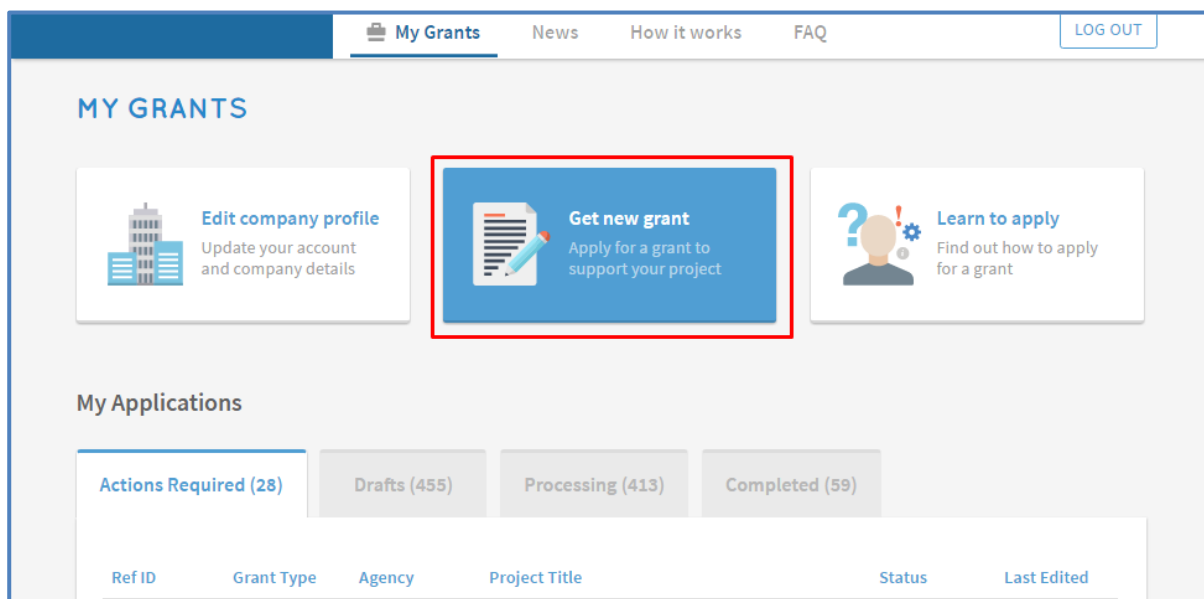


Step-by-step guide for Productivity Solutions Grant (PSG)

Application

Step 1/8: Login

- Login to BGP > My Grants tab
- Click on 'Get new grant'



Step 2/8: Select business sector and grant type

- Select Sector that best describes your business
- Click on 'Pre-Approved Productivity Solutions'

The screenshot shows the 'Select sector' step of the grant application process. At the top, a progress bar has three circles: the first is blue and labeled 'Select sector', the second is grey and labeled 'Select grant', and the third is grey and labeled 'Apply for grant'. Below the progress bar, the question 'Which sector best describes your business?' is displayed. Underneath, there is a grid of 21 selectable options arranged in three columns. The first column contains: Agriculture, Environmental Services, Healthcare, Logistics, Media, Security, and Wholesale Trade. The second column contains: Air Transport, Financial Services, IT, Manufacturing & Engineering, Professional Services, Services, and Others. The third column contains: Building & Construction, Food & Beverages, Landscape, Maritime, Retail, and Tourism. A 'Next' button with a right arrow is located at the bottom right of the form.

Agriculture	Air Transport	Building & Construction
Environmental Services	Financial Services	Food & Beverages
Healthcare	IT	Landscape
Logistics	Manufacturing & Engineering	Maritime
Media	Professional Services	Retail
Security	Services	Tourism
Wholesale Trade	Others	

The screenshot shows the 'Select grant' step of the grant application process. At the top, a progress bar has three circles: the first is blue with a checkmark and labeled 'Select sector', the second is blue with a checkmark and labeled 'Select grant', and the third is blue with a checkmark and labeled 'Apply for grant'. Below the progress bar, the question 'Which best describes the area you will develop with this grant?' is displayed. Underneath, there are three selectable options, each with a title and a description. The first option, 'Pre-Approved Productivity Solutions', is highlighted with a red border. The second option is 'Branding & Marketing', and the third is 'Financial Management'.

