# [Insert name of Grant]

##### DECISION:

I have received the attached brief from [insert agency]**,** dated [insert date] (**Brief**), recommending that I declinea 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 against which the proposed grantee has been considered,
* 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 the option not applicable – options are to (1) decline the grant or (2) approve the grant]***

**I AM SATISFIED** that the Grant:

* 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]***, and
* has been found to be ineligible and/or without merit.

**I DO NOT APPROVE** the Grant for the reasons set out by [insert agency] in the Brief.

**OR**

**I APPROVE** the Grant 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 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, and addressing the requirements under section 10.3A(2) of the GSF Act (where relevant).]*

**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]*