
360Giving Data Standard

Release 0.0

360Giving

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For open data to be really useful it has to follow an agreed format – *a standard* – so it can be easily compared with data from other organisations.

For UK grantmakers, we have developed the 360Giving Standard for this purpose. We use this Standard to make sure that when all your data is linked to the 360Giving Registry, it can be easily “read” by different applications. This is how we make sure that when you use the data, the results that come up can be compared.

The 360Giving data standard is:

- **Open data driven:** providing a common way to share transparent and interoperable information on grant-making.
- **Easy to use:** offering a simple spreadsheet format for publishing and consuming data, backed up by a structured data model, developer-friendly JSON serialisation, and conversion tools.
- **Comprehensive:** providing a 360 degree view of grantmaking. Describing the whole grantmaking process and supporting in-depth analysis of grants, grantees and beneficiaries.

CHAPTER 1

Templates

Two standard templates are available.

Our *360Giving JSON Schemas* provide the canonical definition of fields, as well as developer-friendly structure for working with 360Giving data.

Free support, helping you to publish and use 360Giving data is [available from our data support team](#).

Full schema documentation is *Reference*.

CHAPTER 2

An open standard

The 360Giving data standard is an open standard. You can get involved in shaping the development of the standard through:

- [The 360 Discourse forum](#): open for general discussions of the standard and proposed updates to the standard..
- [The issue tracker for the standard](#): for bug reports. You can also contact the 360Giving data support team with your questions and suggestions.

Reference

This page provides reference information on publishing to the 360Giving Data Standard.

It assumes some technical knowledge.

If you are just getting started with the 360Giving data standard, consult the [Publish Your Data](#) pages.

Data formats

There are two main formats available for representing 360Giving data.

1. Spreadsheet

Data placed in a spreadsheet can make use of easy to read, user-friendly **column titles**, and is ideal for recording one grant per row. This is the most common format that publishers choose. More complex representations of data can also be reported if required.

2. JSON

Data in JSON format is ideal for direct use by developers building visualisations and web apps. The JSON should conform to the *360Giving JSON Schemas*. Anyone automating the publication of their data from their internal databases or via an API may favour this format. The column titles used in spreadsheet representations of data are derived directly from the *360Giving JSON Schemas*.

The [360Giving Data Quality Tool](#) can be used to convert data between these formats, providing structured data for developers, and spreadsheet simplicity if you want to browse, sort and filter data on your desktop.

Spreadsheet format

To produce 360Giving data in a spreadsheet, it is possible to start with an empty spreadsheet and construct the column titles (and any additional sheets), using the information given below. However, for many people, the starting point is the spreadsheet template described below.

Spreadsheet template

For convenience we provide a 360Giving Spreadsheet Template that can be used directly, or adapted to your needs.

The template is a multi-sheet spreadsheet, and each sheet is described below.

Many data producers will be able to fit all the information about a single grant on one row of a spreadsheet. In fact most data producers do exactly that, and provide a single sheet with many individual grants.

Where data producers have more complex information, for example where a grant has many beneficiary locations, we call this a *One to many relationships*. Information about how to create data with *One to many relationships* is described below.

The 360Giving Spreadsheet template consists of a ‘grants’ sheet which contains the most common data fields.

The *Additional fields* section provides details of all other possible fields that can be reported. (These are derived from the *360Giving JSON Schemas*).

Grants Sheet

The main ‘grants’ sheet includes sections for:

- Basic information about the grant;
- Planned dates for the grant;
- Details of the recipient organisation;
- Details of the funding organisation;
- The location of beneficiaries;
- Details of the grant programme funding is from;

Title	Description
Identifier	The unique identifier for this grant. Made up of your 360Giving prefix, and an identifier
Title	A title for this grant activity. This should be under 140 characters long.
Description	A short description of this grant activity.
Currency	The currency used in amounts. Use the three-letter currency code from ISO 4217 eg: USD
Amount Applied For	Total amount applied for in numbers (do not include commas or currency symbols such as £)
Amount Awarded	Total amount awarded in numbers (do not include commas or currency symbols such as £)
Amount Disbursed	Total amount disbursed (paid) to this grantee when this record was last updated (in numbers)
Award Date	When was the decision to award this grant made. Dates should be in YYYY-MM-DD format
URL	A URL (Web Address) where further information about this grant can be found. This should be under 255 characters long.
Planned Dates:Start Date	All events should have a start date. Dates should be in YYYY-MM-DD format. If the event is a one-off event, this should be the date of the event.
Planned Dates:End Date	Events or activities lasting more than one day should have either a duration (in months) or an end date.
Planned Dates:Duration (months)	Events or activities lasting more than one day should have either a duration (in months) or an end date.
Recipient Org:Identifier	A globally unique identifier for this organisation. This is important to enable data on f
Recipient Org:Name	Organisation name
Recipient Org:Charity Number	Registered charity number, if applicable.
Recipient Org:Company Number	Registered UK company number, if applicable.
Recipient Org:Street Address	Building number and street name.
Recipient Org:City	City or town.
Recipient Org:County	County
Recipient Org:Country	Country
Recipient Org:Postal Code	Postal code (please try and provide a post code whenever possible)
Recipient Org:Description	A short description of this organisation and its area of work