Pre-Approved Productivity Solutions Improve productivity with pre-approved off-the-shelf equipment/IT solutions
Branding & Marketing Define a unique value proposition and develop a brand and marketing strategy to drive business growth
Financial Management Develop financial management framework and strategy, or improve financial processes

Step 3/8: Eligibility

- Check 'Yes' if you meet the eligibility criteria

[« Back to Grant Actions](#)

☰ Eligibility

Contact Details

Proposal

Cost

Business Impact

Declare & Review

Pre-scoped Productivity Solutions (PSG)

CHECK YOUR ELIGIBILITY

* Mandatory field

"Applicant" or "you" refers to the company or business applying for this grant, e.g a sole proprietorship, partnership, limited liability partnership, or private limited company.

To qualify for this grant, the applicant must meet the following criteria.

- The applicant must be registered in Singapore.
- The applicant's purchase/lease/subscription of the IT solution or equipment must be used in Singapore.
- The applicant must not have:
 - made any payment to a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.
 - signed or confirmed any contract or purchase order with a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.

Does the applicant meet the eligibility criteria? *

☒ Yes ☐ No

Save

Next →


Step 4/8: Contact Details


- Fill in details of the main contact person
- Fill in details of the Letter of Offer addressee


[« Back to Grant Actions](#)

 Eligibility

 **Contact Details**

 Proposal 1

 Cost 1

 Business Impact

 Declare & Review

Pre-scoped Productivity Solutions (PSG)

PROVIDE YOUR CONTACT DETAILS

* Mandatory field

Main Contact Person

The person submitting this application is the main contact person. Notifications about the application will be sent to them. Update this as necessary whenever you resubmit the application.

Name *	<input type="text"/>
Job Title *	<input type="text"/>
Contact No *	<input type="text"/>
Email *	<input type="text"/>
Alternate Contact Person's Email	<input type="text"/>

[← Back to Grant Actions](#)

Eligibility

Contact Details

Proposal 1

Cost 1

Business Impact

Declare & Review

Blk/Hse No.

Street

Level

Unit

Building Name

Letter Of Offer Addressee

This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.

☐ Same as main contact person

Name *

Job Title *

Email *

← Previous

Save

Next →

Step 5/8: Proposal

- Fill in your application details
- Fill in details of your pre-approved vendor
- Click 'Select Files' to upload quotation from vendor
- Fill in your deployment location

[« Back to Grant Actions](#)

 Eligibility

 Contact Details

 **Proposal** 1

 Cost

 Business Impact

 Declare & Review

Pre-scoped Productivity Solutions (PSG)

SUBMIT YOUR PROPOSAL

* Mandatory field

What type of solution are you purchasing? *

☐ Equipment ☒ IT Solution

Search for the **Security** solution you want *

Type to search by solution, vendor, category or keyword



Browse all solutions in this category

No Of Units *

1

When do you intend to start using this solution? *



eg. 11 Mar 2020

Vendor Details

Vendor List *

Select...

Upload supporting documents *

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.

Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Selected vendor's quotations *
- Other supporting documents (optional)
 - Licences (mandatory for the following) *
 - 1. Waste Management Sector
 - General Waste Disposal Facility Licence
 - General Waste Collector Licence
 - Public Waste Collector Licence
 - 2. Cleaning Sector
 - Cleaning Business Licence
 - 3. Security Sector
 - Security Agency Licence



Drag and drop files here
or



Select Files

Deployment Locations

Where will this solution be used? Enter at least one location.*

Your claim will only be processed when the solution has been provided to all locations. If your solution will be rolled out to different locations in phases, you might want to consider submitting separate grants for each location.

^

Location Type *

Select...

