**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 of the Commonwealth Grants Rules and Principles 2024] [25E of the Public Governance, Performance and Accountability Rule 2014]* 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

Use the recipient’s legal name.

Document the reasons the minister recorded for their decision to award the grant. Include the key factors underpinning the decisions that are specific to the grant. It would not be sufficient to make a general statement such as ‘would make an effective and efficient use of resources’, ‘met the selection criteria’, or ‘did not agree with the entity advice’, etc. The reason recorded may be a summary for the recorded basis of the approval as required by the CGRPs paragraph 4.10d and the PGPG Rule subsection 25B(6).

Use the program title contained in the Portfolio Budget Statements/Central Budget Management System (CBMS). Sub-program can also be the program component or other identifier.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CBMS program title** | **Sub-program** | **GO ID and title** | **Grantee** | **Project title** | **Total grant value** | **Grant delivery location and postcode** | **Grantee location and postcode** | **Selection process:  i.e. open and competitive** | **Recommended by: entity official, expert panel, etc.** | **Approval date** | **Brief statement of reasons for decision** |
| Framework Education Program  *(Example)* | Higher Education Research Fund |  | Imaginary College Pty Ltd | Education and Training for the Unemployed | $20,000 | Fiction, ACT, 2601 |  |  |  |  | Consistent with the Government’s policy on education and training, I considered that greater emphasis should be placed on access to training for the unemployed. Imaginary College specifically targets unemployed in its programs and does so cost effectively. |

Enter the total amount approved for the grant across all years of the grant in whole dollars, GST inclusive.

The date the minister approved the grant.

Use the project title in the grant agreement, letter of offer, contract or instrument, as appropriate.