# [Insert name of Grant]

##### DECISION:

I have received the attached brief from [insert agency], dated [insert date] (**Brief**), recommending that I approve [insert number] grants through the [Insert name of grant program].

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 grantees,
* the applicants and projects recommended for funding,
* the proposed funding amounts for each recommended grantee,
* whether funds are available for the proposed grants,
* the merits of the proposed grants, 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 grants are an efficient, effective, economical, and ethical use of money, and achieve value for money,
* the key principles of grants administration in relation to the proposed grants,
* relevant input from key stakeholders and the consideration given to that input in the assessment process.

***[Delete option not applicable - options are to (1) approve the grants as recommended, or (2) approve some of the recommended grants (if relevant, for a different amount) (3) declining all of the grants]***

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

* have 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]***,
* have been found to be eligible and have merit, and
* are an efficient, effective, economical and ethical use of money and achieve value for money.

**I APPROVE** these grants in the amount set out in the Brief for each grant for the reasons set out in the Brief.

**OR**

**I AM SATISFIED** that the [insert number] grants listed in the annexure to this document and recommended by [insert agency] in its Brief:

* have 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]***,
* have been found to be eligible and have merit, and
* are an efficient, effective, economical and ethical use of money and achieve value for money.

**I APPROVE** these grants for the reasons set out in the Brief in the amount set out in the Brief for each of these grants **OR**for the amount set out in the annexure to this document for the reasons listed in that annexure.

**I DO NOT APPROVE** the [insert number] grants listed in the annexure to this document for the reasons listed in that annexure.

*[Attach an annexure clearly setting out: (1) which recommended grants are approved, (2) (only if the approved funding amount is not the same as the amount recommended in the brief) the funding amount approved for each of those grants and the reasons for departing from the recommendation in the brief, (3) which recommended projects are not approved, 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.]*

**OR**

**I DO NOT APPROVE** the [insert number] grants recommended by [insert agency] in its Brief 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]*