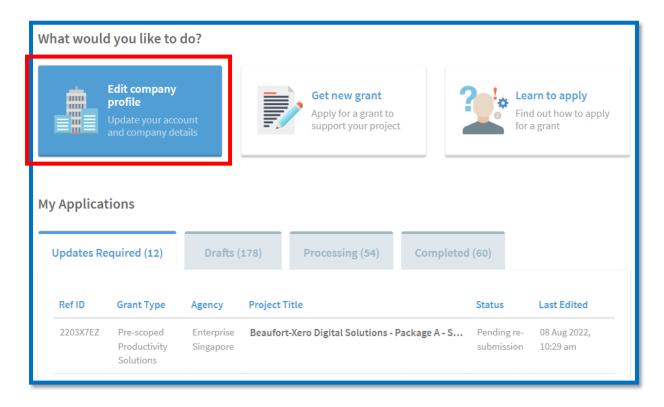


# Step-by-step guide to apply for Energy Efficiency Grant (EEG) in BGP

# **Application Submission**

## Step 1/11:

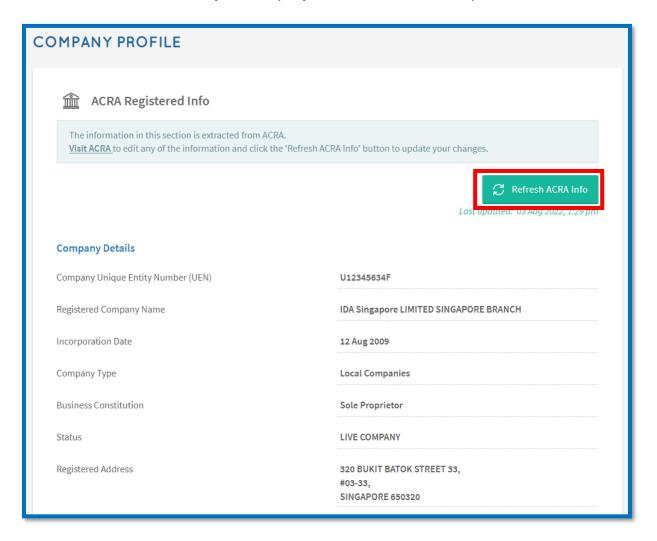
- Login to Business Grants Portal (BGP) → Applications tab
- Click on 'Edit company profile'





## Step 2/11:

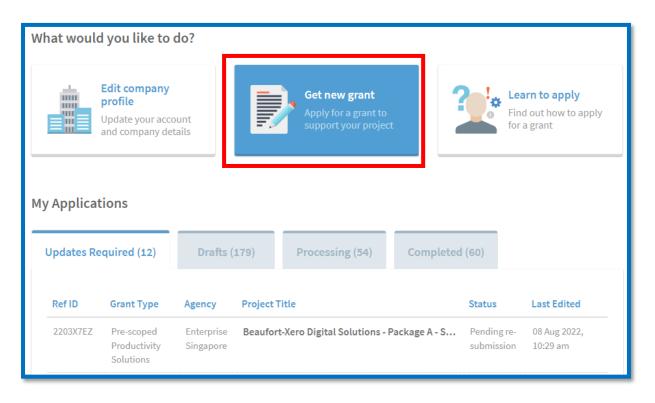
- Click 'Refresh ACRA Info'
- Ensure that the rest of your Company Profile is accurate and up to date





## Step 3/11:

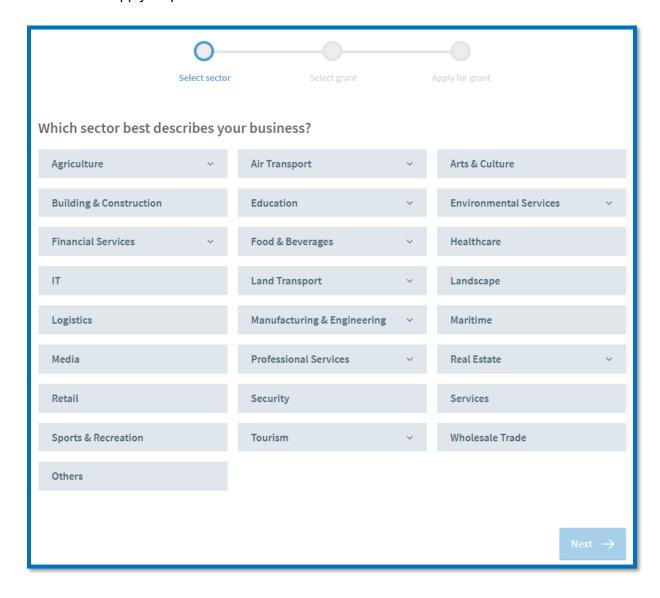
- Go to My Grants tab
- Click on 'Get new grant'



