualifications, as well as people who are keen to return to work from raising a family, or switching from one career to another.
	Not Applicable	Schemes that do not apply to these 5 government commitments.

Government Grants Management Function

Versioning

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Version	Changes	Date distributed
0.1	Document created initial draft form to get feedback from stakeholders	21/12/2020
1.0	Incorporating wide-ranging feedback from departments – and matching all the fields in GGIS 2.0	29/03/2021
1.1	Updated scheme statuses and added scheme approval fields	10/05/2021
1.2	Included new government commitment field, updated pick list options table and scheme level fields diagram.	09/05/2022
1.2.1	Added definitions for picklist options for the government commitment field & updated FAQ answers for clarity.	13/05/2022
1.2.2	Added new actual fields for both scheme & award levels and updated their mandated status and validations. Updated answer to multiple funder Q in FAQ. Added recipient ID validation details. Updated description, validation and notes sections of the 'do not publish' and other associated fields. Updated Recipient ID slide to include new UKPRN mandation and updated other related information. Updated authority act picklist	19/08/2022

Government Grants Management Function

Versioning

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Version	Changes	Date distributed
1.2.3	Amended award object slides relating to the following fields: “Total amount paid per FY”, “Total amount budgeted per FY”, “Funding agreement value”. Also changed the borders on the award index page to align to the update requirements for these fields	07/11/2022