

# [Grant Opportunity Name]

## Guidelines

**Commonwealth policy entity:**

[Commonwealth entity name]

**Administering entity**

[Commonwealth entity name]

**Enquiries:**

If you have any questions, please contact [officials name, title, phone number, email, and other]

Questions should be sent no later than [dd mm yyyy]

**Date guidelines released:**

[dd mm yyyy]

**Type of grant opportunity**

One-off ad hoc grant selection process

**Template instructions:** Update this contents page once all the amendments to the grant guidelines have been completed. To do this, right click anywhere on the contents and select 'update field', then 'update entire table'. This field relies on the correct use of heading styles, which must be used consistently throughout the guidelines.

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**Template instructions:** To promote consistency across government. **DO NOT** amend/delete/replace Level 1 Headings.

When using this template, delete the shaded instruction boxes and select text in square brackets as appropriate to meet the needs of the grant opportunity. The text in square brackets has been drafted with a whole-of-government perspective but can be amended as the circumstances of the grant opportunity dictate. Section and text prefaced with the words [if applicable] can be deleted.

Grant opportunity guidelines should not be changed after the grant opportunity is closed to applications ([Commonwealth Grants Rules and Principles](#) (CGRPs) paragraph 13.9).

Competitive, merit-based selection processes should be used to allocate grants unless specifically agreed otherwise by a Minister, accountable authority or delegate (consistent with the key principle of grant administration, Merit based processes, set out in the [CGRPs paragraph 11.5](#)). Other forms of selection processes, such as non-competitive or demand-driven processes, may be more appropriate to use in some cases. Where it is proposed to use a method other than a competitive, merit-based selection process, the rationale for using a different approach should be documented and included in the grant opportunity guidelines (CGRPs paragraph 11.5).

One-off ad hoc grant processes should **only** be used **where all of the following apply:**<sup>1</sup>

- there is an urgent need for payment to a person or body to address an unexpected or unforeseen need, and
- there is not an opportunity to establish a competitive or other non-competitive process to consider potential applicants; and
- the grant is to be made available only to one, or a very small number of persons or bodies; and
- the grant is not expected to be repeated or made on an ongoing basis.

**If not all these circumstances apply, another type of process should be used, e.g. a closed non-competitive process.**

Grant opportunity guidelines for one-off ad hoc grants can either be an overarching set of guidelines designed to cover similar one-off ad hoc grants such as scholarships, or they can be specific for a single purpose.

Grant opportunity guidelines for one-off ad hoc grants **must** be published on [GrantConnect](#). Grant guidelines should be clear, consistent, fit for purpose and align with the principles of the CGRPs.

To ensure potential grantees are not disadvantaged by deviations from the published selection criteria and processes, drafters should ensure that internal processes align with those detailed in the grant opportunity guidelines (consistent with the CGRPs paragraph 13.3 and the key principle of Consistency with Grant Guidelines and Established Processes).

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<sup>1</sup> See paragraph 2.4c and the Glossary to the *CGRPs*.

# 1. About the grant

**Template instructions:** All programs are either [Portfolio Budget Statement](#) (PBS) Programs or component programs of a PBS Program. Include the name of the PBS Program(s) that the grant [opportunity] is part of. Note: **Information on grants awarded is reported on GrantConnect and linked to the PBS program**

Provide a short description of the grant. The description can include information on:

- the purpose of the grant
- the Australian Government's policy objectives for the grant, including relevant targets, outcomes and deliverables
- the scope and timeframes for the grant
- key performance indicators and how they will be measured
- other relevant information.

**If this grant relates to a Government announcement, this information should be referenced here.** The grant objective(s) are to be concise, unambiguous and measurable.

The purpose of the grant [opportunity] is to [insert details]. It contributes to the achievement of the [insert PBS program name or entity outcome name].

The objectives of the grant [opportunity] are:

- [objective 1]
- [objective 2]

[If applicable] The intended outcomes of the grant [opportunity] are:

- [outcome 1]
- [outcome 2]

[If applicable] This grant will be administered by the [Business/Community Grants] Hub on behalf of the [relevant entity].

The grant is to be undertaken in accordance with the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).<sup>2</sup>

## 2. Grant amount and grant period

**Template instructions:** This section should clearly provide details of the grant funding available. Provide information on:

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<sup>2</sup> [Federal Register of Legislation - Commonwealth Grants Rules and Principles 2024](#)

- the value of the grant [opportunity]
- the minimum or maximum amount per grant [if applicable].

Provide any relevant details on the term of the grant, for example, if there is an end or completion date for the grant.

**Note:** where funding is available over two or more years, or to more than one applicant, the grant is not likely to meet the definition of a one-off ad hoc grant but may be a closed non-competitive grant.

