# [Name of Grant]

#### DECISION:

I have received the attached brief from [insert agency]**,** dated [insert date] (**Brief**), recommending that I approvea grant of [insert grant value] to [insert grantee] from the [insert source of grant funding] (**Grant**).

I have considered the contents of the Brief, including the attachments to that Brief, which include, in accordance with the *Grants Administration Guide* and section 10.3A of the *Government Sector Finance Act 2018* (NSW) (**GSF Act**), advice on:

* the application and selection process, including the eligibility and assessment criteria used to select the recommended grantee,
* the applicant and project recommended for funding,
* the proposed funding amount for the recommended grantee,
* whether funds are available for the proposed Grant,
* the merits of the proposed Grant, having regard to the [insert grant] Guidelines ***[Delete in the case of one-off or ad hoc grants if there are no guidelines]***, the selection criteria and the key principle of achieving value for money,
* the extent to which the proposed Grant is an efficient, effective, economical, and ethical use of money, and achieves value for money,
* the key principles of grants administration in relation to the proposed Grant,
* relevant input from key stakeholders and the consideration given to that input in the assessment process.

***[Delete options not applicable – options are to (1) approve grant as recommended, (2) approve grant but for a different amount, or (3) decline to approve the grant]***

**I AM SATISFIED** that the Grant recommended by [insert agency] in its Brief:

* has been assessed in accordance with the requirements of the [insert grant] Guidelines **OR** [insert grants program] ***[include the latter alternative only in the case of one-off or ad hoc grants if there are no guidelines]***,
* has been found to be eligible and have merit, and
* is an efficient, effective, economical and ethical use of money and achieves value for money.

**I APPROVE** the Grant in the amount set out in the Brief for the reasons set out in the Brief.

***OR***

**I AM SATISFIED** that the Grant recommended by [insert agency] in its Brief:

* has been assessed in accordance with the requirements of the [insert grant] Guidelines **OR** [insert grants program] ***[include the latter alternative only in the case of one-off or ad hoc grants if there are no guidelines]***,
* has been found to be eligible and have merit, and
* is an efficient, effective, economical and ethical use of money and achieves value for money.

**I APPROVE** the Grant for the reasons set out in the Brief in the amount of [insert amount] for the reasons listed in the annexure to this document.

*[Attach an annexure clearly setting out the reasons for approving the alternative funding amount and the departure from the agency’s recommendation about the funding amount, having regard to the grant guidelines (if any), the selection criteria and the key principle of achieving value for money.]*

***OR***

**I DO NOT APPROVE** the Grant for the reasons listed in the annexure to this document.

*[Attach an annexure clearly setting out the reasons for non-approval and the departure from the agency’s recommendation,* *having regard to the grant guidelines (if any), the selection criteria and the key principle of achieving value for money.]*

**The Hon. [insert]   
Premier/Minister**

Date:

*[Note this attestation may be adjusted for a non-Ministerial decision-maker, including removal of the reference to the requirements of section 10.3A(2) of the GSF Act]*