**Ministerial reporting template where a minister has approved a grant that officials recommended be rejected**

*[Delete italicised text that is not applicable]*

Dear Minister,

I am writing as required by *[paragraph 4.12[[1]](#footnote-1) of the Commonwealth Grants Rules and Principles 2024(CGRPs)] [25E of the Public Governance, Performance and Accountability Rule 2014(PGPA Rule)]* to notify you of a grant I approved that officials recommended be rejected.

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 and the basis of my decision are *[included in the table attached]*.

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][as required under section 25E of the PGPA Rule]*.

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

Yours sincerely

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.

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

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

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

Provide the date on the ministerial correspondence

|  |  |  |  |
| --- | --- | --- | --- |
| Reporting minister | XXXX  Member for XXXX, XXXX | | |
| Program/grant opportunity | (Name of grant opportunity)  (Details of the grant opportunity)  *Selection type:* XXXX  *Administering agency:* XXXX | | |
| Grant decisions reported  Date: XXXX | **Grant recipient** | **Reason for approval** | **Grant amount** |
| XXXX | XXXX | $XXXX |

Provide the Minister’s reason for approving the grant.

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

Provide the grant recipient’s legal name

1. In instances where a minister approves a grant not recommended by officials, and within their own electorate, please refer to the ministerial reporting letter template for 4.11 of the CGRPs. [↑](#footnote-ref-1)