# Attachment B – Template – Grants awarded in Minister’s own electorate

Minister for Finance

Parliament House

CANBERRA ACT 2600

Dear Minister,

I am writing as required by paragraph 4.11 of the *Commonwealth Grants Rules and Guidelines* to notify you of a grant that I approved in my electorate.

The grant was assessed as part of [*an open, competitive, merit–based process*] [*a targeted process*] and was recommended for approval by [*the expert panel engaged to assess the grant on its merits*][*officials within the Community/Business Grants Hub*][*officials within my entity*].

Details of the grant are [*included in the table below*][*contained in the copy of the attached letter to the grant recipient*].

Please contact [officials] on [phone] if you have any queries regarding this grant.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grant Opportunity** | **Grant Activity** | **Grantee** | **Grant funding location** | **Postcode** | **Grant amount** | **Grant term** | **Commencement date** |
|  |  |  |  |  |  |  |  |

Yours sincerely