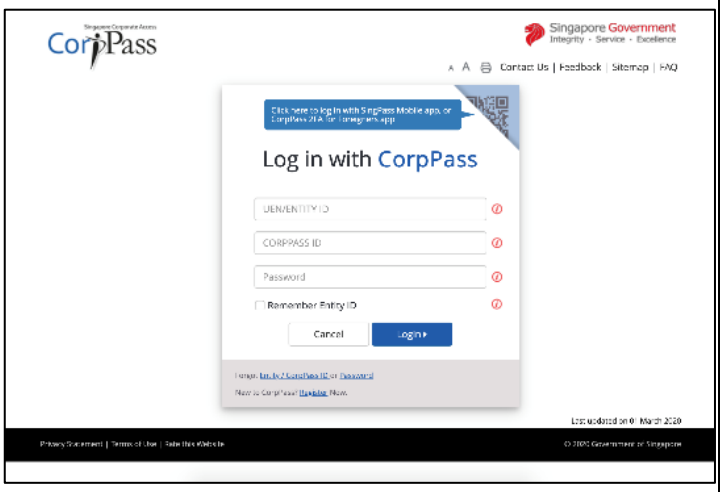
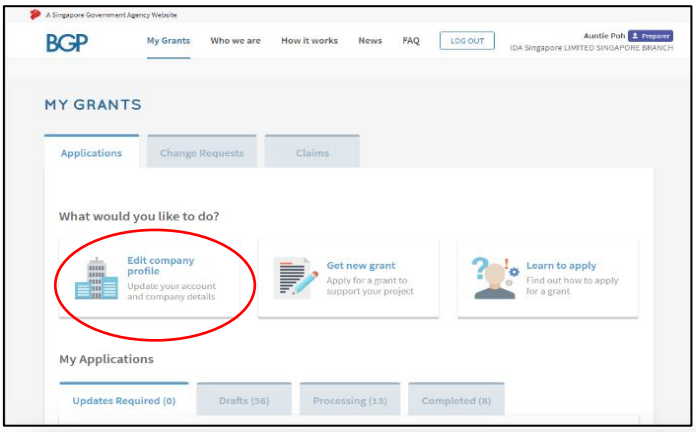
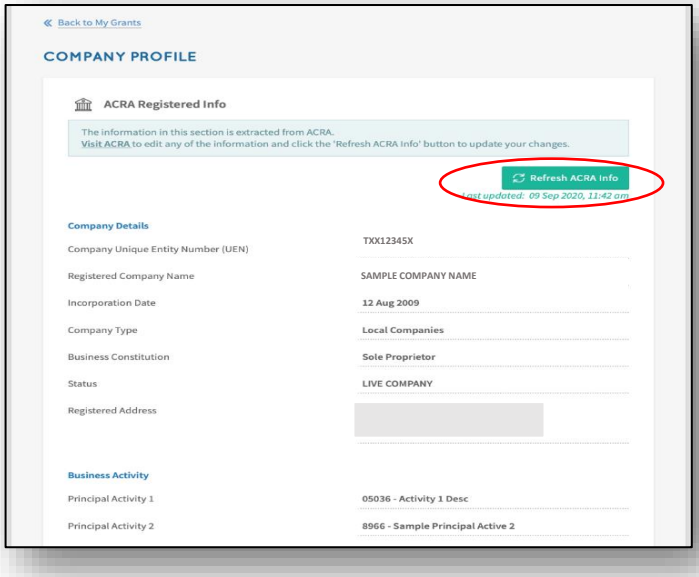
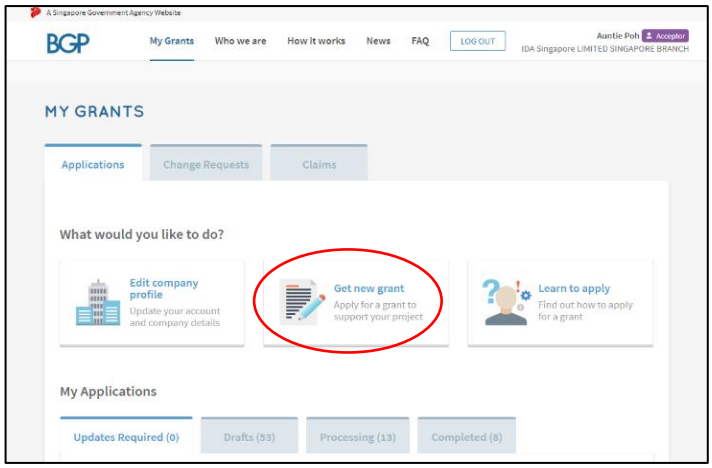
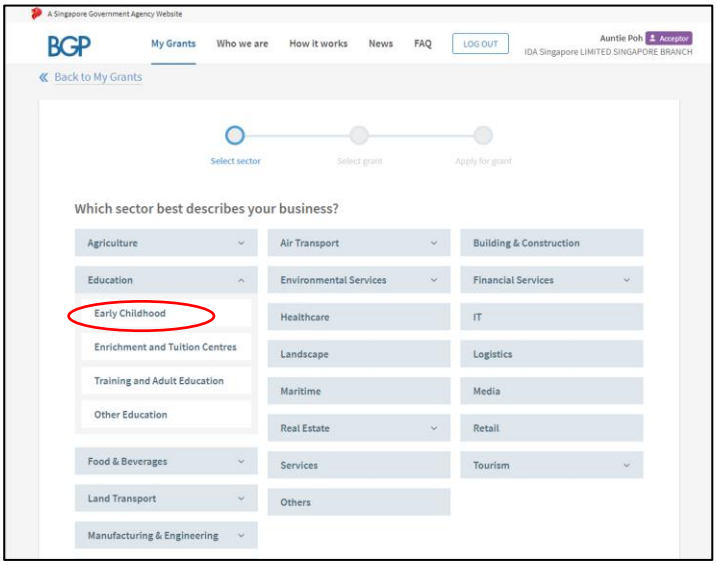
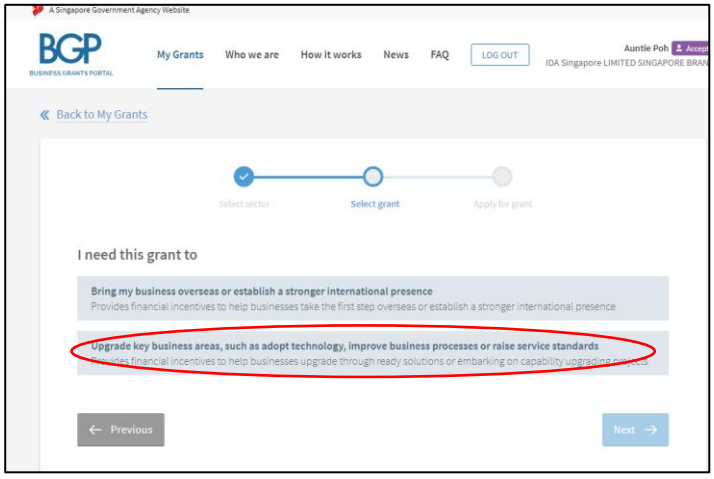
Updated 27 Feb 2026