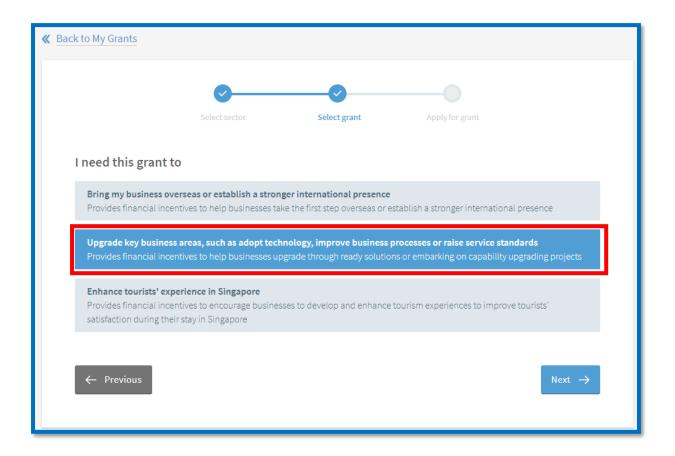


#### Step 4/11: Select business sector and grant type

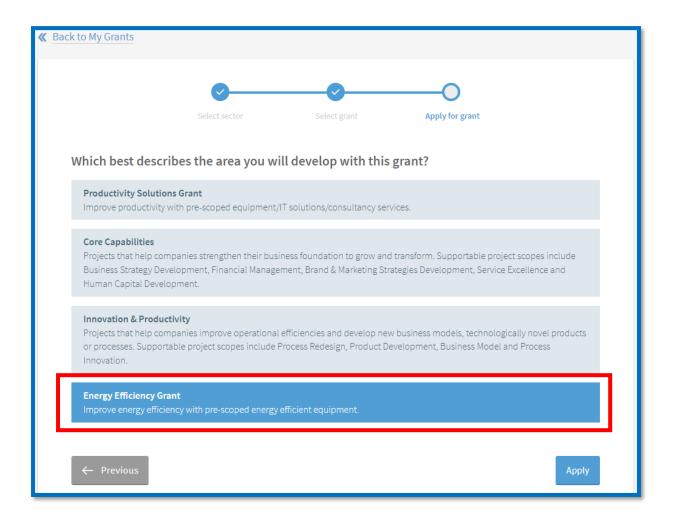
- Select a Sector that best describes your business and deployment locations
- Click on 'Upgrade key business areas, such as adopt technology, improve business processes or raise service standards'
- Click on 'Energy Efficiency Grant'
- Click 'Apply' to proceed













#### **Step 5/11: Grant Actions Page**

- Read the content to ensure you had prepared all the necessary documents for the EEG submission
- Click 'Proceed' to move into the EEG application form

Energy Efficiency Grant (EEG)

Enterprise Grow Package

#### **GRANT ACTIONS**

This grant supports companies' adoption of new equipment to improve energy efficiency. Receive up to 70% funding support for eligible costs.

Please refer to the list of supported equipment categories here.

While equipment categories and brands/models have been pre-approved, it does not mean participating agencies are recommending or endorsing any vendors. Companies are strongly encouraged to carry out due diligence when engaging vendors, and not share your Corppass with them to carry out submission of any grant applications or claims.

Once an application has been submitted, companies may choose to proceed to purchase the equipment before the application outcome. However, companies will not be able to claim subsequently if the application is unsuccessful.

Туре	Grant cap for your sector - Food Manufacturing	Amount Approved to date	Amount Claimed to date
EE Equipment	<b>\$30,000.00</b> till Mar 2023	\$0.00	\$0.00

Complete your grant application. It should take about 30 mins with complete information on hand.

Please refer to the EEG Application Checklist here, for the things to note and required documents before proceeding with your EEG application.

You will need:

- Quotations from your vendor
- Product Brochures (if applicable)
- Contractual agreement, Tenancy agreement, Power bills or Singapore Food Agency licence (if applicable)

Total size of files submitted (company profile and grant application attachments) must not exceed 50MB.



#### APPLICATION FORM

View or edit your grant submission form

Last updated 0 days ago.

Drafts that have not been updated for 90 days will be deleted.