[Insert details]

[If applicable] [You are required to contribute towards the [grant activities or project/services]. The grant amount will be up to [grant percentage] per cent of eligible expenditure [or a specific set amount].] [You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.]

[If applicable] No more than [usually grant percentage] per cent of your total costs can be funded from [Commonwealth, state or territory, or local] government grants. [You cannot use funding from other Commonwealth, state, territory or local government sources to fund your share of eligible expenditure.]

### 3. The grant selection process

**Template instructions:** The proposed grant must represent an efficient, effective, economical and ethical use of relevant money and be undertaken in an accountable and transparent manner.

This section should clearly state on what basis the grantee is selected and the processes that will apply. It is better practice to include the rationale for the approach and explain how the eligible organisation was identified and assessed to determine their capability. This is particularly important where potential alternative applicants are excluded and stakeholders seek to understand on what basis the decision to limit eligibility has been made.

If relevant, include any criteria that will be used to assess the eligibility of the proposed project or any criteria that will be used to assess value with relevant money.

Add or delete as required.

This grant opportunity has been established as a one-off ad hoc grant. The [Commonwealth Entity] considers that this is an appropriate type of selection process considering the nature of the grant is specifically dependent on [insert relevant details].

The minister/official (by position) identified/nominated the eligible applicant through a [include details of process/eligibility criteria/market assessment, etc].

There is an urgent need associated with the provision of services provided for [insert relevant details]. This grant activity will not be extended through the grant agreement beyond the initial commitment but may be subject to another grant opportunity through a more open and/or competitive process.

### 3.1 Eligibility criteria

**Template instructions:** Eligibility criteria are the mandatory criteria that must be met to qualify for a grant.

They should be able to be objectively validated as either 'met' or 'not met'.

Established characteristics such as entity type, location, qualification or sector (i.e. universities, particular local government areas etc) are often used for eligibility criteria. Additionally, one-off ad hoc grants are usually limited to one or a very small number of defined eligible applicant/s. List the eligible applicant/s here by name, and if required, include identifying information (i.e. ABN).

If developing overarching guidelines for a number of one-off or ad hoc grants such as sponsorships, include information on any eligibility criteria that must be met for a grant to be considered.

[If applicable] We can only accept [applications][proposals]:

- from [insert name of eligible applicant]
- [If applicable, if there are a very small number of defined eligible applicants, list each by name.]

[If applicable] The eligible [applicant][proponent] was determined [insert the reasoning behind why and how the applicant was determined]. [If applicable] If the potential grantee does not satisfy the eligibility criteria, it will not be considered.

[If applicable, include this section. Delete any irrelevant dot points.] To be eligible to receive a grant you must:

- have an Australian Business Number
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution
- [insert details]

**Template Instructions:** The [National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy](#) makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding.

The Department of Social Services is the responsible entity for questions and advice regarding this policy (see [www.dss.gov.au](http://www.dss.gov.au)).

You are not eligible for this grant [opportunity] if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au))
- [as appropriate, insert relevant information]

## 3.2 Eligible grant activities

**Template instructions:** List all eligible grant activities that the grant is to be used for, as well as any grant activity costs that may be paid for by the grant. Wherever possible, include examples, particularly if there is any ambiguity regarding items on the list.

To be eligible your [grant activity/project] must:

- [insert details]

Costs that the grant can be used for are:

- [if applicable] **operational costs** – If operational costs are considered eligible outline what types of costs are eligible. It could be such things as overheads (rent, electricity, water, etc), vehicle leasing, printing or stationery costs, where these costs are directly related to the delivery of the activity being provided for under the agreement
- [insert eligible costs]

## 3.3 Ineligible grant activities

**Template instructions:** This section is optional and can be deleted if not relevant.

List all grant activities that the grant cannot be used for, as well as any grant activity costs that cannot be paid for by the grant. Where any ambiguity regarding items on the list exists, please include examples. Ensure that the list of ineligible activities does not conflict with the lists of eligible activities, above.

The following are ineligible activities:

- [insert details]

The grant cannot be used for the following costs:

- [insert ineligible costs]

## 3.4 Grant assessment

**Template instructions:** This section should clearly outline the basis on which a proposal will be assessed in order to make recommendations to the approver.

Assessment criteria are additional to eligibility criteria and are the specified principles or standards against which applications or proposals will be judged. Assessment criteria should:

- allow for consideration of value with relevant money in assessing the ability of the potential grantee to meet the desired objectives (a grant should add value by achieving something worthwhile that would not occur without the grant)
- be structured in a way that provides the assessor/s with objective guidance on how to assess each criteria.

It should be clear what will be considered in order to determine value with relevant money, regardless of the use of a formal application process to address stated assessment criteria or the receipt of a proposal. Please include any required documentation required with the proposal or application such as business case or budget.

