**Ministerial reporting template for grants a minister has approved in their own electorate**

*[Delete italicised text that is not applicable]*

Dear Minister

I am writing as required by *[paragraph 4.11 of the Commonwealth Grants Rules and Principles 2024] [section 25D of the Public Governance, Performance and Accountability Rule 2014]* to notify you of a grant I have approved in my electorate of [XXXXX].

The grant was assessed as part of a [*insert selection process type used to award the grants*] 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 attached][contained in the copy of the attached letter to the grant recipient*].

I understand this report will be recorded by *[my department]* on GrantConnect as required under *[paragraph 5.5 of the CGRPs]* and be tabled by you in Parliament as soon as practicable after the end of the current quarter as required under *[paragraph 4.13 of the CGRPs][Section 25D of the PGPA Rule]*.

Please contact *[official name]* on *[phone]* if you have any queries regarding this grant.

Yours sincerely

Include the Minister’s details, for example ‘The Hon John Citizen MP, Minister for Finance’

Include the selection type of the grant opportunity, for example ‘demand driven’

Provide a few sentences that describe the grant opportunity

Include the full name of the grant opportunity

Provide the Minister’s electorate details, for example ‘Member for Lilac, NSW’

Provide the date on the ministerial correspondence

Include the administering entity, for example ‘Department of Finance’

|  |  |
| --- | --- |
| Reporting minister | XXXXMember for XXXX, XXXX |
| Program/grant opportunity  | (Name of grant opportunity)(Details of the grant opportunity)*Selection type:* XXXX*Administering entity:* XXXX |
| Grant decisions reportedDate: XXXX | **Grant recipient** | **Recommended by officials?** | **Grant amount** |
| XXXX | Yes/No | $XXXX |

Provide the total amount approved across all years for the grant in whole dollars, GST exclusive

Advise if the grant was recommended by officials.(If no, see 4.12 of the CGRPs)

Provide the grant recipient’s legal name