Title	Description
Recipient Org:Web Address	A web address for the Organisation
Beneficiary Location:Name	A name for this location.
Beneficiary Location:Country Code	The ISO Country Code of the location of this activity.
Beneficiary Location:Latitude	The latitude of a point location
Beneficiary Location:Longitude	The longitude of a point location
Beneficiary Location:Geographic Code	A code referring to a geographical area, drawn from an established gazetteer. For example
Beneficiary Location:Geographic Code Type	The type of Geographic Code (geoCode) used (e.g. Ward, Parliamentary Constituency)
Funding Org:Identifier	A globally unique identifier for this organisation. This is important to enable data on f
Funding Org:Name	Organisation name
Funding Org:Department	The department or sub-unit of this organisation making or receiving the grant.
Grant Programme:Code	An identifier for this grant programme.
Grant Programme:Title	The title of this grant programme.
Grant Programme:URL	A web link to more details of this grant programme.
From an open call?	Was this grant made as the result of an open call for applications? Values should be 'Y
Last modified	The date and time when information about this grant was last updated.
Data Source	A web link pointing to the source of this data. This may be an original 360Giving data

Additional fields

The main 'grants' sheet only includes the most common information used by most data publishers. For many people this is enough.

The other sheets in the 360Giving Spreadsheet Template provide the details of all the possible fields that can be reported. These sheets serve a dual purpose:

1. As a way to add more information to our 'grants' sheet

The column titles in the extra sheets provide a handy mapping from the JSON Schema to a more human readable form, showing us all of the possible fields available in the 360Giving Data Standard.

You can use any of these column titles on your main 'grants' sheet if you wish.

2. As a way of providing information about *One to many relationships*

If, when creating your data, you only need a few additional fields from the additional sheets, you can simply copy them from one sheet to another.

If you have additional data to report that does not fit any of the columns provided in the spreadsheet, it is okay to create your own column titles in order to report it.

Hint: Naming your own columns.

If you are adding your own column titles it is best to use simple titles and to avoid special characters which could cause problems in data reuse.

Using only lowercase and uppercase alphabetical characters (a-z and A-Z), numerical digits (0-9), colons (:), parentheses ((and)) and single spaces will help to avoid problems. Full-stops (.) are known to cause issues and should be avoided. Other characters could be used, but haven't been fully tested in all possible situations.

Actual Dates

When did this grant activity actually take place. Dates should be in YYYY-MM-DD format. A date range can include a start date and duration in months, or a start and end date.

Title	Description
Actual Dates:Title	
Actual Dates:Start Date	All events should have a start date. Dates should be in YYYY-MM-DD format. If the month or day is not specified, it should be assumed to be 01.
Actual Dates:End Date	Events or activities lasting more than one day should have either a duration (in months) or an end date.
Actual Dates:Duration (months)	Events or activities lasting more than one day should have either a duration (in months) or an end date.
Actual Dates:Description	
Actual Dates>Last modified	The date and time when information about this event was last updated.

Planned Dates

When the applicant / implementing organisation originally intend this activity to take place.

Title	Description
Planned Dates:Title	
Planned Dates:Start Date	All events should have a start date. Dates should be in YYYY-MM-DD format. If the month or day is not specified, it should be assumed to be 01.
Planned Dates:End Date	Events or activities lasting more than one day should have either a duration (in months) or an end date.
Planned Dates:Duration (months)	Events or activities lasting more than one day should have either a duration (in months) or an end date.
Planned Dates:Description	
Planned Dates>Last modified	The date and time when information about this event was last updated.

Funding Org

Details of the funder

Title	Description
Funding Org:Identifier	A globally unique identifier for this organisation. This is important to enable data on funders and recipients to be linked.
Funding Org:Name	Organisation name
Funding Org:Department	The department or sub-unit of this organisation making or receiving the grant.
Funding Org>Contact Name	The contact person at this organisation.
Funding Org:Charity Number	Registered charity number, if applicable.
Funding Org:Company Number	Registered UK company number, if applicable.
Funding Org:Street Address	Building number and street name.
Funding Org:City	City or town.
Funding Org:County	County
Funding Org:Country	Country
Funding Org:Postal Code	Postal code (please try and provide a post code whenever possible)
Funding Org:Phone Number	Contact phone number.
Funding Org:Alternate Name	An alternative name for this organisation (e.g. trading name)
Funding Org:Email	The email address for this organisation.
Funding Org:Description	A short description of this organisation and its area of work
Funding Org:Organisation Type	A description of this organisation
Funding Org:Web Address	A web address for the Organisation
Funding Org>Last modified	The date and time when information about this organisation was last updated.