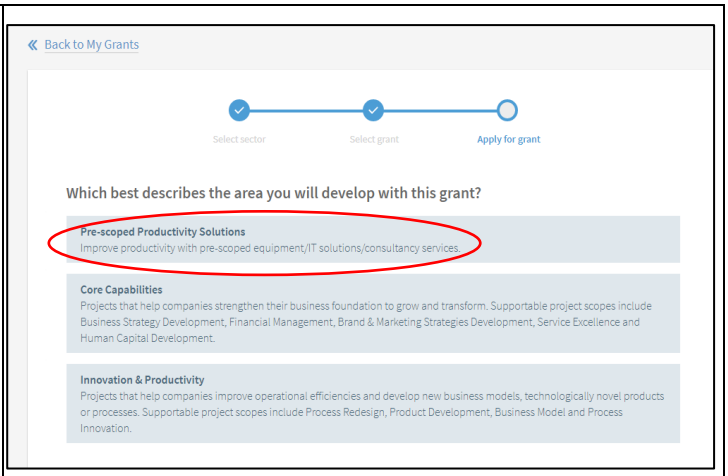
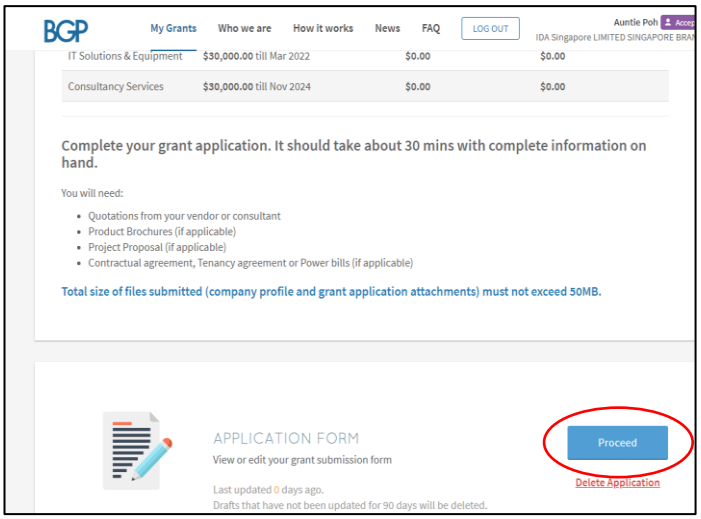
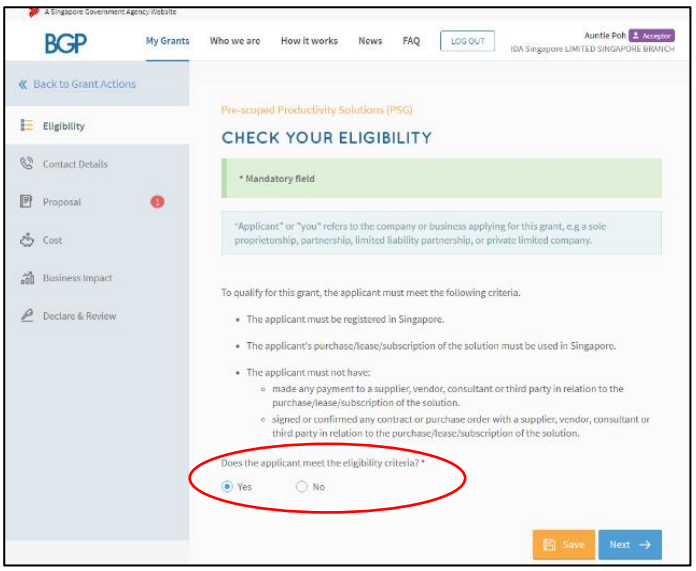
User Guide for Business Grants Portal

Annex A

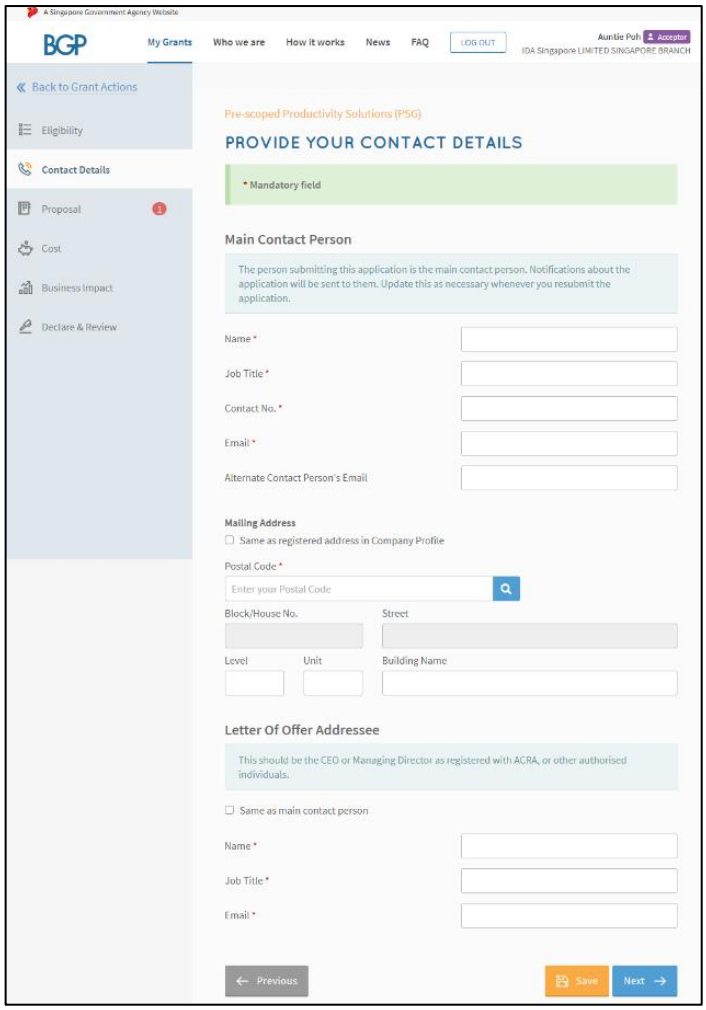
Step-By-Step Guide on *Application* Process