The PGPA Act and the CGRPs require all commitments of public resources to be efficient, effective, economical and ethical. For a grant, this includes assessing the merits of the application relative to the grant opportunity guidelines and the key principle of achieving value with relevant money

The following are examples, add or delete as required.

The [proposal/application] is required to provide sufficient information to allow the following assessment criteria to be evaluated. [The weighting of each criterion is provided below/ Each criterion is equally weighted].

Criterion 1: [for example, how will the grant contribute to the policy purpose and objectives?]

Criterion 2: [for example, what is the need for the particular grant in the particular location/demographic or how does the proposed grant address a specific need?]

Criterion 3: [for example, what is the capability and capacity of the applicant to undertake the grant?]

[If applicable] The potential grantee is required to provide:

- audited financial statements for the two most recent consecutive [financial years/reporting periods], including balance sheets, profit and loss statements, cash flow statements and notes to the accounts
- evidence of successful contract fulfilment for other public funding bodies
- evidence of capacity to comply with relevant laws
- details of relevant organisational staff and previous experience/capacity with the management of projects of a similar size and nature to the proposal
- confirmation of current licences (where these are appropriate)
- [list any other supporting documents that may be requested]

When assessing the extent to which the proposal/application represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the [application][proposal] matches identified priorities
- the extent to which the evidence demonstrates that it will contribute to meeting the outcomes/objectives.
- How the grant activities will target groups or individuals.
- [Insert any further details]

**Template instruction:** Where an application or other documentation is requested and reviewed, outline who will assess this documentation and any other processes if applicable.



Delete as appropriate.

Your application will be assessed by [insert details].

We will review your [application][proposal][documentation] against the eligibility criteria.

We will then assess your [application][proposal][documentation] against the assessment criteria and will use the following rating description matrix:

Your [application][proposal] must receive a minimum score of [Good][X][insert relevant information] on each criterion to be considered suitable for recommendation.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

[If applicable] [We may ask external experts/advisors to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRPs]. [Include relevant details of experts/advisors if possible].

## 4. Who will approve the grant?

**Template instructions:** Clearly outline who will be the decision maker, for example, the relevant Minister or a program delegate or accountable authority. If the decision maker is a delegate, include their title, for example, Assistant Secretary of XX Branch.

The decision maker must record in writing the basis for the approval relative to the grant opportunity guidelines and the key principle of achievement of value with relevant money.

The [insert decision maker's details] will make the final decision to approve a grant.

The [decision maker]'s decision is final in all matters, including:

the approval of the grant

- the grant amount to be awarded
- [If applicable] the terms and conditions of the grant.

### 4.1 Notification of the grant

We will advise you of the outcome [in writing], following a decision by the decision maker. We will advise you of any specific conditions attached to the grant.

## 5. The grant agreement/Payment of the grant

**Template instructions:** In determining which grant agreement, if any, is the most appropriate, you should consider a range of factors such as value, duration of grant, experience of the grantee etc. Monetary thresholds should **not** be the primary determinant of the type of agreement used.

If a grant agreement is not required, outline the process and any requirements needed for the payment of the grant.

[If applicable] You must enter into a legally binding grant agreement with the Commonwealth. [We use the [simple/standard/exchange of letters/letter of agreement] grant agreement. Each agreement has general terms and conditions that cannot be changed. [We will use a schedule to outline the specific grant requirements].

[If applicable] We must execute a grant agreement with you before we can make any payments. [We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your [grant activity][project] before you have an executed grant agreement, you do so at your own risk.] [You must not start your grant activity until a grant agreement is executed.]

[If applicable] Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the [Program Delegate]. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

[If applicable] The grant agreement will state the [add or delete as required]:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- [any other requirements]

## 5.1 Specific legislation, policies and industry standards

**Template Instructions:** This section is optional. Delete if not required.

It is not necessary to restate requirements that already exist in law. This section should be used where grantees will be required to demonstrate or declare that they comply with specific requirements for example, an industry standard, the [National Construction Code](#) or [Work, Health and Safety](#) laws.

If compliance with specific legislation, policies such as child protection or multicultural access and equity policies, or industry standards are to be used to determine a potential grant applicant's eligibility, this should be outlined in section 4. Where a grantee will be required to maintain compliance through the life of the grant agreement, this should be outlined here

[If applicable] While you are required to comply with all relevant laws and regulations, you [may/will] be asked to demonstrate compliance with the following legislation/policies/industry standards to maintain your eligibility for the grant:

[list requirements and how compliance can be demonstrated]

[If applicable] To be eligible for a grant, you must declare in your [application][proposal] that you comply with these requirements. You [may/will] need to declare you can meet these requirements in your grant agreement with the Commonwealth.