Recipient Org

Details of the recipient of this grant.

Title	Description
Recipient Org:Identifier	A globally unique identifier for this organisation. This is important to enable data on funders and
Recipient Org:Name	Organisation name
Recipient Org:Department	The department or sub-unit of this organisation making or receiving the grant.
Recipient Org>Contact Name	The contact person at this organisation.
Recipient Org:Charity Number	Registered charity number, if applicable.
Recipient Org:Company Number	Registered UK company number, if applicable.
Recipient Org:Street Address	Building number and street name.
Recipient Org:City	City or town.
Recipient Org:County	County
Recipient Org:Country	Country
Recipient Org:Postal Code	Postal code (please try and provide a post code whenever possible)
Recipient Org:Phone Number	Contact phone number.
Recipient Org:Alternate Name	An alternative name for this organisation (e.g. trading name)
Recipient Org:Email	The email address for this organisation.
Recipient Org:Description	A short description of this organisation and its area of work
Recipient Org:Organisation Type	A description of this organisation
Recipient Org:Web Address	A web address for the Organisation
Recipient Org:Last modified	The date and time when information about this organisation was last updated.

Beneficiary Location

Information about the location of beneficiaries. Further information about beneficiaries can be provided through classifications.

Title	Description
Beneficiary Location:Identifier	Location identifier
Beneficiary Location:Name	A name for this location.
Beneficiary Location:Country Code	The ISO Country Code of the location of this activity.
Beneficiary Location:Latitude	The latitude of a point location
Beneficiary Location:Longitude	The longitude of a point location
Beneficiary Location:Description	A description of this location. This could include details of the element of the activity
Beneficiary Location:Geographic Code	A code referring to a geographical area, drawn from an established gazetteer. For exam
Beneficiary Location:Geographic Code Type	The type of Geographic Code (geoCode) used (e.g. Ward, Parliamentary Constituency
Beneficiary Location:Last modified	The date and time when information about this location was last updated.

Funding Org:Location

Title	Description
Funding Org:Location:Identifier	Location identifier
Funding Org:Location:Name	A name for this location.
Funding Org:Location:Country Code	The ISO Country Code of the location of this activity.
Funding Org:Location:Latitude	The latitude of a point location
Funding Org:Location:Longitude	The longitude of a point location
Funding Org:Location:Description	A description of this location. This could include details of the element of the activity
Funding Org:Location:Geographic Code	A code referring to a geographical area, drawn from an established gazetteer. For exam
Funding Org:Location:Geographic Code Type	The type of Geographic Code (geoCode) used (e.g. Ward, Parliamentary Constituency
Funding Org:Location:Last modified	The date and time when information about this location was last updated.

Recipient Org:Location

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Title	Description
Recipient Org:Location:Identifier	Location identifier
Recipient Org:Location:Name	A name for this location.
Recipient Org:Location:Country Code	The ISO Country Code of the location of this activity.
Recipient Org:Location:Latitude	The latitude of a point location
Recipient Org:Location:Longitude	The longitude of a point location
Recipient Org:Location:Description	A description of this location. This could include details of the element of the activity.
Recipient Org:Location:Geographic Code	A code referring to a geographical area, drawn from an established gazetteer. For example, 'Ward'.
Recipient Org:Location:Geographic Code Type	The type of Geographic Code (geoCode) used (e.g. Ward, Parliamentary Constituency).
Recipient Org:Location:Last modified	The date and time when information about this location was last updated.

Related Document

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Title	Description
Related Document:Identifier	An identifier for this document.
Related Document:Title	The document title
Related Document:Web Address	The URL of the document.
Related Document:Description	A description of the document
Related Document:Document Type	A document category. For example, 'Application Form', 'Photo' or 'Project Report'. In future, this will be a controlled vocabulary.
Related Document:Last modified	The date and time when information about this document was last updated.

