[TemplateTitle]

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| --- | --- | --- | --- |
| Subject | [Title] | | |
| Decision date | [Decision Required By] | | |
| S/point Doc ID. | [TransactionID] | Classification | OFFICIAL : Sensitive |

**Recommendations(UAT Funding Template)**

|  |  |
| --- | --- |
| 1. **NOTE** the [*summary of activity / project*] used in [*insert location*] is [*describe issue*] **AND NOTE** implementing [*insert activity/project*] would support the [*insert reason for implementation*]. | [ ] Noted  [ ] Please Discuss |
| 1. **APPROVE** funding from the [*insert relevant financial year*] [*insert funding source*] for the implementation of [*insert activity/project*] as outlined in the attached Project Brief and summarised below. | [ ] Approved  [ ] Not Approved  [ ] Please Discuss |
| |  |  | | --- | --- | |  | **[*insert funding source*]**  **[*insert relevant financial year*]** | | Budget (excl GST) | $ | | GST | $ | | **TOTAL** | **$** | | |
| 1. **NOTE** [*insert other relevant information relevant for funding approval*] | [ ] Noted  [ ] Please Discuss |

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| --- | --- | --- | --- |
| .....[DecisionMaker3]......  [DecisionMaker3Name][DecisionMaker3Position]  Date:[DecisionMakerDate] | ......[DecisionMaker2].........  [DecisionMaker2Name][DecisionMaker2Position]  Date:[DecisionMakerDate2] | ...........[DecisionMaker1].......  [DecisionMaker1Name][DecisionMaker1Position]  Date:[DecisionMakerDate] | **Comments:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **status** | **Date** |
| Endorsed | [Endorser3Name] | [Endorser3Position] | [Endorser3Signature] | [Endorser3ApprovedDate] |
| Endorsed | [Endorser2Name] | [Endorser2Position] | [Endorser2Signature] | [Endorser2ApprovedDate] |
| Endorsed | [Endorser1Name] | [Endorser1Position] | [Endorser1Signature] | [Endorser1Signature] |
| Prepared | [LeadDrafterName] | [LeadDrafterPosition] | | |

**Attachments**

|  |  |
| --- | --- |
| **No.** | **Attachment name** |
| A | [Attachments1] |
| B | [Attachments2] |
| C | [Attachments3] |
| D | [Attachment4] |

**Key Information**

**Subheading**

**Subheading**