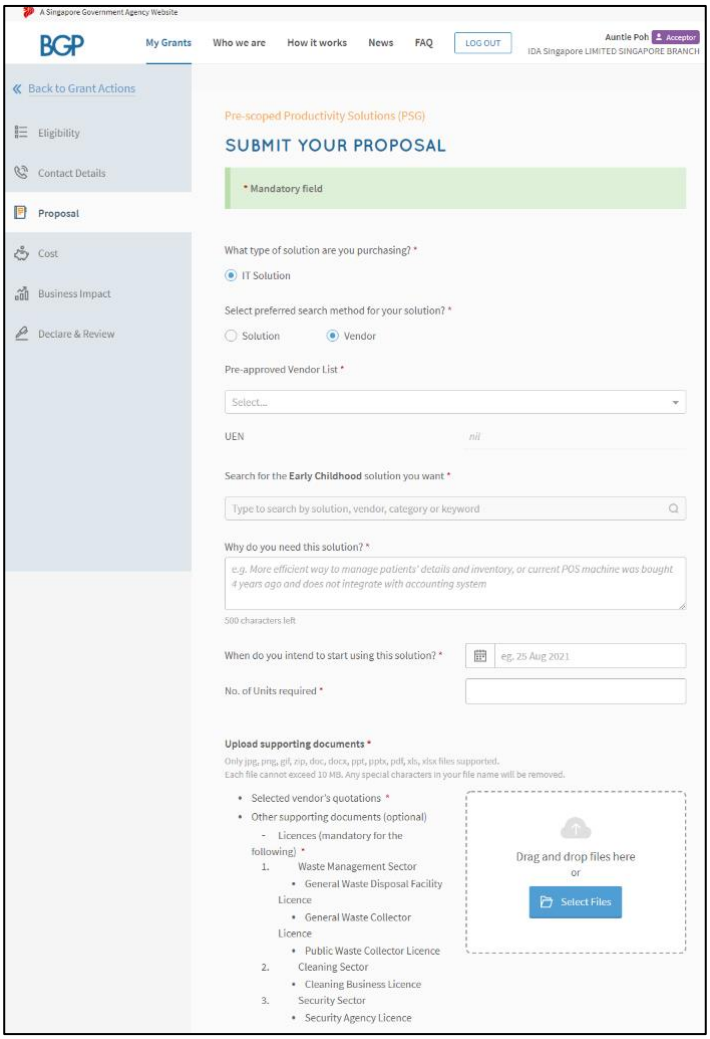
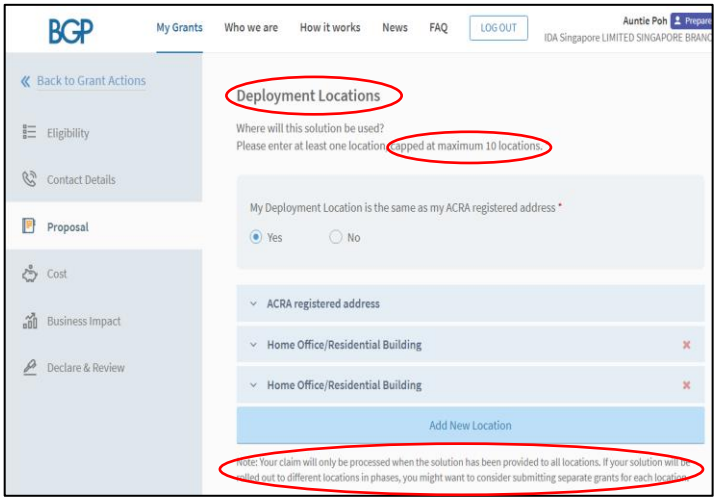
Steps	Description	Image
1.	Log in to BGP with CorpPass account	
2.	Complete company's profile (a) Employee size (b) Financial info (including financial statements) (c) Holding companies/subsidiaries (d) License info ➢ Most of the information would have been pre-filled with ACRA data. Please note that Financial Statements will need to be uploaded here.	 

3.	Proceed with Grant Application by clicking on the relevant options as indicated in the screenshots	  

		 
4.	Fill in the details for all tabs as follows: (a) Eligibility (b) Contact details (c) Proposal (d) Cost (e) Business Impact (f) Declaration and review	**(a) Eligibility** 

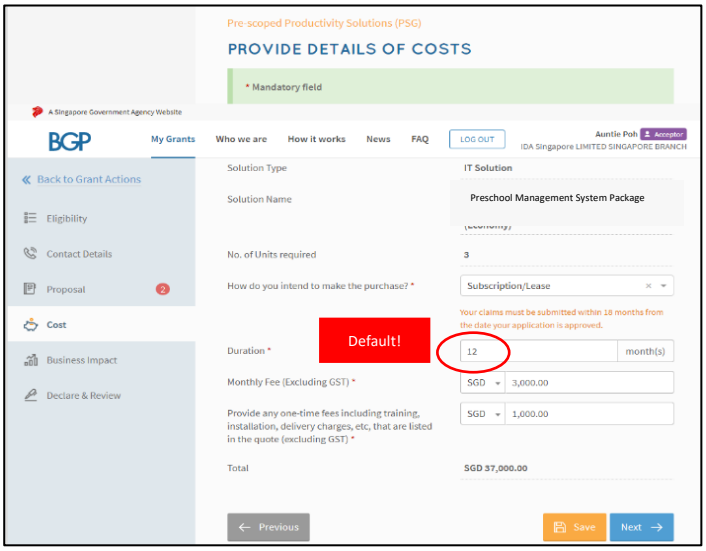
(b) Contact Details



	➢ Operators to indicate: - Preference for pre-approved vendor - Reason for needing solution - Intended start date of solution - No. of units (i.e. number of centres under the same UEN that operator wishes to implement the solution at – up to a maximum of 10 units per application) ➢ Upload documents - Quotation from vendor ➢ Indicate if deployment location is the same as ACRA registered address ○ To add on other locations of centres under the same UEN, in which operator wishes to roll out the solutions, in the same phase ○ The number of deployment locations **must match** the number of units indicated in the application form. ○ If operator wishes to roll out the solutions in different phases, separate applications may be made. Note: Only a single claim is allowed for each application	**(c) Proposal**  

- Duration refers to the subscription period in which solution is used **(i.e. Default input: 12 months)**
- Monthly fee and one-time fee input are based on the vendor's quotation. However, if no one-time fee is incurred, please indicate as $0.

