

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 and/or section 25D of the Public Governance, Performance and Accountability Rule 2014 [delete when not applicable]** 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	Grant Type (open/closed Demand drive)	Recommended by	Commencement date

Yours sincerely