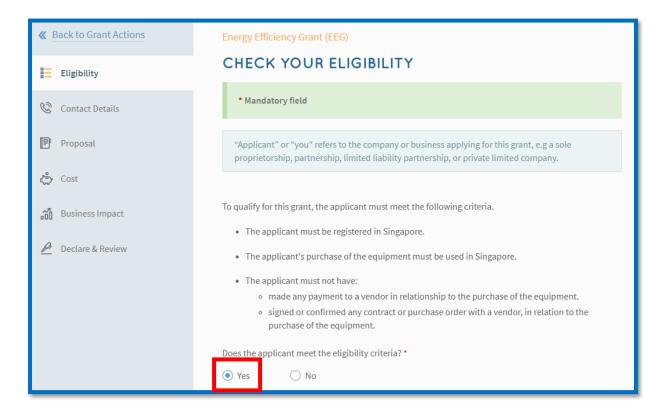


**Delete Application** 



# Step 6/11: Eligibility

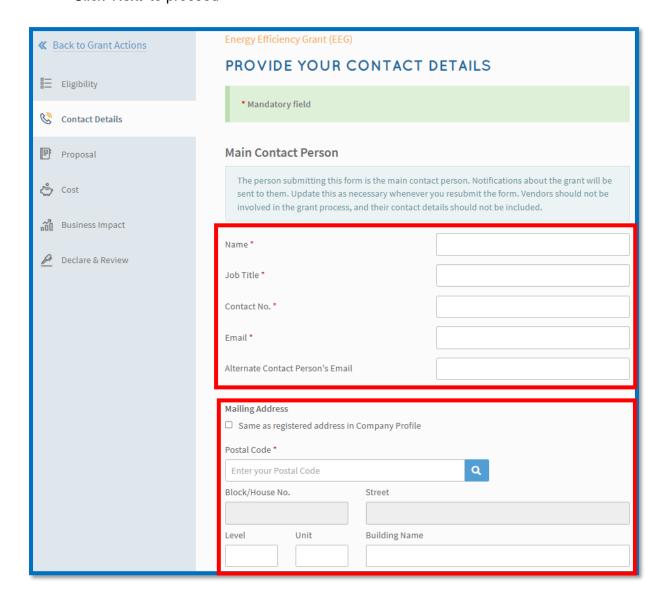
- · Check 'Yes' if you meet the eligibility criteria
- Click 'Next' to proceed





## Step 7/11: Contact Details

- Fill in details of the Main Contact Person
- Fill in details of the Letter of Offer addressee
- · Click 'Next' to proceed



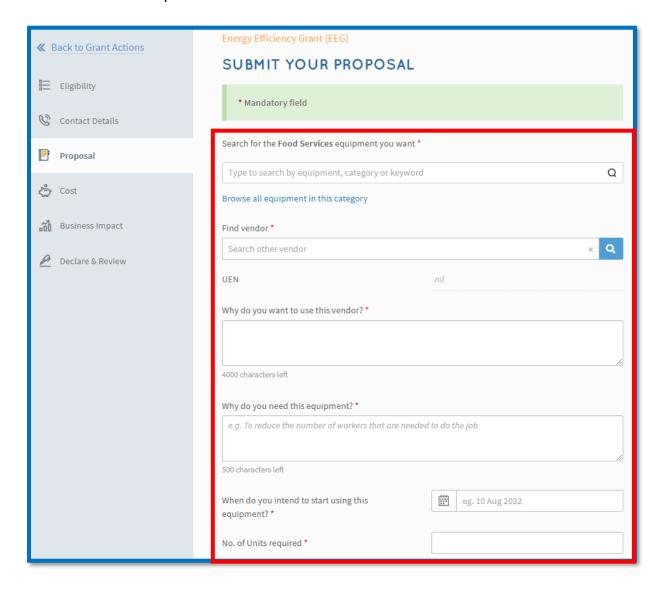


Letter Of Offer Addressee			
This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.			
Same as main contact person			
Name *			
Job Title *			
Email *			