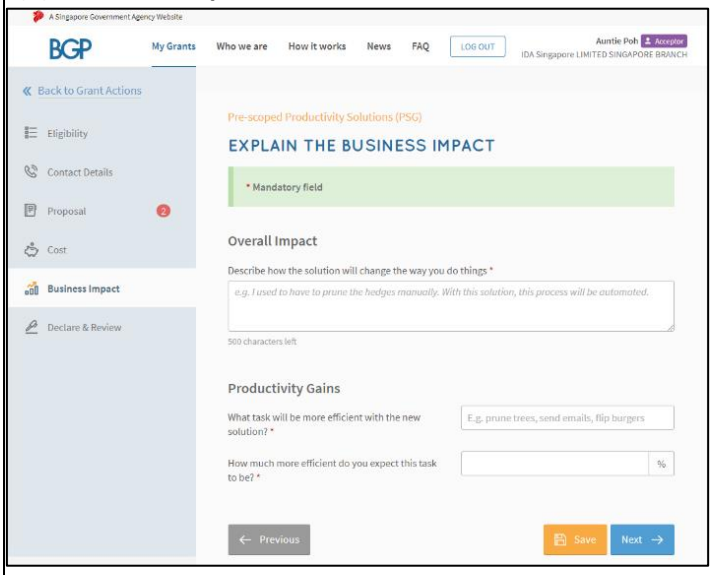
(d) Costs



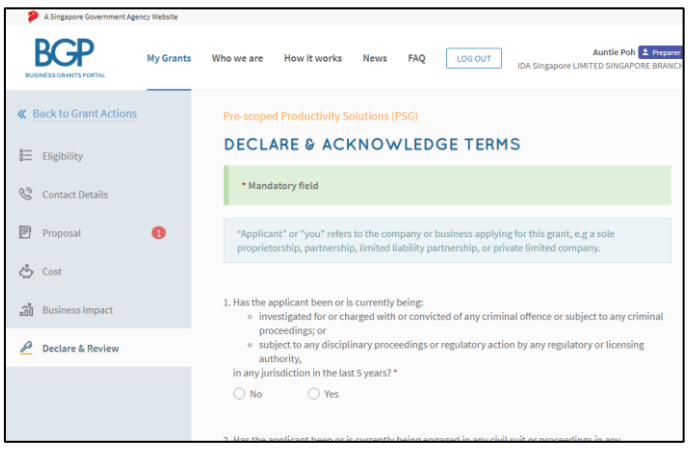
Note: The information reflected is just an example

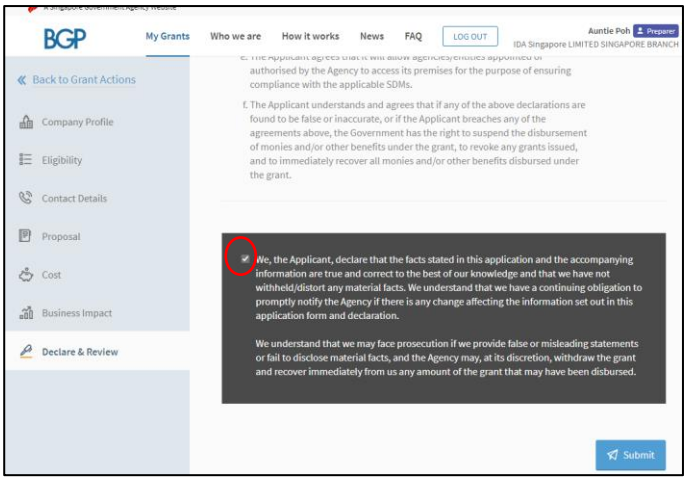
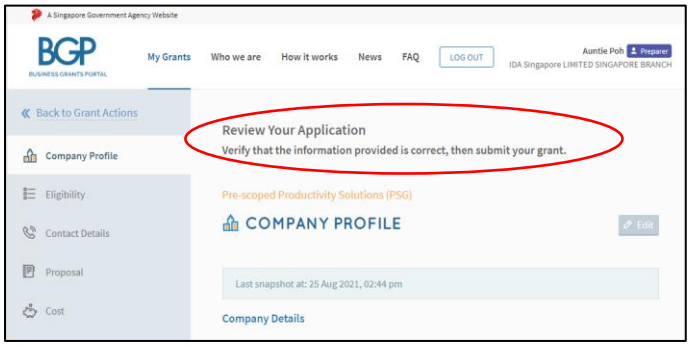
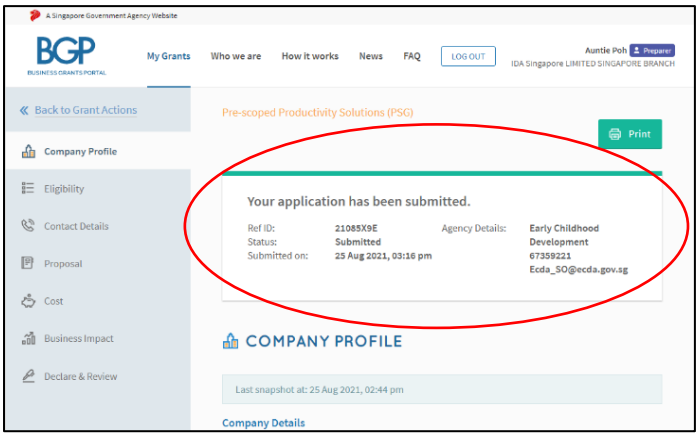
- Fill in the relevant tasks based on the work processes that will be streamlined with the use of the solution.
  You may take reference from the tasks indicated in the Business Impact Form .
- Impact is calculated by considering manhours saved and intangible benefits