Classifications

-

Title	Description	Type	Required
Classifications:Vocabulary	A vocabulary used for this classification.	string	False
Classifications:Code	A codelist value in the chosen vocabulary.	string	False
Classifications:Title	The title of this classification.	string	False
Classifications:Description	A description of this classification.	string	False
Classifications:URL	A web link to more details of this classification.	uri	False
Classifications:Last modified	The date and time when the information was last updated	date-time	False

Funding Type

-

Title	Description	Type	Required
Funding Type:Vocabulary	A vocabulary used for this classification.	string	False
Funding Type:Code	A codelist value in the chosen vocabulary.	string	False
Funding Type:Title	The title of this classification.	string	False
Funding Type:Description	A description of this classification.	string	False
Funding Type:URL	A web link to more details of this classification.	uri	False
Funding Type:Last modified	The date and time when the information was last updated	date-time	False

Grant Programme

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Title	Description	Type
Grant Programme:Code	An identifier for this grant programme.	string
Grant Programme:Title	The title of this grant programme.	string
Grant Programme:Description	A description of this grant programme.	string
Grant Programme:URL	A web link to more details of this grant programme.	uri
Grant Programme:Last modified	The date and time when information about this grant programme was last updated.	date-time

Transactions

The 360Giving Data Standard also allows for the reporting of three types of transactions:

- commitmentTransaction
- disbursementTransaction
- applicationTransaction

These do not currently have nice human readable titles, but can still be added as spreadsheet columns if needed.

To create the column titles, refer to the 360Giving JSON Schema and use the JSON pointer paths as column titles. e.g. commitmentTransaction/0/id

One to many relationships

Each of the sections of additional fields above can have multiple occurrences for one grant. There are three ways of describing this in a spreadsheet.

Additional sheets

Use the other sheets in the 360Giving Spreadsheet Template. These have the columns described above, plus an extra column at the start for the Identifier of the relevant grant.

For the Funding Org: Location and Recipient Org: Location there is also an extra column for the Identifier of the relevant Funding/Recipient Org.

Numbering

You can describe multiple occurrences within the Grants sheet by having multiple columns. Use :<num> : instead of a . . This imitates JSON Pointer's approach.

e.g. to have two related documents with their own title and web address:

Related Document:0:Title	Related Document:0:Web Address	Related Document:1:Title	Related Document:1:Web Address
A Document	http://example.com/adocument	Another Document	http://example.com/anotherdocument

Multiple Rows

You can place the additional information about a grant in an additional row. Use the same Identifier for the grant, and place the additional information in the relevant columns. Consuming applications will then be able to try to merge the information into a single record, so be careful not to place contradictory information in fields that cannot have more than one value (e.g. a title or description)

Conformance

In order to conform with the spreadsheet standard:

You must:

- **Read the column definitions carefully and follow the format they request** - for example, formatting identifiers and dates according to the standard. Full reference information is provided below.
- **Provide an identifier** for each grant
- **Update the last modified date** whenever the status of a grant changes

You can:

- **Remove or hide non-required columns that you are not using** - although make sure you check for any hidden columns before publishing your data, and always remove rather than hide sensitive information.
- **Re-order the columns** so that information is arranged in the way you want
- **Add extra columns** to include information you want to share, but that is not covered by the standard. (See *Additional fields*).
- **Move columns** in the 360Giving Spreadsheet Template between sheets.

You must not:

- **Add extra rows at the top of the table**
- **Change the field names provided by the standard**

JSON format

The 360Giving standard is defined by a [JSON Schema](#), which details the entities that can be described using the standard, and the properties it recognises.

At the root of the data model is a ‘grant’. Grants have a number of direct properties (e.g. Title, Description, Currency, Amount Awarded etc.) and then a number of related entities, including Organisations (Funder and Recipient), Locations (Recipient, Beneficiary), Classifications, Grant Programmes, and Transactions.

360Giving JSON Schemas

The 360Giving JSON Schemas are the authoritative source of information about the standard, and it should always be possible to transform 360Giving data into structured JSON data according to these schema.

The 360Giving Grant Schema defines the structure of an individual ‘grant’ and the documentation from this is displayed below, or [fullscreen here](#).

When exchanging data about a single grant or any number of grants, those grants need to be packaged into a single JSON file. The 360Giving Package Schema describes how grants are packaged into one file.

In general, most publishers will initially only use a sub-set of the possible features of the standard, but it is designed to accommodate comprehensive data about all stages of a grant process: for a full 360-degree view.

Field names and titles

Each entity, property and relationship in the schema has both a machine-readable field name and an English language title (apart from Transactions).

The English language titles are important for humans working to make sense of the data in everyday desktop software, and so the Spreadsheet Template and the documentation above makes use of titles as opposed to field names.

The field names are important for computers reading the data, and even if other language titles are provided in future, the underlying field names will remain constant.

