

Checklist for officials briefing ministers on proposed grants

The Commonwealth Grant Rules and Guidelines (CGRGs) require that Ministers must not approve a grant before receiving written entity advice on the merits of the proposed grant (see CGRGs paragraph 4.6).

There are many considerations that a minister needs to take into account before deciding to award a grant. This checklist contains a list of items that officials may consider when preparing the brief for ministers. Note that the list provided is not exhaustive and officials can include additional information in the brief.

Heading	Information that should be considered when preparing briefs	✓✗
Recommendation section of the brief	<ul style="list-style-type: none"> Is the approver identified? 	
	<ul style="list-style-type: none"> Recommendations for proposed grant(s) or group of grants has been outlined? Have the terms of the approval been identified? <p>The CGRGs require that officials need to present clear information on which grant applications fully, partially or did not meet the selection criteria.</p> <p>Officials can flexibly tailor other information, so long as the CGRGs requirement is met.</p>	
Supporting information in the brief or relevant attachments	<ul style="list-style-type: none"> Is there an explicit statement identifying that the spending proposal is a 'grant'? It is not sufficient to simply refer to a 'spending proposal'. 	
	<ul style="list-style-type: none"> Has the legal basis for the grant been identified? Legal basis can be provided by: <ol style="list-style-type: none"> section 23 of the PGPA Act specific legislation section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i>, and <i>Schedule 1AA or 1AB of the Financial Framework (Supplementary Powers) Regulations 1997</i>. Has information been included to meet the applicable requirements of the PGPA Act and Rules: <ol style="list-style-type: none"> CGRGs paragraph 4.10, which requires ministers to record the basis for the approval of the grant when approving it. <p>Refer to Resource Management Guide No. 400: Approving commitments of relevant money.</p>	

Heading	Information that should be considered when preparing briefs	✓ x
	<ul style="list-style-type: none"> • Is there information that advises the minister on approving grants in their own electorate; and grants that have been recommended be rejected by the entity? • Proposed grants in the minister's own electorate have been identified • It is clear which grants have been rejected by the entity. This may be met by identifying which grant applications did not meet the selection criteria. 	
	<ul style="list-style-type: none"> • Has the type of application and selection process been identified? For more information on types of selection processes, refer to paragraph 13.11 of the CGRGs. • Has the selection (eligibility and assessment) criteria and the relative weights been included? 	
	<ul style="list-style-type: none"> • Is there information on the merits of the grant applications? Applications that fully meet the selection criteria can be further categorised using the rating scales used in the appraisal process. • Has information outlining how the proposed grants represent value with relevant money been included? • Consider the following items: <ul style="list-style-type: none"> • how the proposed grants will achieve Australian Government policy objectives • how any risks from the grant(s) will be managed under the entity's risk framework • consultation undertaken with non-government sector, in particular, when planning and designing the granting activity • co-funding arrangements (if applicable) • length of term of grant agreements • recipient capability to deliver on outcomes sought. 	