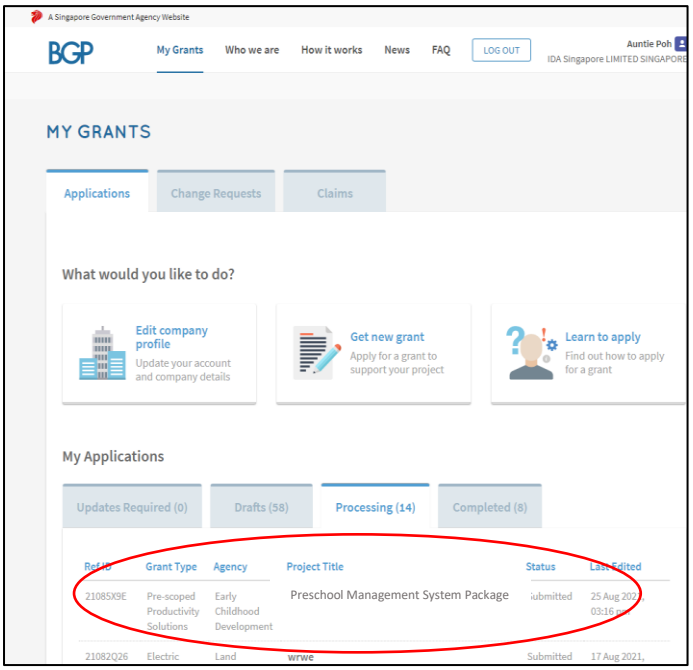
(e) Business Impact



(f) Declaration and Review



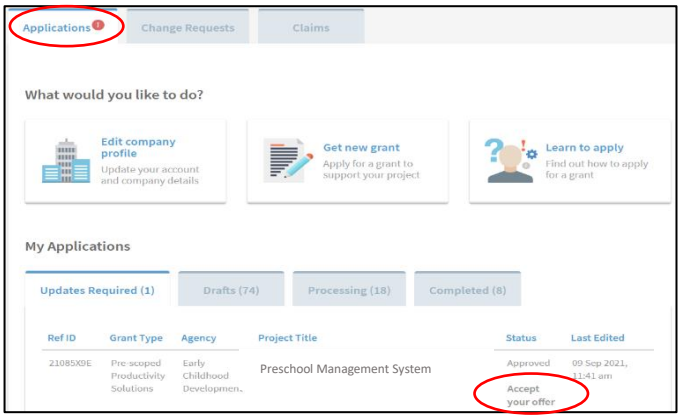
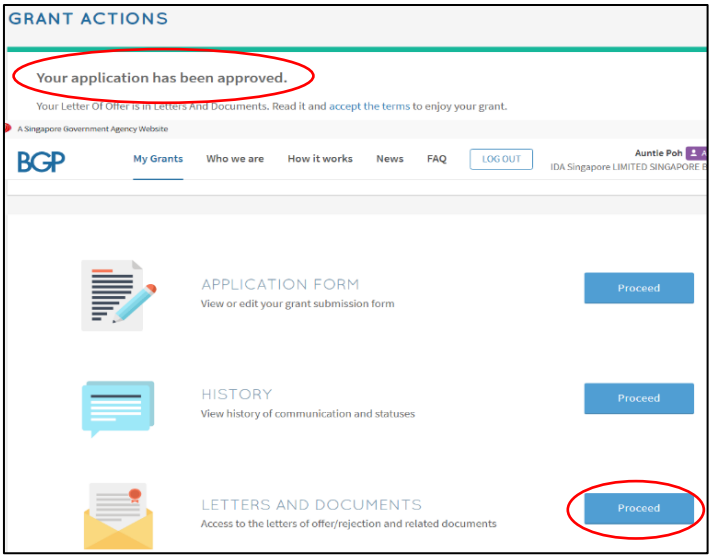
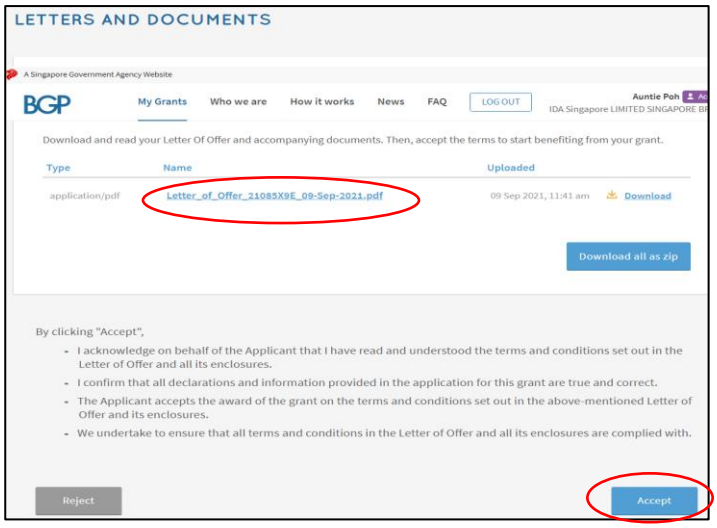
		
5.	Review application information	
6.	Submit application. ➢ Upon successful submission, your application should be reflected at the BGP home page. You would also receive an email notification.	

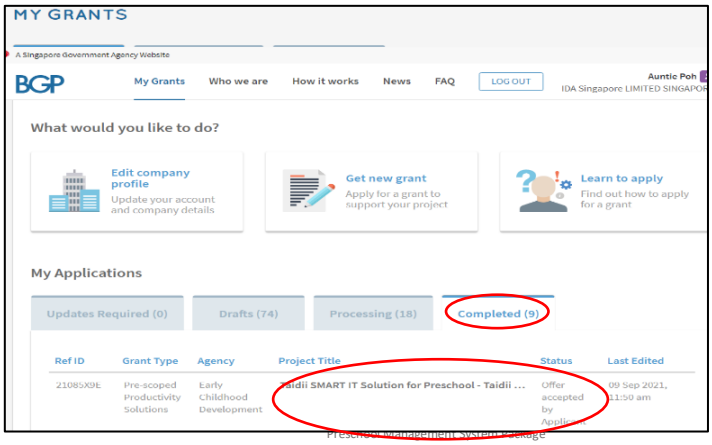
		

A Singapore Government Agency Website
BGP
My Grants
Who we are
How it works
News
FAQ
LOG OUT
Auntie Poh
IDA Singapore LIMITED SINGAPORE
MY GRANTS
Applications
Change Requests
Claims
What would you like to do?
Edit company profile
Update your account and company details
Get new grant
Apply for a grant to support your project
Learn to apply
Find out how to apply for a grant
My Applications
Updates Required (0)
Drafts (58)
Processing (14)
Completed (8)
Ref ID
Grant Type
Agency
Project Title
Status
Last Edited
21085X9E
Pre-scoped Productivity Solutions
Early Childhood Development
Preschool Management System Package
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21082Q26
Electric
Land
wrwe
Submitted
17 Aug 2021,

Annex B

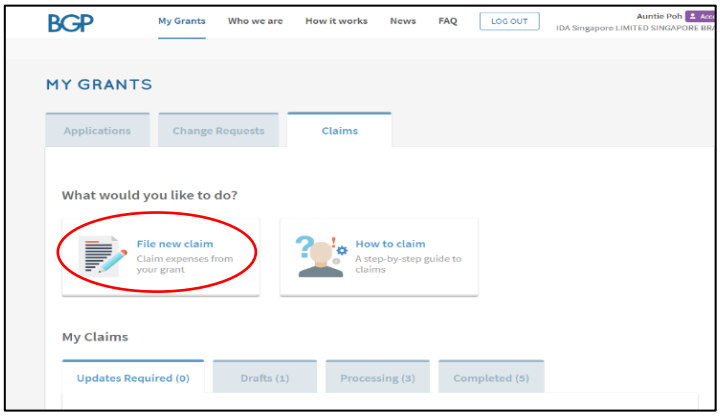
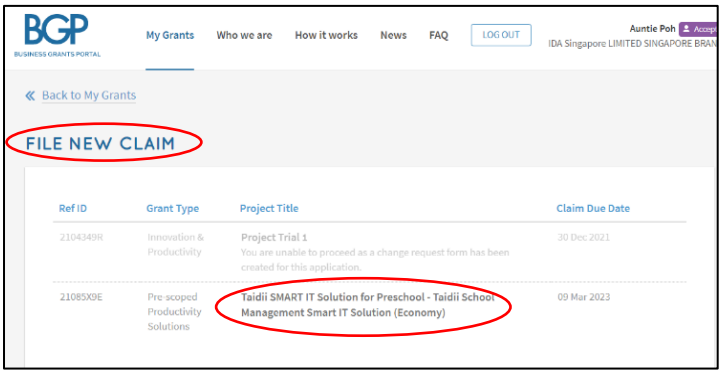
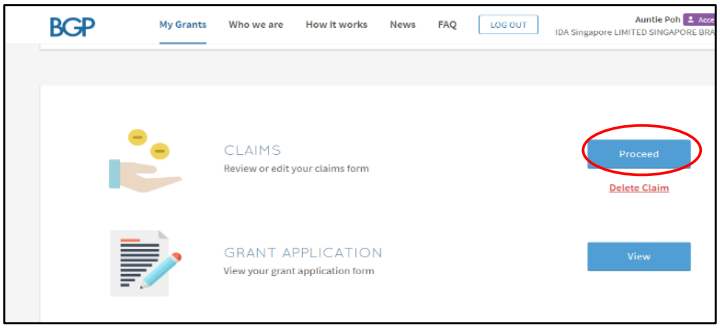
Accepting Letter of Offer

