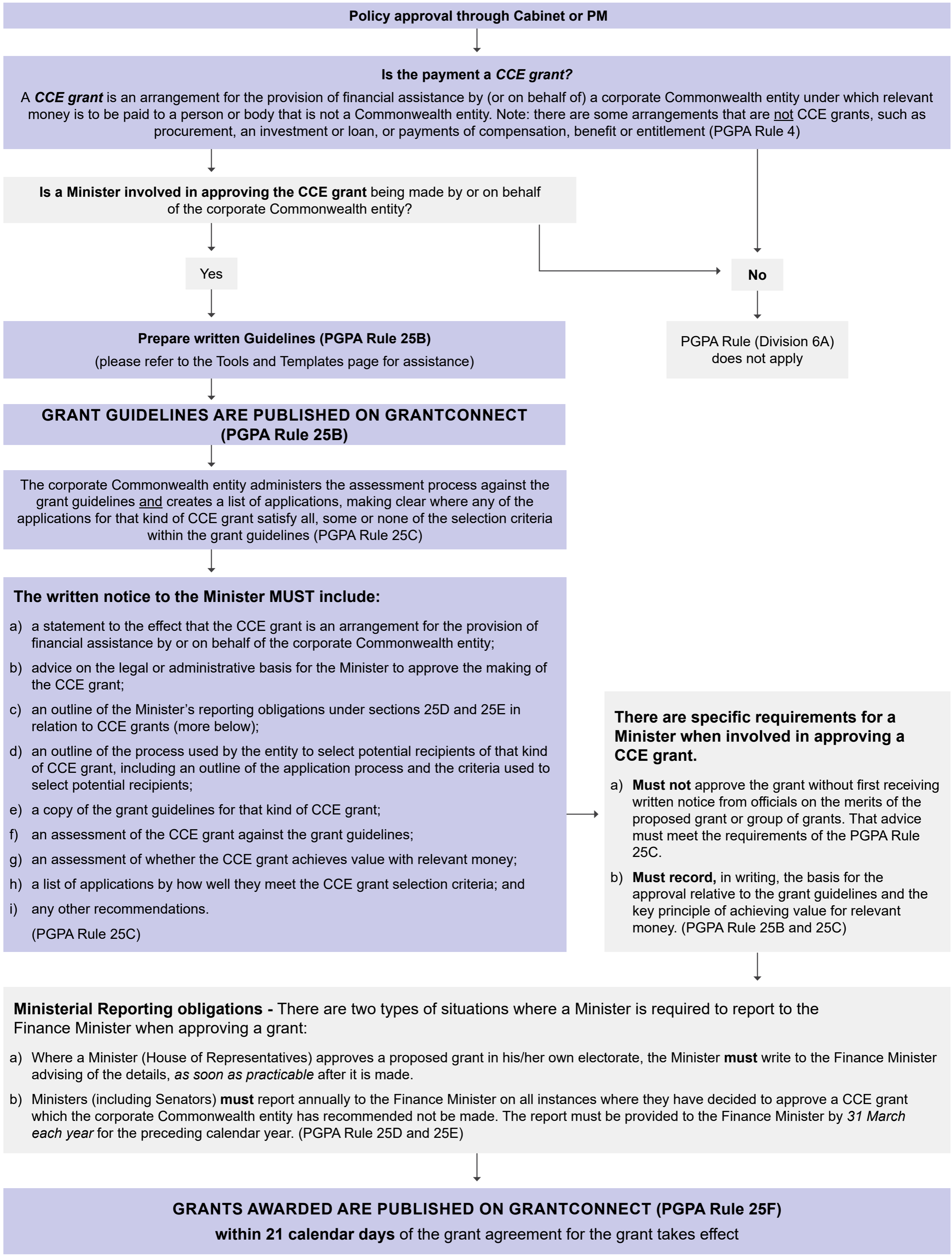


CCE Grant Flowchart



Policy approval through Cabinet or PM

Is the payment a **CCE grant**?

A **CCE grant** is an arrangement for the provision of financial assistance by (or on behalf of) a corporate Commonwealth entity under which relevant money is to be paid to a person or body that is not a Commonwealth entity. Note: there are some arrangements that are not CCE grants, such as procurement, an investment or loan, or payments of compensation, benefit or entitlement (PGPA Rule 4)

Is a Minister involved in approving the CCE grant being made by or on behalf of the corporate Commonwealth entity?

Yes

No

Prepare written Guidelines (PGPA Rule 25B)
(please refer to the Tools and Templates page for assistance)

PGPA Rule (Division 6A)
does not apply

GRANT GUIDELINES ARE PUBLISHED ON GRANTCONNECT (PGPA Rule 25B)

The corporate Commonwealth entity administers the assessment process against the grant guidelines and creates a list of applications, making clear where any of the applications for that kind of CCE grant satisfy all, some or none of the selection criteria within the grant guidelines (PGPA Rule 25C)

The written notice to the Minister MUST include:

- a) a statement to the effect that the CCE grant is an arrangement for the provision of financial assistance by or on behalf of the corporate Commonwealth entity;
 - b) advice on the legal or administrative basis for the Minister to approve the making of the CCE grant;
 - c) an outline of the Minister’s reporting obligations under sections 25D and 25E in relation to CCE grants (more below);
 - d) an outline of the process used by the entity to select potential recipients of that kind of CCE grant, including an outline of the application process and the criteria used to select potential recipients;
 - e) a copy of the grant guidelines for that kind of CCE grant;
 - f) an assessment of the CCE grant against the grant guidelines;
 - g) an assessment of whether the CCE grant achieves value with relevant money;
 - h) a list of applications by how well they meet the CCE grant selection criteria; and
 - i) any other recommendations.
- (PGPA Rule 25C)

There are specific requirements for a Minister when involved in approving a CCE grant.

- a) **Must not** approve the grant without first receiving written notice from officials on the merits of the proposed grant or group of grants. That advice must meet the requirements of the PGPA Rule 25C.
- b) **Must record**, in writing, the basis for the approval relative to the grant guidelines and the key principle of achieving value for relevant money. (PGPA Rule 25B and 25C)

Ministerial Reporting obligations - There are two types of situations where a Minister is required to report to the Finance Minister when approving a grant:

- a) Where a Minister (House of Representatives) approves a proposed grant in his/her own electorate, the Minister **must** write to the Finance Minister advising of the details, *as soon as practicable* after it is made.
- b) Ministers (including Senators) **must** report annually to the Finance Minister on all instances where they have decided to approve a CCE grant which the corporate Commonwealth entity has recommended not be made. The report must be provided to the Finance Minister by **31 March each year** for the preceding calendar year. (PGPA Rule 25D and 25E)

GRANTS AWARDED ARE PUBLISHED ON GRANTCONNECT (PGPA Rule 25F)
within 21 calendar days of the grant agreement for the grant takes effect