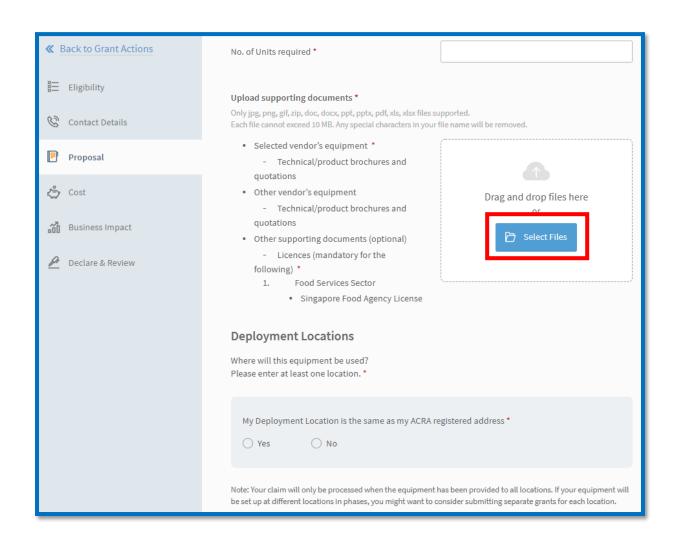


#### Step 8/11: Proposal

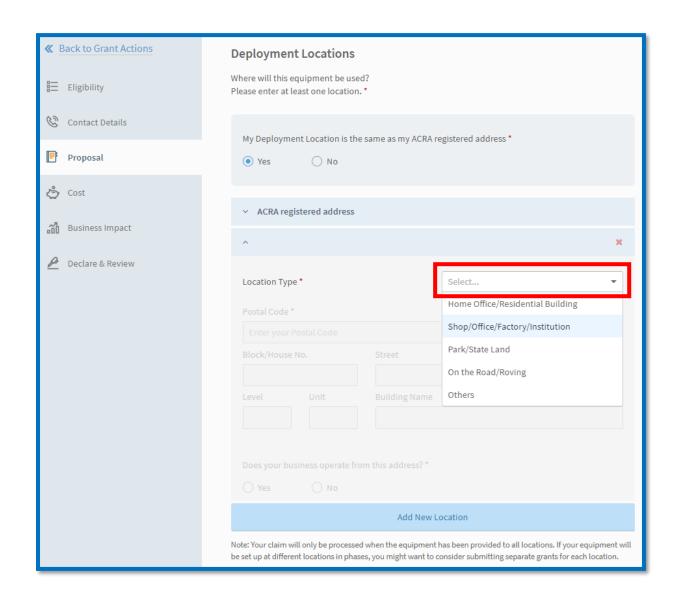
- Select the Brand/Model of EE equipment based on the Equipment Type
- Search for the EE equipment vendor and fill in details of EE equipment (note: only Singapore vendors are allowed for EEG)
- Click 'Select Files' to upload quotation and product brochure from vendor
- Fill in your deployment location
- Click 'Next' to proceed







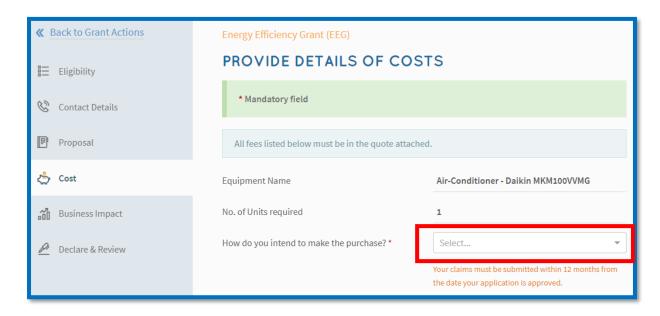






## Step 9/11: Cost

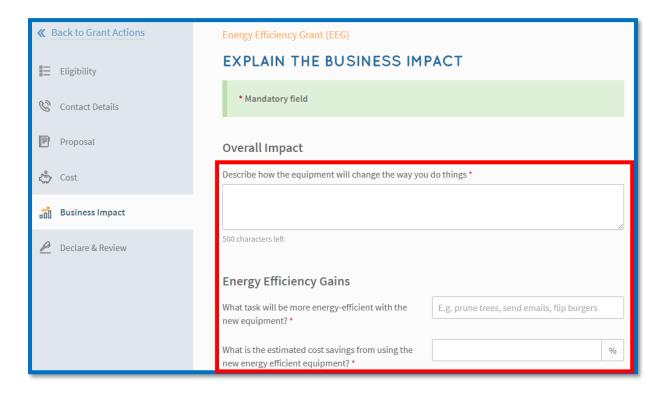
- Fill in details of equipment cost
- Click 'Next' to proceed





# Step 10/11: Business Impact

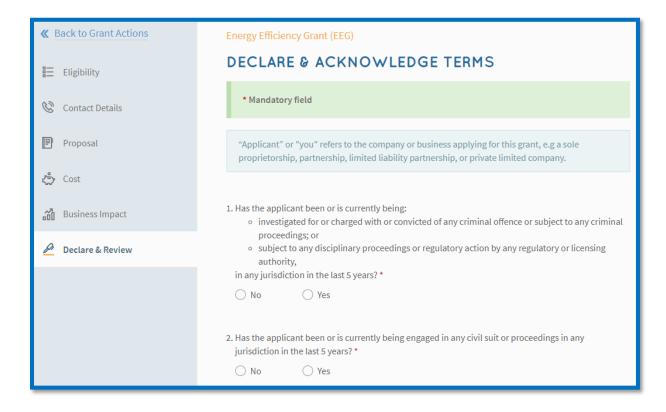
- Fill in details of overall impact
- Fill in details of energy efficiency
- · Click 'Next' to proceed