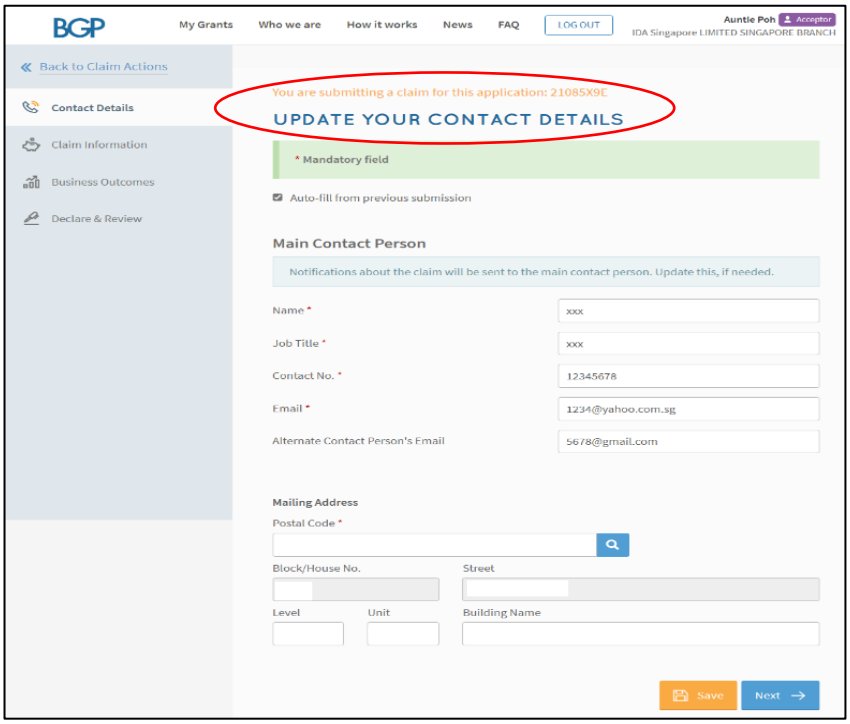
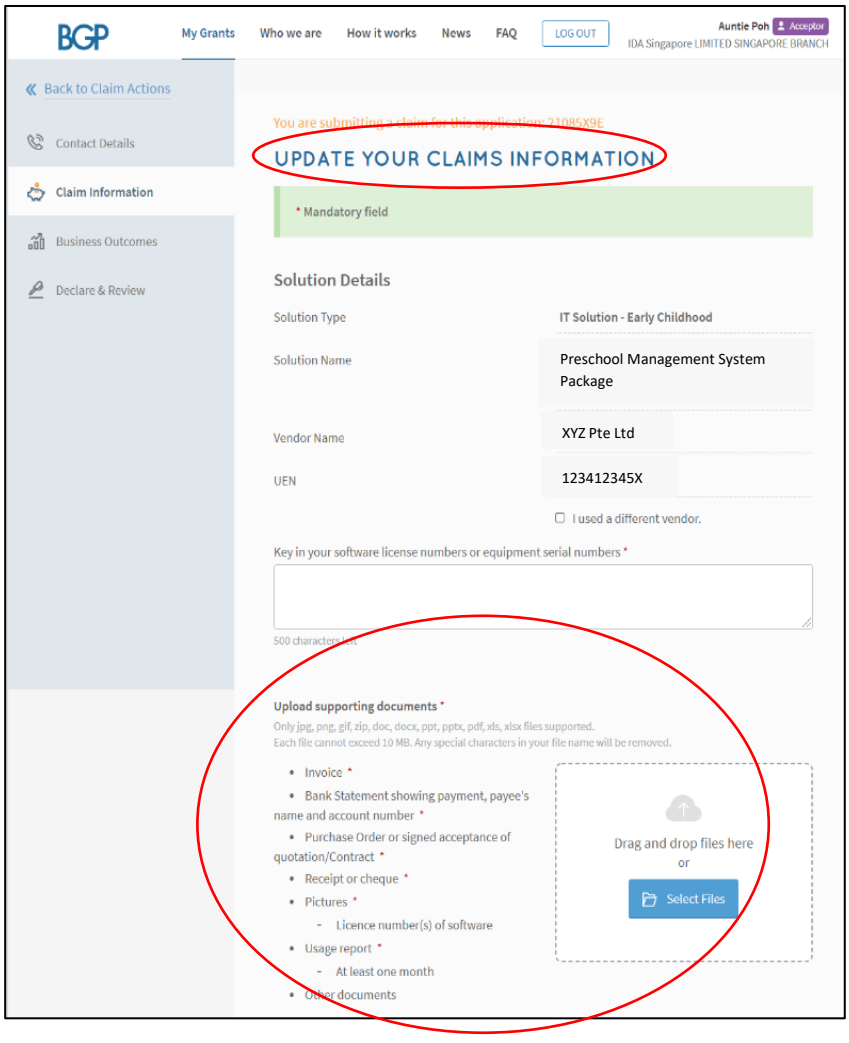
S/N	Description	Image
1.	Click on the project title under “updates required” of the “Applications” tab	
2.	Click on “proceed” to view letter of offer and accept. Click on the .pdf link to download and review the Letter of Offer.	 