A mapping between column titles and field names is given below:

Title	Name	Type
Identifier	id	string
Title	title	string
Description	description	string
Currency	currency	string
Amount Applied For	amountAppliedFor	number
Amount Awarded	amountAwarded	number
Amount Disbursed	amountDisbursed	number
Award Date	awardDate	date-time
URL	url	uri
Planned Dates:Title	plannedDates/0/title	string
Planned Dates:Start Date	plannedDates/0/startDate	date-time
Planned Dates:End Date	plannedDates/0/endDate	date-time
Planned Dates:Duration (months)	plannedDates/0/duration	string
Planned Dates:Description	plannedDates/0/description	string
Planned Dates:Last modified	plannedDates/0/dateModified	date-time
Actual Dates:Title	actualDates/0/title	string
Actual Dates:Start Date	actualDates/0/startDate	date-time
Actual Dates:End Date	actualDates/0/endDate	date-time
Actual Dates:Duration (months)	actualDates/0/duration	string
Actual Dates:Description	actualDates/0/description	string
Actual Dates:Last modified	actualDates/0/dateModified	date-time
Recipient Org:Identifier	recipientOrganization/0/id	string
Recipient Org:Name	recipientOrganization/0/name	string
Recipient Org:Department	recipientOrganization/0/department	string
Recipient Org:Contact Name	recipientOrganization/0/contactName	string
Recipient Org:Charity Number	recipientOrganization/0/charityNumber	string
Recipient Org:Company Number	recipientOrganization/0/companyNumber	string
Recipient Org:Street Address	recipientOrganization/0/streetAddress	string
Recipient Org:City	recipientOrganization/0/addressLocality	string
Recipient Org:County	recipientOrganization/0/addressRegion	string
Recipient Org:Country	recipientOrganization/0/addressCountry	string
Recipient Org:Postal Code	recipientOrganization/0/postalCode	string
Recipient Org:Phone Number	recipientOrganization/0/telephone	string
Recipient Org:Alternate Name	recipientOrganization/0/alternateName	string
Recipient Org:Email	recipientOrganization/0/email	string

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Table 3.2 – continued from previous page

Title	Name	Type
Recipient Org:Description	recipientOrganization/0/description	string
Recipient Org:Organisation Type	recipientOrganization/0/organisationType	string
Recipient Org:Web Address	recipientOrganization/0/url	uri
Recipient Org:Location:Identifier	recipientOrganization/0/location/0/id	string
Recipient Org:Location:Name	recipientOrganization/0/location/0/name	string
Recipient Org:Location:Country Code	recipientOrganization/0/location/0/countryCode	string
Recipient Org:Location:Latitude	recipientOrganization/0/location/0/latitude	string
Recipient Org:Location:Longitude	recipientOrganization/0/location/0/longitude	string
Recipient Org:Location:Description	recipientOrganization/0/location/0/description	string
Recipient Org:Location:Geographic Code	recipientOrganization/0/location/0/geoCode	string
Recipient Org:Location:Geographic Code Type	recipientOrganization/0/location/0/geoCodeType	string
Recipient Org:Location:Last modified	recipientOrganization/0/location/0/dateModified	date-time
Recipient Org:Last modified	recipientOrganization/0/dateModified	date-time
Beneficiary Location:Identifier	beneficiaryLocation/0/id	string
Beneficiary Location:Name	beneficiaryLocation/0/name	string
Beneficiary Location:Country Code	beneficiaryLocation/0/countryCode	string
Beneficiary Location:Latitude	beneficiaryLocation/0/latitude	string
Beneficiary Location:Longitude	beneficiaryLocation/0/longitude	string
Beneficiary Location:Description	beneficiaryLocation/0/description	string
Beneficiary Location:Geographic Code	beneficiaryLocation/0/geoCode	string
Beneficiary Location:Geographic Code Type	beneficiaryLocation/0/geoCodeType	string
Beneficiary Location:Last modified	beneficiaryLocation/0/dateModified	date-time
Funding Org:Identifier	fundingOrganization/0/id	string
Funding Org:Name	fundingOrganization/0/name	string
Funding Org:Department	fundingOrganization/0/department	string
Funding Org:Contact Name	fundingOrganization/0/contactName	string
Funding Org:Charity Number	fundingOrganization/0/charityNumber	string
Funding Org:Company Number	fundingOrganization/0/companyNumber	string
Funding Org:Street Address	fundingOrganization/0/streetAddress	string
Funding Org:City	fundingOrganization/0/addressLocality	string
Funding Org:County	fundingOrganization/0/addressRegion	string
Funding Org:Country	fundingOrganization/0/addressCountry	string
Funding Org:Postal Code	fundingOrganization/0/postalCode	string
Funding Org:Phone Number	fundingOrganization/0/telephone	string
Funding Org:Alternate Name	fundingOrganization/0/alternateName	string
Funding Org:Email	fundingOrganization/0/email	string
Funding Org:Description	fundingOrganization/0/description	string
Funding Org:Organisation Type	fundingOrganization/0/organisationType	string
Funding Org:Web Address	fundingOrganization/0/url	uri
Funding Org:Location:Identifier	fundingOrganization/0/location/0/id	string
Funding Org:Location:Name	fundingOrganization/0/location/0/name	string
Funding Org:Location:Country Code	fundingOrganization/0/location/0/countryCode	string
Funding Org:Location:Latitude	fundingOrganization/0/location/0/latitude	string
Funding Org:Location:Longitude	fundingOrganization/0/location/0/longitude	string
Funding Org:Location:Description	fundingOrganization/0/location/0/description	string
Funding Org:Location:Geographic Code	fundingOrganization/0/location/0/geoCode	string
Funding Org:Location:Geographic Code Type	fundingOrganization/0/location/0/geoCodeType	string
Funding Org:Location:Last modified	fundingOrganization/0/location/0/dateModified	date-time
Funding Org:Last modified	fundingOrganization/0/dateModified	date-time