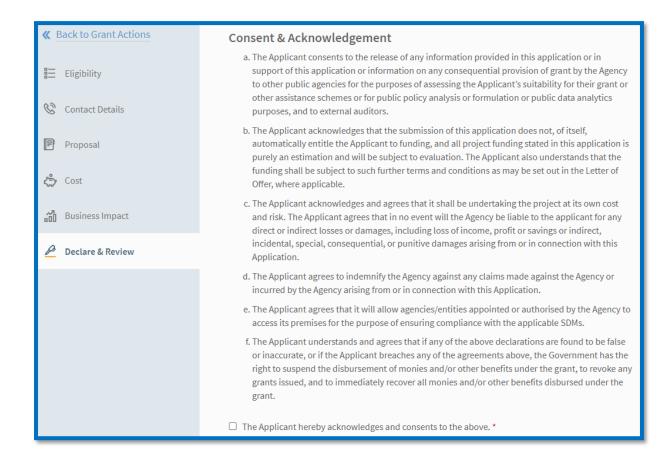


#### Step 11/11: Declare & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- · Review your application and click 'Submit'







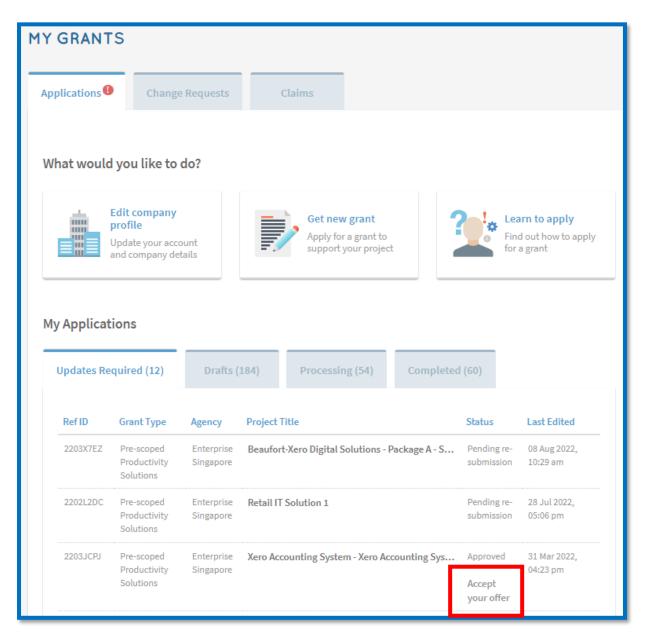


## Acceptance of Letter of Offer (LOF)

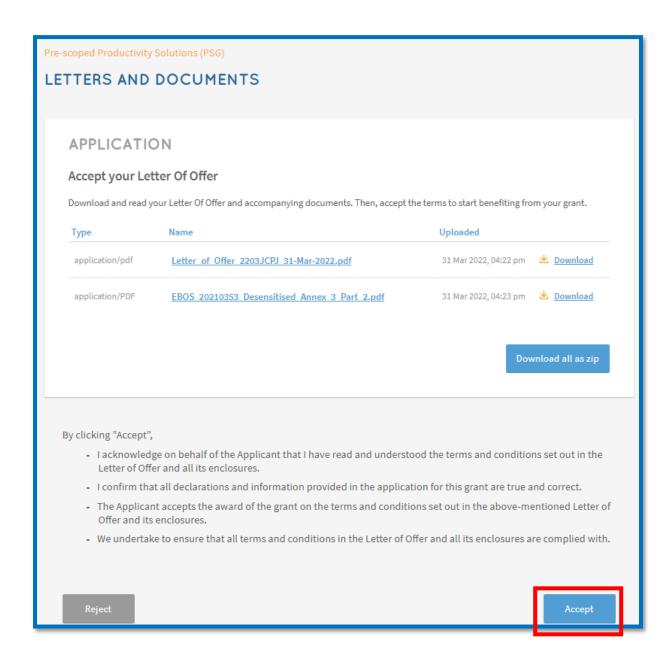
#### Step 1/1:

- Login to BGP → Applications tab → My Applications section → Updates Required tab
- Click 'Accept your offer' for the application you have been approved for
- Click 'Accept' to accept the LOF

Note: For CorpPass, kindly note that digital service access should be created for MTI – Business Grants Portal and only users with an Acceptor role can accept the LOF