3.	Once the offer has been accepted, the project will be reflected under the “Completed” tab	

Annex C

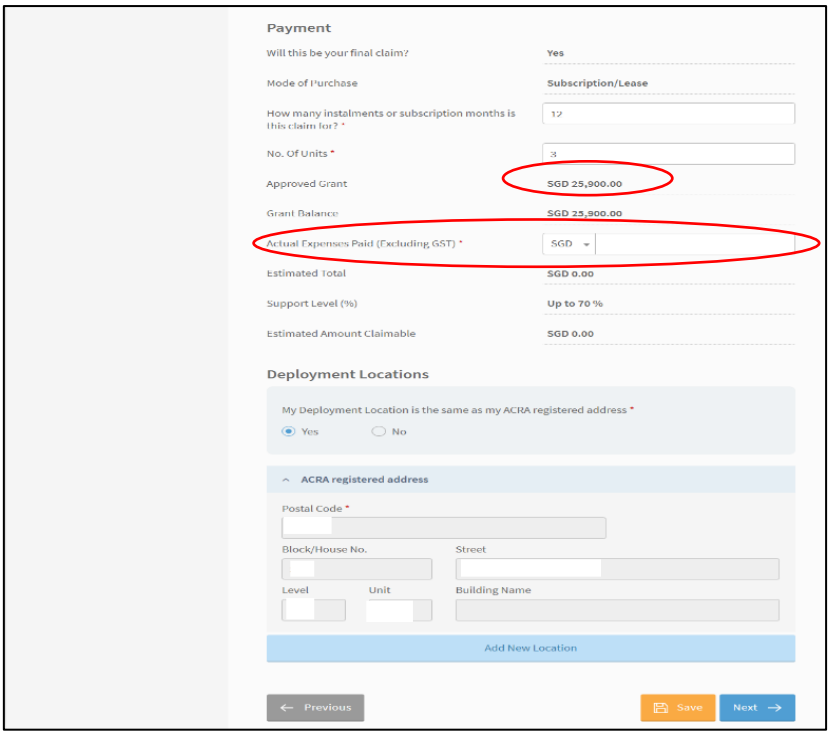
Step-by-step guide to submitting claims

S/N	Description	Image
1.	Click “File new claim” under “claims” tab	
2.	Click on the relevant project title	
3.	Click on “proceed”	

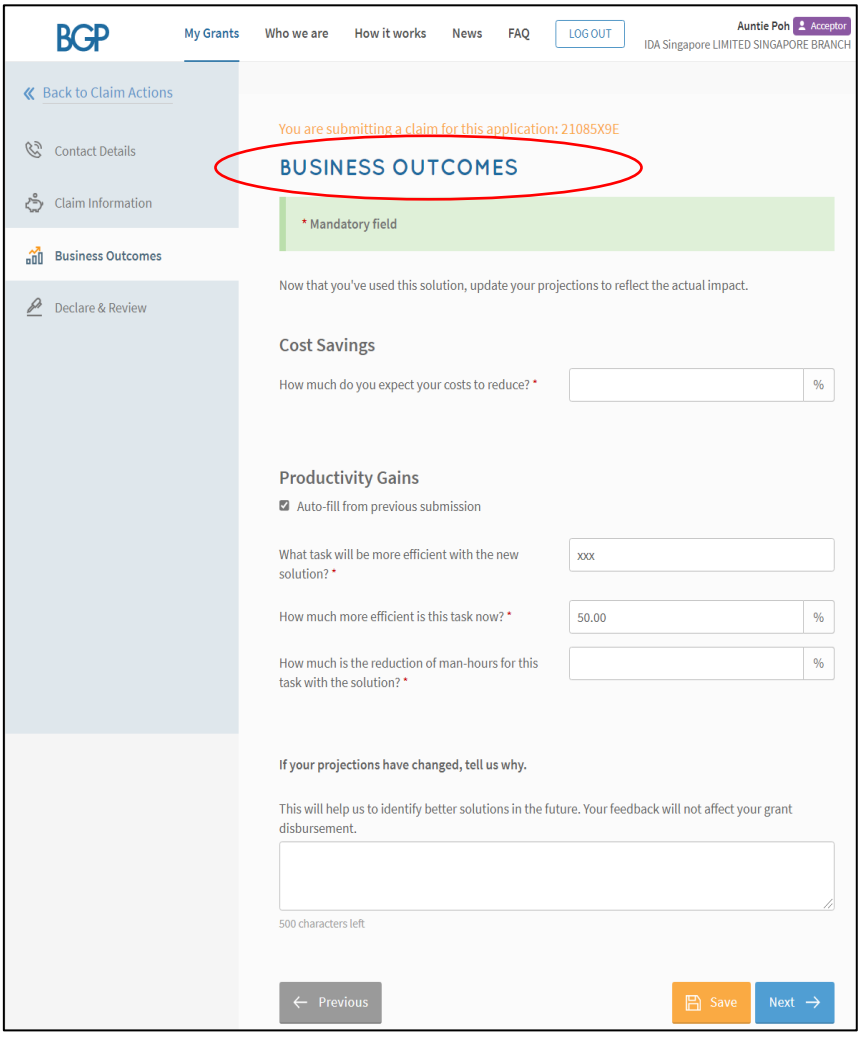
4.	Fill in the contact details	
5.	Upload the necessary documents required.	