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Table 3.2 – continued from previous page

Title	Name	Type
Grant Programme:Code	grantProgramme/0/code	string
Grant Programme:Title	grantProgramme/0/title	string
Grant Programme:Description	grantProgramme/0/description	string
Grant Programme:URL	grantProgramme/0/url	uri
Grant Programme:Last modified	grantProgramme/0/dateModified	date-time
From an open call?	fromOpenCall	string
Funding Type:Vocabulary	fundingType/0/vocabulary	string
Funding Type:Code	fundingType/0/code	string
Funding Type:Title	fundingType/0/title	string
Funding Type:Description	fundingType/0/description	string
Funding Type:URL	fundingType/0/url	uri
Funding Type:Last modified	fundingType/0/dateModified	date-time
Classifications:Vocabulary	classifications/0/vocabulary	string
Classifications:Code	classifications/0/code	string
Classifications:Title	classifications/0/title	string
Classifications:Description	classifications/0/description	string
Classifications:URL	classifications/0/url	uri
Classifications:Last modified	classifications/0/dateModified	date-time
Related Document:Identifier	relatedDocument/0/id	string
Related Document:Title	relatedDocument/0/title	string
Related Document:Web Address	relatedDocument/0/url	uri
Related Document:Description	relatedDocument/0/description	string
Related Document:Document Type	relatedDocument/0/documentType	string
Related Document:Last modified	relatedDocument/0/dateModified	date-time
None	applicationTransaction/0/id	string
None	applicationTransaction/0/transactionDate	date-time
None	applicationTransaction/0/currency	string
None	applicationTransaction/0/value	number
None	applicationTransaction/0/valueDate	date-time
None	applicationTransaction/0/description	string
None	applicationTransaction/0/provider	string
None	applicationTransaction/0/recipient	string
None	applicationTransaction/0/dateModified	date-time
None	commitmentTransaction/0/id	string
None	commitmentTransaction/0/transactionDate	date-time
None	commitmentTransaction/0/currency	string
None	commitmentTransaction/0/value	number
None	commitmentTransaction/0/valueDate	date-time
None	commitmentTransaction/0/description	string
None	commitmentTransaction/0/provider	string
None	commitmentTransaction/0/recipient	string
None	commitmentTransaction/0/dateModified	date-time
None	disbursementTransaction/0/id	string
None	disbursementTransaction/0/transactionDate	date-time
None	disbursementTransaction/0/currency	string
None	disbursementTransaction/0/value	number
None	disbursementTransaction/0/valueDate	date-time
None	disbursementTransaction/0/description	string
None	disbursementTransaction/0/provider	string

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Table 3.2 – continued from previous page

Title	Name	Type
None	disbursementTransaction/0/recipient	string
None	disbursementTransaction/0/dateModified	date-time
Last modified	dateModified	date-time
Data Source	dataSource	uri

JSON

When data is being generated directly out of a database system, publishers should consider using the JSON schema to provide a JSON file.

Developers may also wish to build their applications of JSON versions of the data.

The [360Giving Data Quality Tool](#) supports round-tripping of data between the Spreadsheet Template and JSON representations.

Identifiers

Why identifiers matter

Identifiers are an important part of any dataset. They let a computer uniquely identify and refer to specific grants, organisations, transactions and so-on.

Whilst a human being may be good at recognising that “Big Lottery Fund”, “BLF”, and “big-lottery-fund” all refer to the same organisation, computers cannot make this connection unless a unique identifier is provided.

360Giving asks you to give identifiers to any of the following elements that you include in your data:

- *Grant Identifier*
- *Organisation Identifier*;
- Transactions;
- Classifications;
- and other unique elements in your data.

These go in an `Identifier` column alongside accessible text descriptions of the grant, the name of an organisation, or the title of a classification.

Identifier basics

You may already have identifiers in your own data. For example, a number for each application or grant. You can use these existing **internal identifiers** as part of your published data.

However, because there might be an overlap between the internal identifiers you use, and the internal identifiers another funder uses, you need to add a **prefix** to avoid this possible clash.