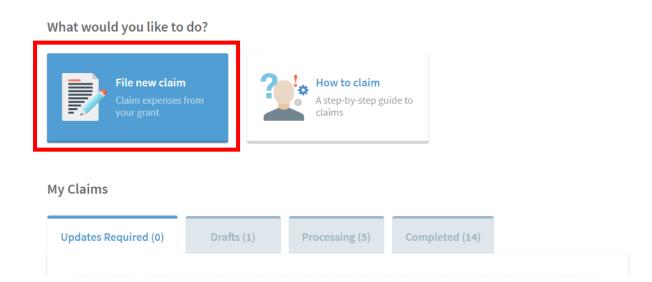


## Step-by-step guide to claim for Energy Efficiency Grant (EEG) in BGP

#### **Claim Submission**

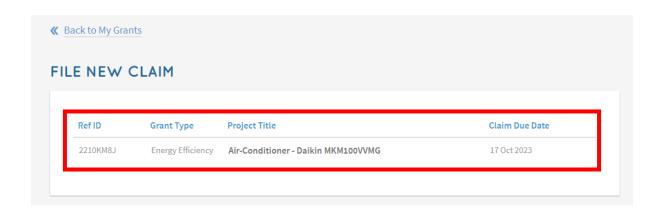
#### Step 1/8: File a new claim

- Login to Business Grants Portal (BGP) → Claims tab
- Click on 'File new claim'



## Step 2/8: Select the relevant application

• Click on the approved-grant to claim for



Step 3/8: Prepare the claim documentation



- Read the content to ensure you had prepared all the necessary documents for the EEG claim
- Click 'Proceed' to move into the EEG claim form

#### ≪ Back to My Claims

Energy Efficiency Grant (EEG)

#### **CLAIMS**

#### You have not submitted any claims yet.

Ref ID: 2210KM8J

Grant Type: Energy Efficiency

Agency: Enterprise Singapore

6898 1800

https://go.gov.sg/helloesg

 Approved Grant Amount:
 SGD 3,500.00

 Amount Claimed:
 SGD 0.00

 Claim Due Date:
 17 Oct 2023

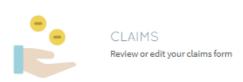
 No. of approved Claims:
 0 of 1

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

#### You will need:

- Invoice
- Payment supporting documents The documents should indicate important information such as grant applicant's name, payee
  name, payment date, payment amount and the approval status of transaction. Acceptable documents are bank statement,
  cheque and bank transfer image
- Pictures of equipment being installed and used on site Pictures should be clear to show the equipment and location where it is being used (e.g. restaurant, supermarket)
- · Pictures of serial number of equipment (if applicable)
- Delivery order
- Other documents

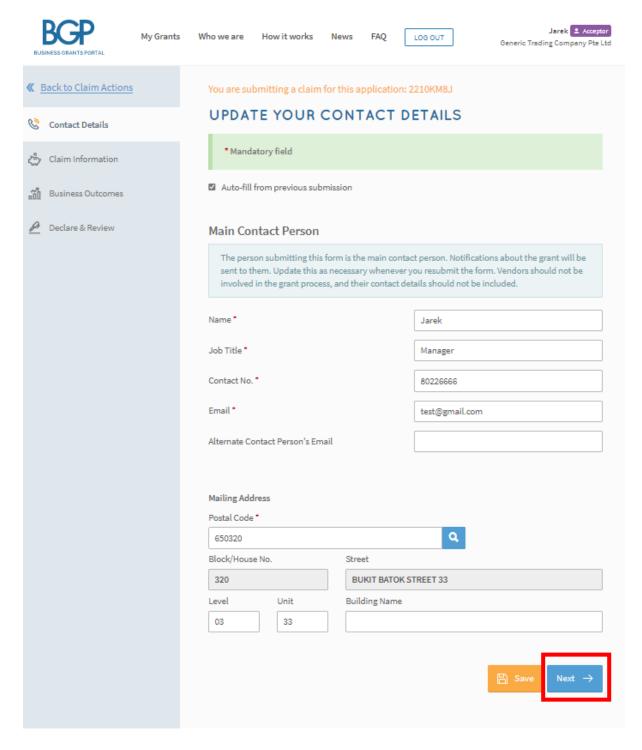
All the files you submit must not exceed 50MB.







- Contact details will be populated from Grant application or previous claim, whichever the latest
- · Click 'Next' to proceed