Home Office/Residential Building

Shop/Office/Factory/Institution

Park/State Land

Construction Project Site

On the Road/Roving

Building Name

Blk/Hse

Level

Unit

Does your business operate from this address? *

Yes

No

Add New Location

← Previous

Save

Next →

Step 6/8: Cost

- Fill in project cost details

[Back to Grant Actions](#)

Eligibility

Contact Details

Proposal 3

Cost

Business Impact

Declare & Review

Pre-scoped Productivity Solutions (PSG)

PROVIDE DETAILS OF COSTS

* Mandatory field

All fees listed below must be in the quote attached.

Solution Type

IT Solution

Solution Name

nil

No Of Units

1

How do you intend to make the purchase? *

Select...

Previous

Save

Next

Step 7/8: Business Impact

- Fill in details of Cost Savings
- Fill in details of Productivity Gains

[← Back to Grant Actions](#)

 Eligibility

 Contact Details

 Proposal

3

 Cost

 **Business Impact**

 Declare & Review

Pre-scoped Productivity Solutions (PSG)

EXPLAIN THE BUSINESS IMPACT

* Mandatory field

Overall Impact

Describe how the solution will change the way you do things *

e.g. I used to have to prune the hedges manually. With this solution, this process will be automated.

500 characters left

Productivity Gains

What task will be more efficient with the new solution? *

E.g. prune trees, send emails, flip burgers

How much more efficient do you expect this task to be? *


%

Step 8/8: Declare & Submit

- Complete declaration section
- Indicate your acknowledge and consent
- Submit

[Back to Grant Actions](#)

 Eligibility

 Contact Details

 Proposal 3

 Cost

 Business Impact

 **Declare & Review**

to you, please click "No". *

☐ No ☐ Yes

Consent & Acknowledgement

- The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.
- The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.
- The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.
- The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.

☐ The Applicant hereby acknowledges and consents to the above. *

Consent & Acknowledgement

- The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.
- The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.
- The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.
- The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.

☐ The Applicant hereby acknowledges and consents to the above. *

[← Previous](#)

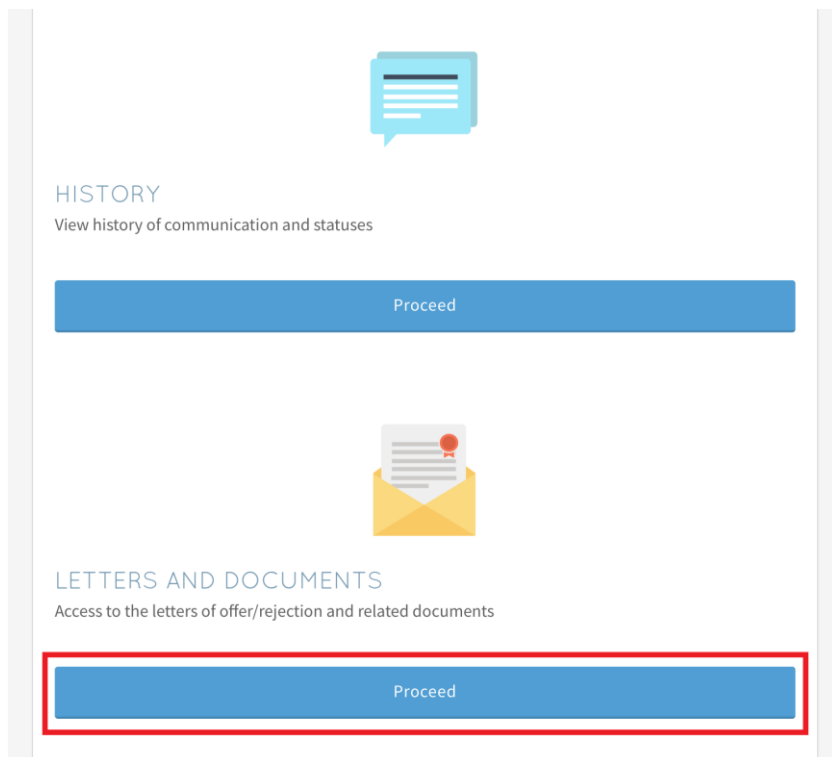
 Save

 Review

Acceptance of Letter of Offer

Step 1/1: Login and accept

- Login to BGP > 'My Grants' tab
- Click 'Proceed' in the 'Letters And Documents' section
- Click 'Accept'



APPLICATION

Accept your Letter Of Offer

Download and read your Letter Of Offer and accompanying documents. Then, accept the terms to start benefiting from your grant.