[add other specific regulatory requirements]

## 5.2 How we pay the grant

**Template instructions:** Clearly outline the responsibilities of the grantee, the entity and any other relevant parties. A summary of any likely requirements that the grantee will need to comply with, should be inserted here.

Alter and delete as required.

We will pay [explain the payment method (i.e. single upfront payment, single payment at completion, initial advance payment followed by payments in arrears, progress payments or payment in arrears)].

[insert any other details]

## 5.3 Tax obligations

[If applicable] If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable we will add GST to your grant payment and provide you with a [recipient created tax invoice](#). You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities.

[If applicable] Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.

# 6. Grant acquittal and reporting

## 6.1 Keeping us informed

**Template instructions:** This section is optional. Include and alter as relevant.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business or pay debts due.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

[If applicable] You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

## 6.2 Reporting

**Template instructions:** This section is optional.

Clearly outline the responsibilities of the grantee, the entity and any other relevant parties. A summary of any likely requirements that the grant recipient will need to comply with, should be inserted here.

Only request information or impose requirements that will be used to facilitate the administration of grant payments and maintain accountability, as well as monitor and evaluate the grant.

[If applicable] The grantee must submit reports in line with the timeframes in the grant agreement. Sample templates are provided for these reports in the grant agreement. Reports will include:

- progress against agreed project milestones
- contributions of participants directly related to the grant activity
- eligible expenditure of grant monies.
- [insert details]

The grantee will [also] be responsible for:

- [insert details]
- meeting the terms and conditions of the grant agreement and managing the grant activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We may ask you for ad hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

## 7. Announcement of the grant

**Template instructions:** Document any circumstances where information on grants awarded may not be provided, consistent with the CGRPs and reference the decision maker.

Your grant will be listed on the [GrantConnect](#) website, 21 days after the date of effect as required by Section 5.3 of the CGRPs.

## 8. Probity

Grants administration by officials and grantees incorporates appropriate safeguards against fraud, corruption, unlawful activities and other inappropriate behaviour.

Outline here what will be required of grantees in relation to monitoring, managing and reporting fraud, corruption and unlawful activities.

**NOTE:** Accountable authorities **must** ensure that entity fraud and corruption procedures and practices comply with section 10 of the PGPA Rule including as it relates to grants administration.

### ***National Anti-Corruption Commission Act 2022 (NACC Act)***

The NACC Act came into effect on 1 July 2023. The NACC enhances integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving commonwealth public officials. Grantees are subject to the NACC Act and may be investigated by the NACC for corrupt conduct.

Officials and grantees should be aware of their obligations under the [NACC Act](#).

The Australian Government will make sure that the grant opportunity is conducted according to the published grant opportunity guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

[You should be aware of your obligations under the *National Anti-Corruption Act 2022*, noting that under the Act grantees will generally be considered ‘contracted services providers’ [see <https://www.nacc.gov.au/resource-centre/nacc-fact-sheets>]

## 9. Grant evaluation

**Template instructions:** The *Public Governance, Performance Accountability Act 2013* and the CGRPs require appropriate performance and evaluation mechanisms to be developed as part of any government financial activity. If successful applicants are required to provide information following acquittal to assist in the evaluation, this information and the relevant details should be provided in this section.

The [relevant Commonwealth entity] will evaluate this grant to measure how well the outcomes and objectives have been achieved.

[If applicable] Your grant agreement requires you to provide information to help with this evaluation.

# Glossary

## Template instructions:

The Glossary terms can be deleted or added in line with the requirements of your application template. Do not amend the listed terms or their definitions that are in the table below – these must remain consistent with the definitions in the CGRPs.

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013 (PGPA Act)</i> .
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
Approver (or decision maker)	refers to the person or group of people who decide to approve a grant and could be a minister, ministerial panel, accountable authority, official or third party.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity.
completion date	the expected date by which the grant activity must be completed and the grant spent.
contracted service provider	A contracted service provider is a person who is a party to a Commonwealth contract or is a party to a subcontract with a contracted service provider and is responsible for the provision of goods or services under contract, either directly or indirectly.
co-sponsoring entity	when two or more entities are responsible for the outcomes associated with a policy and the related appropriation.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker (or approver)	see above.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
<u>Commonwealth Grants Rules and Principles 2024 (CGRPs)</u>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> <li>a. under which relevant money<sup>3</sup> or other <u>Consolidated Revenue Fund</u> (CRF) money<sup>4</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant.
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

<sup>3</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>4</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.



Term	Definition
National Anti-Corruption Commission (NACC)	The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency. It detects, investigates and reports on serious or systemic corruption in the Commonwealth public sector. The Commission operates under the <a href="#"><i>National Anti-Corruption Commission Act 2022</i></a> .
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>