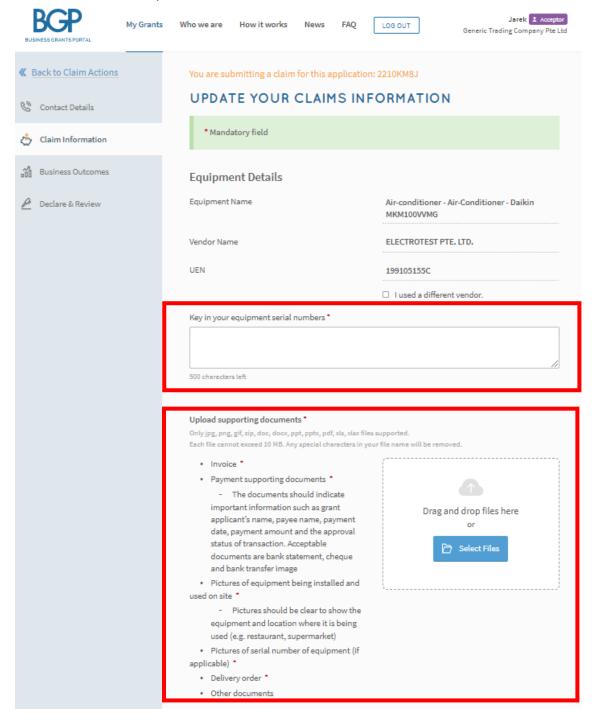


#### Step 5/8: Complete claim information & submit supporting documents

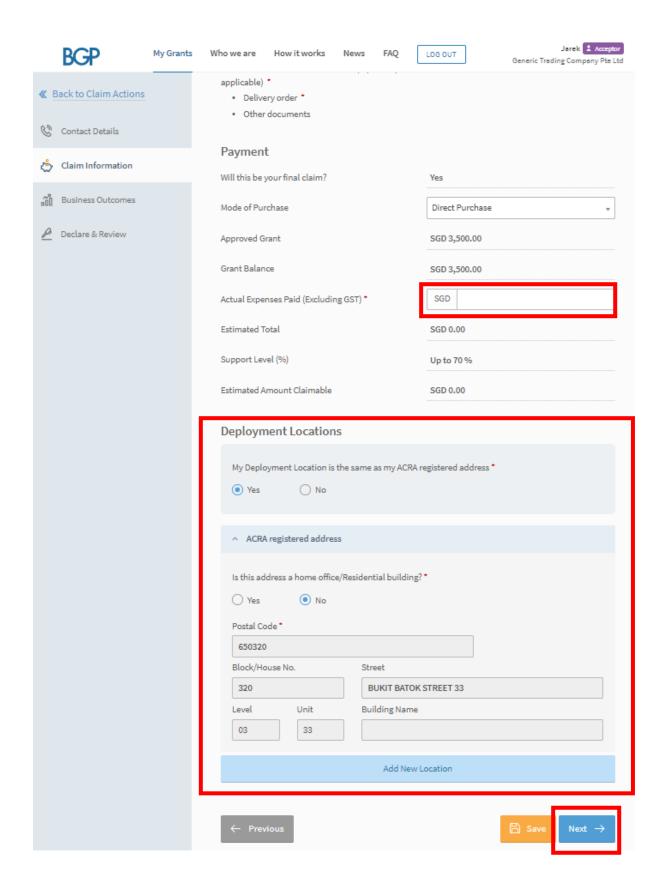
• Confirm the equipment details (update vendor information if need be)



- · Click 'Select Files' to upload claim supporting documents
- Fill in 'Actual Expense Paid' (excluding GST) and location where equipment(s) is/are deployed
- Click 'Next' to proceed