Type	Name	Uploaded	
application/pdf	Letter of Offer 1809FUJP 15-Jul-2019.pdf	15 Jul 2019, 02:55 pm	 Download

Download all as zip

By clicking "Accept",

- I acknowledge on behalf of the Applicant that I have read and understood the terms and conditions set out in the Letter of Offer and all its enclosures.
- I confirm that all declarations and information provided in the application for this grant are true and correct.
- The Applicant accepts the award of the grant on the terms and conditions set out in the above-mentioned Letter of Offer and its enclosures.
- We undertake to ensure that all terms and conditions in the Letter of Offer and all its enclosures are complied with.

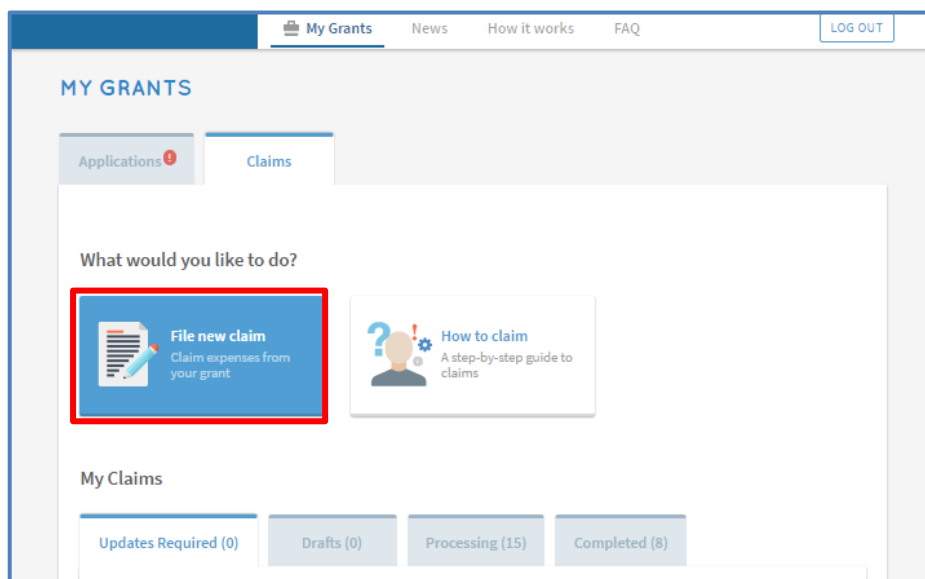
Reject

Accept

Claims Submission

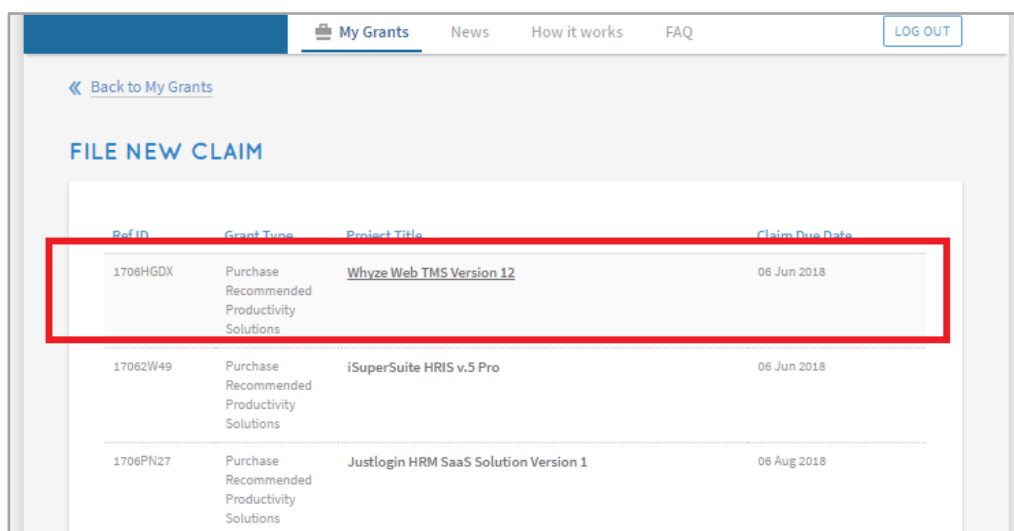
Step 1/6: Login

- Login to BGP > My Grants > Claims
- Click on 'File new claim'



Step 2/6: Select grant

- Select approved grant you wish to claim for
- Click 'Proceed'




Submit your grant claims. It should take about 20 minutes.

You will need:

- Invoice
- Receipt, or bank statement and cheque

All the files you submit must not exceed 50MB.



CLAIMS
Review or edit your claims form

Proceed

Step 3/6: Contact Details

- Fill in your contact details

[Back to Claim Actions](#)

☐ Same as previous submission

Contact Details 3

Claim Information

Business Outcomes

Declare & Review

Main Contact Person

The person submitting this claim is the main contact person. Notifications about the claim will be sent to them. Update this as necessary whenever you resubmit the claim.

Name *

Job Title *

Contact No *

Email *

Alternate Contact Person's Email

Step 4/6: Claim Information

- Fill in your claim information
- Upload supporting documents
- Fill in payment details

- Fill in deployment location
- Fill in your claim amount

[« Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

UPDATE YOUR CLAIMS INFORMATION

* Mandatory field

Solution Details

Solution Type

Solution Name

Vendor Name

UEN

☐ I used a different vendor.

Key in your software license numbers or equipment serial numbers *

500 characters left

[« Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

500 characters left

Upload supporting documents *

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Invoice *
- Bank Statement showing payment *
