Grants decision[s] under [insert name of grant]

# Briefing for [insert title of decision-maker]

## **Issue**

Approve or decline grant funding under [insert name of grant] having regard to the advice set out in this brief on the merits of the [grant application[s]].

## **Purpose**

This brief provides advice to the [insert decision-maker title] about the merits of the [grant application[s]] for [insert name of grant].

The process for recommending a [proposed grant[s]] for funding through the [insert name of grant] complies with the Grants Administration Guide (**Guide**). The Guide is issued under a Premier’s Memorandum, which is binding on Ministers, officials and Ministerial staff, and compliance with the Guide is required under section 10.3A of the *Government Sector Finance Act 2018* (NSW) (**GSF Act**).

This brief also provides advice to the [insert title of decision-maker] to satisfy their obligation to have regard to the key principles of grants administration specified in the Guide in approving or declining a grant (required under section 10.3A(3) of the GSF Act) [\**include only if the decision maker is a Minister*\*]and to inform the Minister’s determination that the grant is an efficient, effective, economical and ethical use of money, and achieves value for money.

Your decision to approve or decline the grant fundingis requested by [insert date] because [add any applicable reason e.g., need to notify applicants, or make a public announcement as may be required in the grant guidelines].

## **Background**

### A. Grant(s) administration process

#### Outline of the application and selection process

[Set out the selection process including the eligibility and assessment criteria used to select the recommended candidates. In the case of one-off or ad hoc grants, the selection criteria must include the mandatory criteria set out in section 6.1.4 of the Guide. The Guidelines (if applicable) for the grant should be attached to the brief.

Where applicable, consideration should be given to whether the decision-maker may waive eligibility criteria under section 6.3.2 of the Grants Administration Guide. If so, the reasons for waiving the criteria must be set out and specific approval for the waiver must be obtained from the decision-maker (through this brief, if not obtained previously). A decision-maker must not approve a grant that has been assessed as ineligible, unless they have decided to waive eligibility criteria. – see further at section 6.3.2.

[In the case of all grant opportunities that are complex, highrisk or of high value, officials must conduct checks of the applicant (the potential grant recipient) proportionate to the value and risk of the grant (section 6.1.2 of the Guide). If relevant, this process should be outlined here].

#### Probity and conflict of interest management

[Probity relates to ethical behaviour (see section 5.7 of the Guide). For complex, high-risk or high-value grants (having regard to the Department’s risk management framework) probity advice should be obtained (see section 6.1.2 of the Guide), and that advice set out in this brief (see section 6.3.1).

The assessment process must include a plan for the management of conflicts of interest (section 6.1.5).]

#### Relevant input from key stakeholders in the assessment process

[Set out relevant input from key stakeholders (such as MPs, Ministers, Ministerial staff) and the consideration given to that input in the assessment process. Note section 6.3.3 of the Grants Administration Guide, which requires that grant guidelines clearly outline the role of stakeholders where it is anticipated that a grant opportunity will involve input from MPs or other stakeholders.]

### B. Grant(s) recommendations

#### Recommended grant applications and funding amount

[Set out the recommended grant application[s] and funding amount, including identifying that funds are available for the grant or grants, in the brief or as an attachment to the brief. You should also make clear whether applicant[s] meet the assessment criteria fully, partially, or not at all (see section 6.3.1)]

#### Merits of the grant applications

### [With reference to the grant guidelines or, in the case of one-off or ad hoc grants for which there are no grant guidelines, the mandatory criteria set out at section 6.1.4 of the Guide, address the merits of the application including how value for money is achieved. Depending on the volume of grant applications, this could be addressed as an attachment to the brief].

### *[\*To be included only if eligibility criteria have been waived\*]* Waiver of Eligibility Criteria

[If eligibility criteria have been waived (which is only permissible in limited circumstances, as set out at section 6.3.2 of the Guide), the reasons for the waiver should be detailed within this brief and approval from decision-maker should be expressly sought through this brief, if not previously. If approval has already been obtained details should be provided in the brief regarding the previous approval and any relevant attachments should be included]

#### *[\*To be included only if the decision-maker is a Minister\*]* Compliance with section 10.3A(2) of the GSF Act - efficient, effective, economical and ethical, and value for money

Section 10.3A(2) of the GSF Act provides that a Minister must not approve a grant unless satisfied that the grant:

1. is an efficient, effective, economical and ethical use of money, and
2. achieves value for money.

Advice on the extent to which the recommended grant(s) is an efficient, effective, economical, and ethical use of money, and achieves value for money is contained in **Attachment #**.]

#### Compliance with section 10.3A(3) of the GSF Act – key principles of grants administration

[Section 10.3A(3) of the GSF Act requires that, when approving or declining a grant, a decision-maker must have regard to the key principles of grants administration specified in the Guide.

Advice on the key principles of grants administration in relation to the recommended grant(s) is contained in **Attachment #**.]

### C. Next steps

#### Notification to applicant[s]

[Describe how the successful and unsuccessful applicants will be notified; the relevant time requirements having regard to the grant guidelines; and attach any relevant notice correspondence for the decision-maker’s signature]

#### Terms and conditions of the grant[s]

[The Guide provides that, once a grant is offered to the successful applicants and the unsuccessful applicants have been advised, the terms and conditions of the grant are to be formalised in writing (section 6.4). The Guide requires that grantees be subject to clear and specific terms and conditions for a grant. Further information about this requirement is set out at section 6.4 of the Guide. This section of the brief should outline how this requirement will be satisfied.]

#### Records and publication requirements

The Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**), which must be made publicly available unless there is an overriding public interest against disclosure of the information. The open access information requirements under the GIPA Act will be satisfied where agencies adhere to the publication requirements under section 6.5 of the Guide.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined. All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

### [\**To be included only if the grant related to the provision of emergency relief grants\*]* Emergency relief grant information provided to the Auditor-General

The Guide requires that officials must provide emergency relief grants information to the Auditor-General within three months of the grant agreement taking effect (or if there is no agreement, no later than three months after the first payment is made to the grantee) under section 6.5.1. [If relevant, outline how this requirement will be complied with].

## **Financial impact**

[Provide information about the funds available for the grant]

## **Consultation**

[List internal and external stakeholders consulted]

## **Attachments**

[List attachments]

* Attachment A **–** [Name of document and date]

## **Recommendations**

* **Consider** the advice in this brief, including attachments, and recommendations for the [insert name of grant].
* *\*If applicable\** **Approve [**the waiver of eligibility criteria outlined in this brief – provide relevant detail as necessary]
* **Record** final decision(s) on [grant[s]] to be awarded using the template attestation at **Attachment #.**
* **Approve** the template letter informing successful applicants at **Attachment #.**
* **Note** the Probity Report at **Attachment #** [if applicable].

## **Approvals**

|  |
| --- |
| Agency final approver |
| Approval status: Press F9 to update |
| [Insert Group Name] |

|  |  |  |
| --- | --- | --- |
| [Decision-maker’s comments] [adapt as necessary] comments | Date | Approved/Not approved/Noted |
|  |  |  |

|  |
| --- |
| Responsible Officer |
| [Insert name, position and phone number for one contact officer] |