For example

If Indigo Trust have a grant called ‘Grant27’, and Nominet Trust also have a grant called ‘Grant27’ the two will get confused when combining the two datasets. But if, when publishing, each one adds a prefix, then we end up with two unique identifiers: ‘360G-indigotruster-Grant27’ and ‘360G-Nominet-Grant27’

For grants, and other identifiers particular to your organisation, you use can use a **360G prefix**.

For organisation identifiers, we strongly encourage you to use an officially recognised identifier for the organisation, following the *Organisation Identifier* guidance below.

Get your prefix

To register a prefix for your organisation see the [publisher guidance](#).

All registered prefixes should start with 360G unless you have been advised otherwise by the support team.

Grant Identifier

To create your grant identifiers:

1. Make sure you have asked for a 360Giving prefix.
2. Look for an existing internal identifier given to your grants (for example, a sequential number assigned to each grant at the point of application). The important thing is that the identifier should be unique inside your organisation, so adding the prefix will make it unique across the whole world.
3. Add your 360Giving prefix in front of your identifier.

For example

If your prefix is 360G-xyztrust and you have a grant identified internally as 123, you would combine these to give 360G-xyztrust-123

We recommend using a hyphen (-) for the separator to use between your prefix and the internal identifier. Avoid using slashes (\ and /) as these can cause problems with some applications.

If your internal identifiers include spaces or special characters, we recommend replacing these with underscore (_):

360G-xyztrust-123_ABC

Organisation Identifier

There are many different kinds of organisations that give, receive or benefit from grants, such as:

- Registered companies
- Registered charities
- Voluntary and community organisations
- Overseas organisations
- Public bodies
- Schools, universities and other educational establishments
- Individuals

Most organisations (with the exception of unregistered voluntary and community groups) have some sort of official registration number that can be used as a unique identifier and used to look up their details from an official registers or public list.

There are two parts to an organisation identifier:

- **A list code:** a prefix that describes the list the identifier is taken from.
- **An identifier** taken from that list.

In 360Giving data we ask publishers to use a list code prefix taken from the [org-id list locator](#). This provides an open, maintained list of codes for many different lists around with world, giving a way to identify almost any organisation.

For example

A charity registered in England and Wales with the Charity Commission of England and Wales, with the charity number '1070468' will use a list code prefix of GB-CHC.

This gives an unique organisation identifier of GB-CHC-1070468

Hint: UK company numbers are a unique combination of eight digits, which in some cases include letters as well as numbers. The majority of company numbers for companies registered in England and Wales start with a **leading zero**.

Publishers should be aware of the problems that missing leading zeros in UK company numbers present when creating identifiers. [Learn more](#) about how to avoid this pitfall.

Choose the best identifier

Some organisations have more than one identifier: they might be a charity **and** a company (charitable companies), or a charity **and** an educational establishment.

If you have more than one type of identifier for an organisation recorded in your system, it will be necessary to pick which one to use when creating an Organisation identifier.

[org-id.guide](#) ranks identifier lists by relevance and quality to help you pick the best identifier, based on what information you hold.

Hint: Relevance and quality defined:

- **Relevance:** are you likely to find the organisation you are looking for in this list?
 - **Quality:** are the identifiers in this list stable and linked to open, accessible contextual data, and can they be easily mapped to other identifiers.
-

Search on [org-id.guide](#) for identifier sources for [UK organisations](#), [UK charities](#), or any other organisation type.

Commonly used identifier lists

The following identifier lists are often used in 360Giving publication.

- UK Company Number - [GB-COH](#)
- Charity Numbers - [GB-CHC](#), [GB-SC](#), [GB-NIC](#)
- Education establishments - [GB-EDU](#) and [GB-UKPRN](#)

- Local authorities - [GB-LAE](#) (England), [GB-LAS](#) (Scotland), [GB-PLA](#) (Wales)
- Mutual societies - [GB-MPR](#)
- HMRC-recognised charities - [GB-REV](#)

If you have a registered number from some other scheme, including overseas registrars, check the [org-id List Locator](#) for a list code prefix to use. If the list code prefix you need is not listed, [contact the support team](#).

If you do not have any external registration numbers for the organisation, use your 360Giving prefix and any internal identifier you have for this organisation. For guidance about how to create unique internal identifiers, [contact the support team](#).

Additional 360Giving fields for charity and company number

Because ‘Company Number’ and ‘Charity Number’ are so important for analysing grantmaking in the UK, the 360Giving Standard includes additional fields these on their own (without the prefixes), to help users of the data.

If you have these details, you should fill them in, **in addition to** providing the unique organisation identifier using the method above.

Data Protection

What is data protection?

The [Data Protection Act](#) determines how personal information is used by organisations including charities, businesses and government bodies. The regulator is the [Information Commissioner’s Office \(ICO\)](#) and they provide a wealth of [guidance](#) on compliance.