- Purchase Order or signed acceptance of quotation/Contract *
- Receipt or cheque *
- Pictures *
 - Licence number(s) of software
- Usage report *
 - At least one month
- Other documents

Drag and drop files here
or

Select Files

Payment

Will this be your final claim?

Yes

Mode of Purchase

Direct Purchase

[Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

Postal Code *

Blk/Hse No.

Street

Level

Unit

Building Name

Does your business operate from this address? *

☒ Yes
 ☐ No

Is your address a shared office? *

☒ Yes
 ☐ No

Add New Location

[Previous](#)

[Next](#)

Step 5/6: Business Outcomes

- Fill in business outcomes

[Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

☒ Same as previous submission

What task will be more efficient with the new solution? *

How much more efficient is this task now? *
 %

How much is the reduction of man-hours for this task with the solution? *
 %

 We need a response for this field

If your projections have changed, tell us why.

This will help us to identify better solutions in the future. Your feedback will not affect your grant disbursement.

500 characters left

[Previous](#)

[Next](#)

Step 6/6: Declaration & Submit

- Complete declaration and acknowledgement terms
- Submit claim

[Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

☐ No

☐ Yes

Select an option

Consent & Acknowledgement

a. The Applicant states that the information in this claim and the accompanying information is true and correct.

b. The Applicant confirms that if a related party paid any of the costs in this claim, details of such payments are set out in the claim. All grant disbursements are on a reimbursement basis to the Applicant only.

c. The Applicant has complied with the prevailing terms and conditions for the grant awarded and understands that they are to ensure continued compliance with the terms and conditions for the grant. If the Applicant obtains payment of the grant through false or misleading statements or documents, the Applicant may be prosecuted under the Penal Code. In addition, the Agency disbursing the grant may, at their discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that has been disbursed.

☐ The Applicant hereby acknowledges and consents to the above. *

Acknowledge and consent to the terms to proceed

← Previous

Save

Review