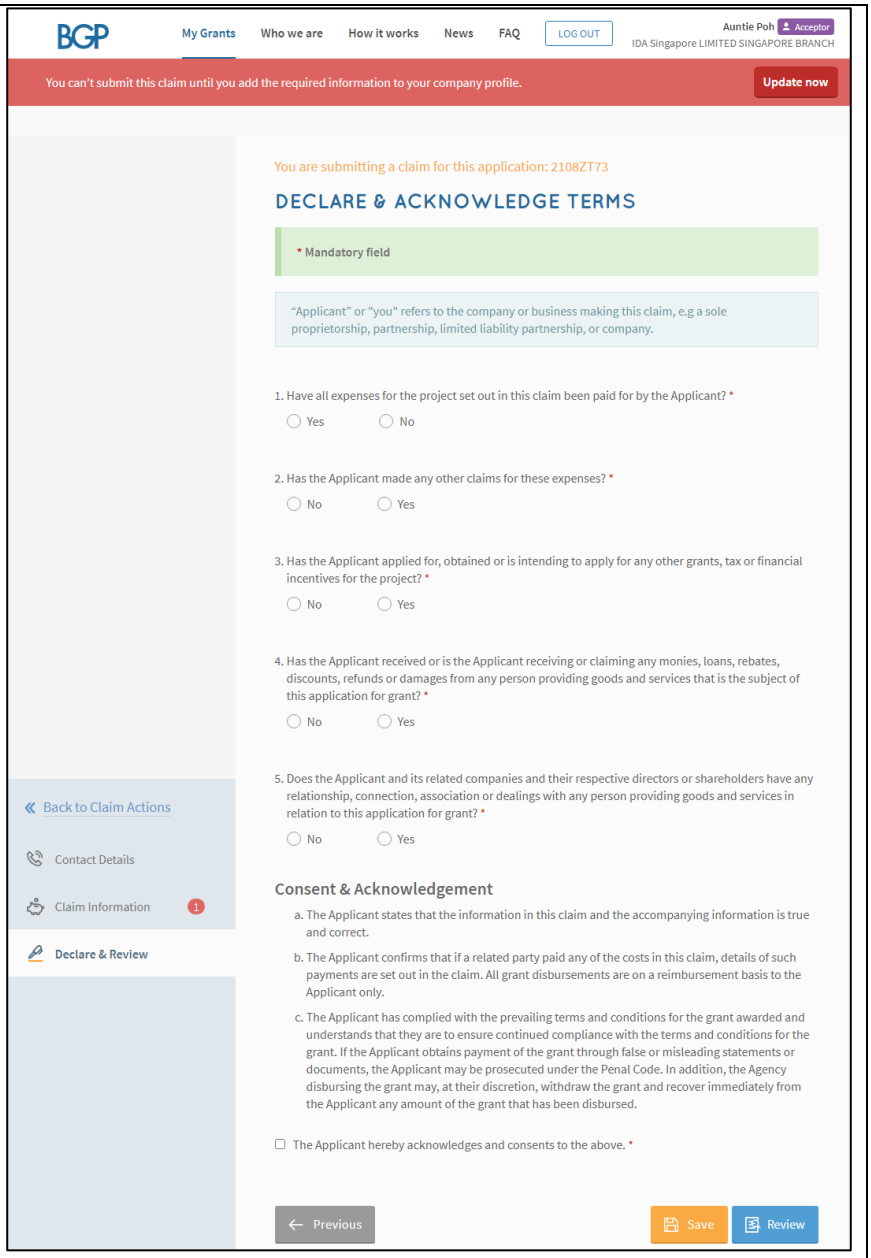
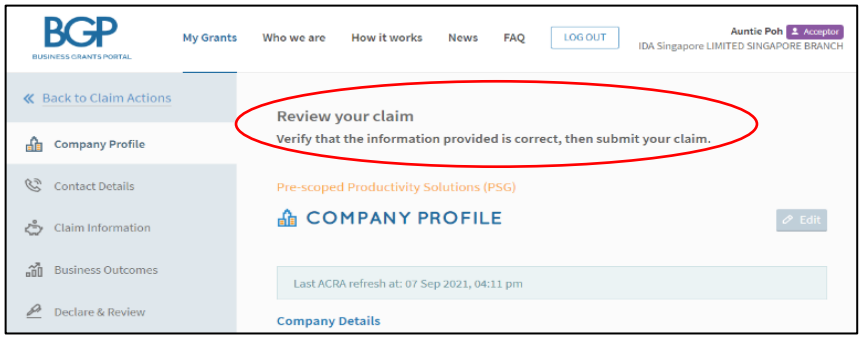
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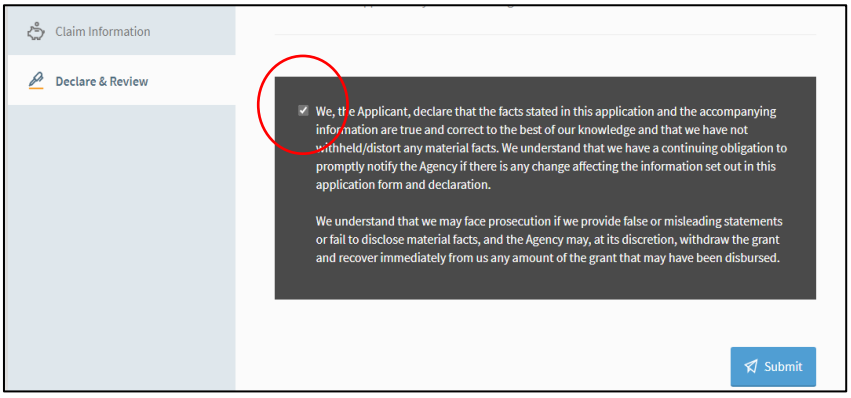
Check that the approved grant tallies with the amount reflected in the Letter of Offer
Key in actual expenses

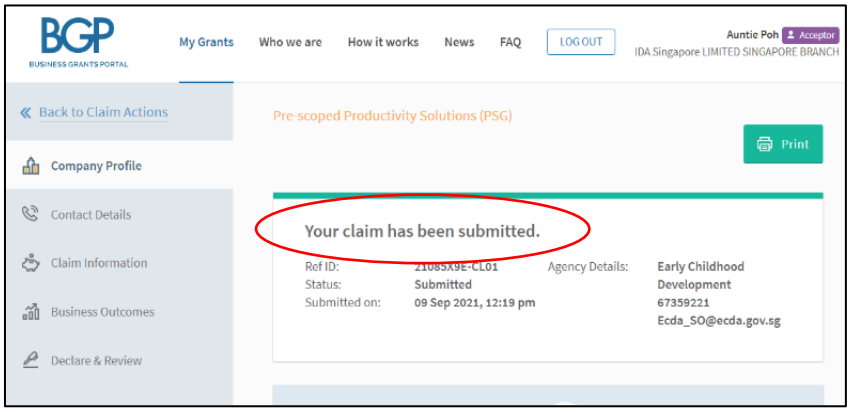
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<td>Key in Business Outcomes

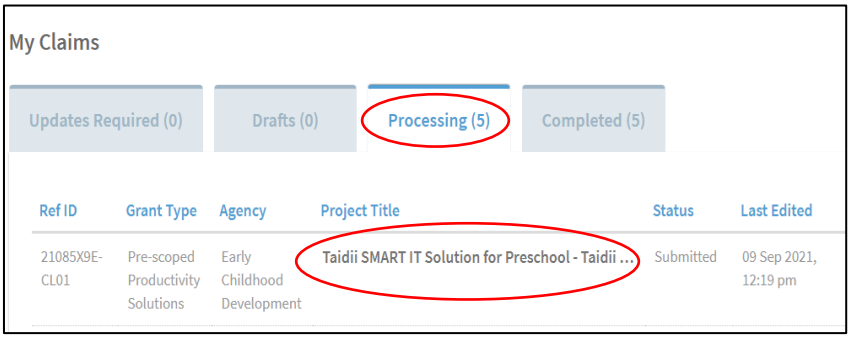
Refer to the Business Impact Form (for Claims) and follow the instructions within to derive the calculation of inputs required.
Save the final form with relevant inputs and submit it as a supporting document on BGP

</td>
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</table>

7.	Fill up declaration form and click “Review”	
8.	Review information and declaration and submit the claims	


Claim Information
Declare & Review
We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.
We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.
Submit


BGP
BUSINESS GRANTS PORTAL
My Grants
Who we are
How it works
News
FAQ
LOG OUT
Auntie Poh
Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH
Back to Claim Actions
Company Profile
Contact Details
Claim Information
Business Outcomes
Declare & Review
Pre-scoped Productivity Solutions (PSG)
Print
Your claim has been submitted.
Ref ID: 21085X9E-CL01
Status: Submitted
Submitted on: 09 Sep 2021, 12:19 pm
Agency Details: Early Childhood Development
67359221
Ecda_SO@ecda.gov.sg


My Claims
Updates Required (0)
Drafts (0)
Processing (5)
Completed (5)
Ref ID
Grant Type
Agency
Project Title
Status
Last Edited
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Pre-scoped Productivity Solutions
Early Childhood Development
Taidii SMART IT Solution for Preschool - Taidii ...
Submitted
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