



# [Publisher name's] 360Giving Publisher Logbook

Key: [[Guidance from 360Giving, can be deleted]] ; [prompts to be filled in/overwritten/deleted as appropriate]

## About the Logbook

Last updated date:

[[Please review and update this logbook regularly, adding any new or updated information.]]

## About the publishing organisation

[[This is the organisation responsible for publishing the data.]]

360Giving assigned publisher prefix (for use in grant and recipient org identifiers):

Publishing organisation name:

Key contact for 360Giving in your organisation:

Reason for publishing:

## The funding organisation

[[This is the organisation(s) described as the funder(s) in the published data. Usually this is the same organisation as the publishing organisation. Add extra details if publishing on behalf of multiple organisations.]]

Funding organisation name:

Funding organisation identifier (confirmed by 360Giving):

# Publishing responsibilities

[Please add the named person responsible.]

Responsible for data preparation:

Responsible for data sign-off:

Responsible for publishing and submitting:

## Scope of the data

Initial publishing scope (time period):

Publishing grants to organisations, individuals or both:

Any exceptions (i.e. grants chosen not to publish):

Recommended fields published:

## Preparation

Grants management system:

Preparation method: [delete or amend as appropriate:

- Source data export/report name
- 360Giving Excel spreadsheet conversion file name
- Direct feed]

Source of data: [eg direct output from system, the report name/s in a grants management system and/or names and locations of files where details about grants are kept]

Folder name for data preparation process and working files:

Guidance/process documentation file name, including Data Protection process and guidance:

## File management

Publishing file format: [Excel, CSV, etc.]

Including Meta sheet: [Yes/No]

Number of files published:

Final file name(s):

# Published data

Open license details:

File hosting location:

Access page for files URL:

Website folder location of the file or file-sharing option: [e.g. Sharepoint etc.]

Download links for files:

Earliest award date published:

Latest award date published:

Number of grants:

# Our grants in 360Giving's tools

Data Quality Dashboard link:

GrantNav link to organisation page:

GrantNav link to filtered search for grants:

GrantVis link:

If grants to individuals, link to Grants to Individuals Dashboard:

Widget location link:

# Re-publish

First Published date:

Latest Published date:

Frequency or timing for publishing: [e.g. after a grant round finishes or at least annually]

Next grants update due: