Checklist

# Briefing the grants decision-maker

This checklist can be used by grants administrators to ensure that the briefing to the grants decision-maker complies with the requirements set out in the Grants Administration Guide[[1]](#footnote-1) and supports decision-makers to comply with the requirements of section 10.3A of the *Government Sector Finance Act 2018* (NSW).

## What should be included in the brief?[[2]](#footnote-2)

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| Checklist of information | X |
| Identification of the recommended grantees. |  |
| Identification of the proposed funding amounts for each recommended grantee. |  |
| Identification that funds are available for the grant or grants |  |
| An outline of the application and selection process (including selection criteria[[3]](#footnote-3)) |  |
| If eligibility criteria has been waived for a particular grant, documentation of the reasons for the waiver should be included in the brief and the decision-maker’s approval should be sought expressly for the waiver (unless approval has been obtained previously, in which case it would be useful to include in the brief an outline of the eligibility waiver approved) |  |
| The merits of the proposed grant or grants having regard to:   * the grant guidelines[[4]](#footnote-4), * the selection criteria, * the principle of value for money.[[5]](#footnote-5) |  |
| An outline of the extent to which the proposed grants are an efficient, effective, economical and ethical use of money, and achieve value for money.[[6]](#footnote-6) |  |
| Advice on the key principles of grant administration[[7]](#footnote-7) in relation to the proposed grants.[[8]](#footnote-8) |  |
| An outline of relevant input from key stakeholders and how it was considered in the assessment process.  Note: Stakeholders can include other Ministers, the responsible Minister, Ministerial staff and Members of Parliament, among others |  |
| Information about:   * Which grant applications fully meet the selection criteria * Which grant applications partially meet the selection criteria * Which grant applications do not meet any of the selection criteria |  |
| Where a probity advisor has been engaged to provide independent assurance to the decision-maker, that advice is to be provided |  |

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| Contact us |
| For more information please contact:  **T:** 02 9228 5555  **W:** https://www.nsw.gov.au/grants-and-funding/grants-administration-guide/contact-us-about-guide |

1. See 6.3.1 the Guide. [↑](#footnote-ref-1)
2. Section 6.3 of the Guide includes the mandatory requirement that officials provide written advice to a decision-making Minister which, at a minimum: outlines the application and selection process, including the criteria used to select the recommended grantees; includes the merits of the proposed grant or grants having regard to the grant guidelines and the key principle of achieving value for money; identifies the recommended grantees; identifies proposed funding amounts for each recommended grantee; and includes relevant input from key stakeholders, including MPs, the responsible Minister, ministerial staff, and other Ministers, and the consideration given to that input in the assessment process’. [↑](#footnote-ref-2)
3. For one-off or ad hoc grants, this will include the criteria specified at section 6.1.4 of the Guide. [↑](#footnote-ref-3)
4. NB. Grant Guidelines are not a mandatory requirement for one-off or ad hoc grants, so may not have been developed for such grants. [↑](#footnote-ref-4)
5. Consider in particular section 5.5 of the Guide and relevant government policies such as *TPP18-06 NSW Government Business Case Guidelines* and *TPG23-08 NSW Government Guide to Cost-Benefit Analysis.* See also *Value for money and grants administration fact sheet.* [↑](#footnote-ref-5)
6. Section 10.3A(2) of the *Government Sector Finance Act 2018* (NSW). [↑](#footnote-ref-6)
7. Section 5 of the Guide. [↑](#footnote-ref-7)
8. Section 10.3A(3) of the *Government Sector Finance Act 2018* (NSW). [↑](#footnote-ref-8)