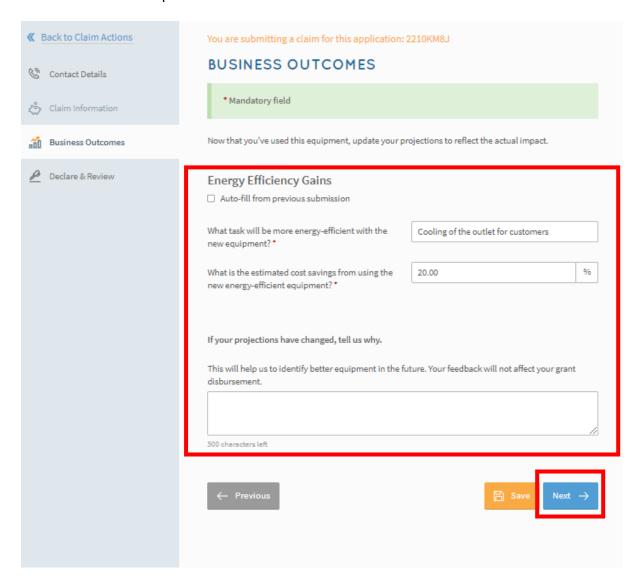






#### **Step 6/8: Business Outcomes**

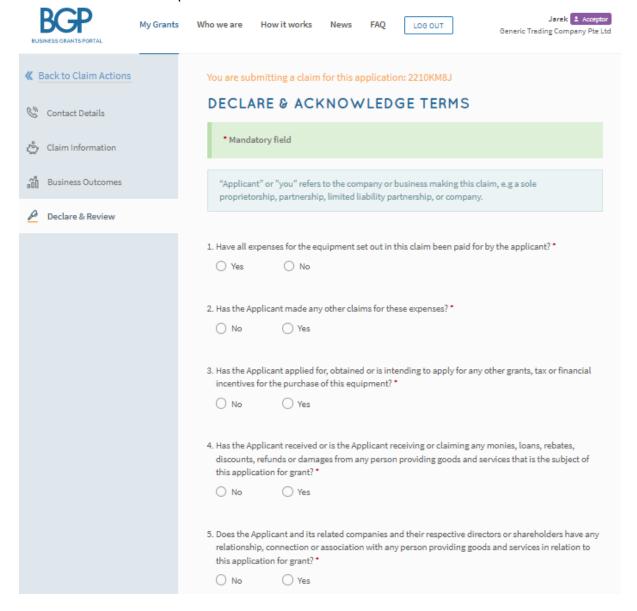
- Fill in details of energy-efficiency gains. If there is no change to the energy efficiency gains from the previous application/claim submission, to select the check box "Autofill from previous submission".
- · Click 'Next' to proceed





## Step 7/8: Declare & Review

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- · Click 'Review' to proceed



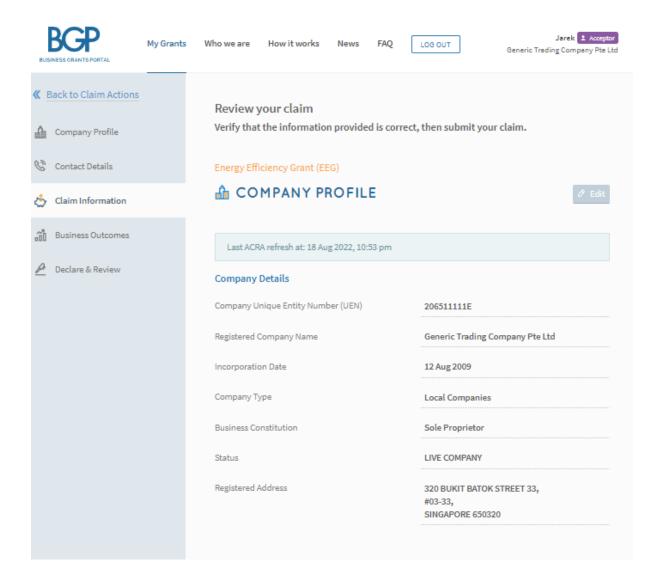


6. Have any of the costs set out in this claim been paid on behalf of the Applicant by any of the following related parties:  • a party which is a member of the same group as the applicant  • a party which is an associate of, or joint venture participant with, the Applicant or any member of the group of which the Applicant is a member  • a party which is a joint venture of a third entity and the Applicant is an associate of the third entity  • a party which is controlled or jointly controlled by the Applicant with another party or parties  • a party which has significant influence over the Applicant or who is an officer or a key management personnel of the Applicant or of a parent of the Applicant?  • No
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. ◆  ← Previous  Review

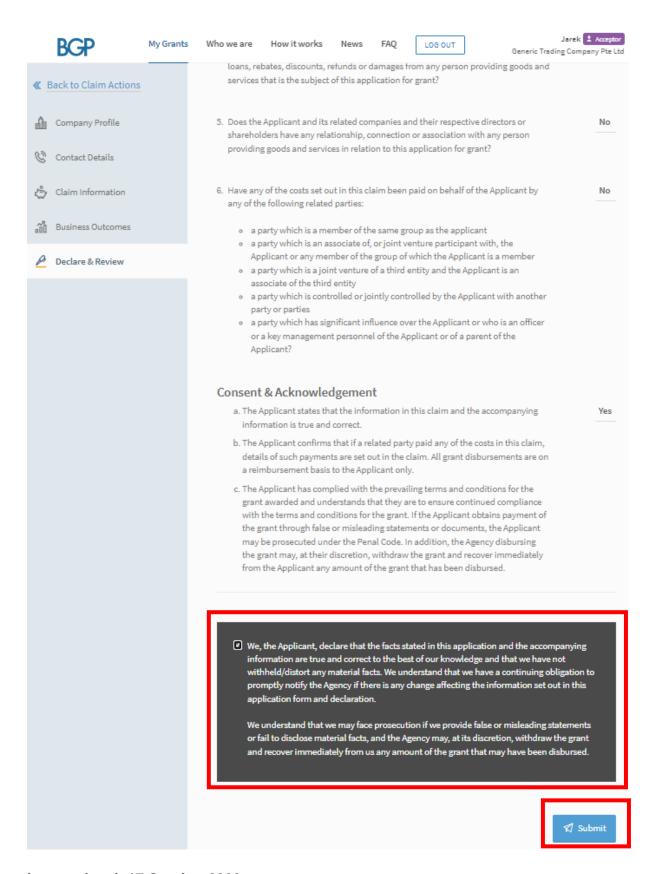


#### Step 8/8: Submit claim after review

· Review all claim sections, declare and click 'Submit'







Last updated: 17 October 2022