What does data protection have to do with open data?

In general, [open data](#) should not contain personal or sensitive personal data that could allow a living person to be identified. Data published to the [360Giving standard](#) should be anonymised to protect privacy as outlined in the ICO’s [anonymisation code of practice](#). There are cases where publishing personal data is in the public interest or where data can be published with the consent of the individual. We explore those cases below.

Publishing personal data with 360Giving

We encourage publishers to carefully consider the value of sharing any personal data as part of their 360Giving publication and discourage sharing of [sensitive personal data](#) (including racial or ethnic origin, medical information).

Before making a decision on including personal data:

1. Review the ICO’s [Key definitions of the data protection act](#) to understand the difference between non-personal data, personal data and sensitive personal data;
2. Review the ICO’s [Guide to data protection](#) to understand your organisation’s obligations;
3. Ensure your organisation has the [power to share the data](#);

Once you’ve decided to include personal data in your publication:

1. Restrict personal data to names used in official capacity, for example the contact names at the funding and recipient organisations, names of recipients of funds e.g. scholarships and identifiers that are open or in the public domain, for example [orcid](#);

2. Ensure individuals formally consent to share their data, for example as part of grant, sponsorship or employee contracts. Be aware that consent can be withdrawn at any time;
3. Ensure individuals are informed of the scope of personal data to be shared as open data.

Where can I go for help with data protection?

Organisations:

- [The UK Anonymisation Network \(UKAN\)](#)
- [ICO](#)

Resources:

- [Guide to data protection: Anonymisation](#)
- [UKAN workshops](#)
- [The Anonymisation Decision-Making Framework Course](#)

Licensing

Guide to 360Giving Open Data Licensing

About this Guide

This guide is for organisations publishing grantmaking information to the 360Giving format. We assume that you have permission to publish the information if you are not the primary owner. For example, if the information was collected or published by donors, subsidiaries or other third parties.

What is open data?

Open data is data available to everyone to use and share without restrictions. Open data is non-personal data released by people, organisations and governments.

You are probably using open data without realising it. An example could be getting around London with real-time travel updates thanks to [CityMapper](#), which uses open data from Transport for London and OpenStreetMaps amongst others. Or it could be getting up-to-date with the state of the voluntary sector with the [NCVO Almanac](#) which uses open data from the Charity Commission and Companies House.

Why license 360Giving data?

Without a license, data isn't open data and potential users wouldn't know what they are allowed to do with it. At 360Giving, we believe that with better information, grantmakers can be more effective and strategic decision makers. To achieve this, 360Giving recommends using an open license which removes restrictions on anyone interested in using, sharing and understanding the grants landscape.

Which license should you choose?

While there are several choices for open data licenses, we recommend a license that doesn't restrict use but does acknowledge you, the publisher. To this end, our default recommendation is the Creative Commons Attribution 4.0 International (CC BY 4.0).

With this license, anyone can share or adapt your data for any purpose, even commercially. The only restrictions are they must give appropriate credit, provide a link to the license, and note any changes made. [Find out more about CC BY 4.0.](#)

If you are a UK public sector organisation, we encourage you to use the [Open Government License](#). This is the UK government's open data license which public sector bodies are encouraged to use by the [Re-use of Public Sector Information Regulations 2015 \(RPSI\)](#).

Where to display the license?

As part of publishing to the 360Giving standard, we encourage publishers to register with our helpdesk, produce, then upload files to their websites. To make the data easy to discover, you can add a page or section to your website that links to the files. This is the best place to display your chosen license. Don't forget to pop our helpdesk a note so we know your data is published and under what license.

Is there an example of a license statement?

Here's an example of a license statement based on our recommended CC BY 4.0 license. Simply replace the words in square brackets with information about your organisation and grants.

[Organisation] is committed to transparency and we work with 360Giving to publish information about our grants.

Using the 360Giving data standard, our awarded grants since [Year] are available as [File Type] here.

This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>. This means the data is freely accessible to anyone to be used and shared as they wish. The data must be attributed to [Organisation].

We believe that with better information, grantmakers can be more effective and strategic decision makers. 360Giving provides support for grantmakers to publish their grants data openly, to understand their data, and to use the data to create online tools that make grant making more effective. For more information, visit <http://www.threesixtygiving.org/>

Where can I find more information?

There are several guides available on licensing open data. A good place to start is [Publisher's Guide to Open Data Licensing](#) by the Open Data Institute.

If you need more in-depth guides that cover a wide variety of legal and technical considerations, we recommend:

- [Licensing Open Data: A Practical Guide](#) from Higher Education Funding Council for England (HEFCE) on behalf of JISC
- [Guide to Open Data Licensing](#) from Open Knowledge

What if I need more help?

Please contact the support team: support [at] threesixtygiving.org