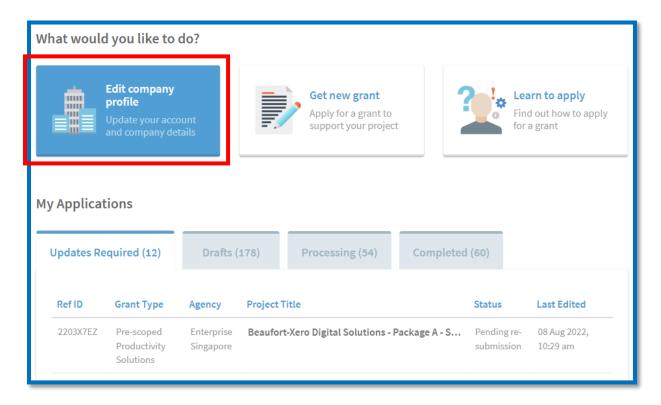
Step-by-step guide for eligible companies to apply for Energy Efficiency Grant (Base) in the Business Grants Portal (BGP)

Steps to accept the Letter-Of-Offer (LOF) for successful applications are on page 18 of the document

Application Submission

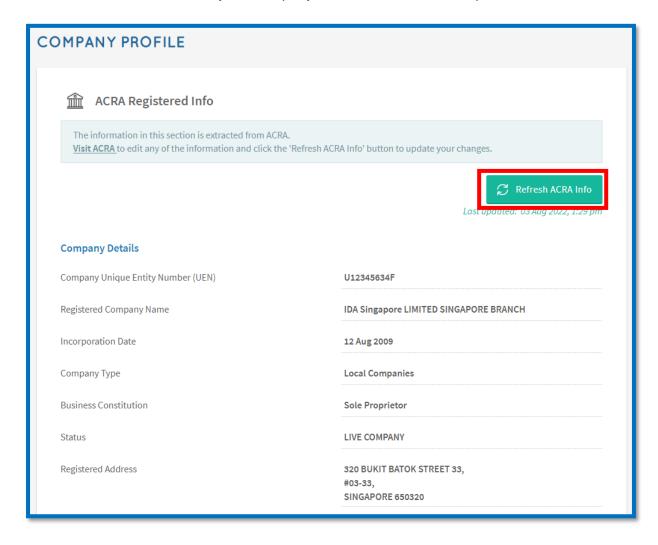
Step 1/11:

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



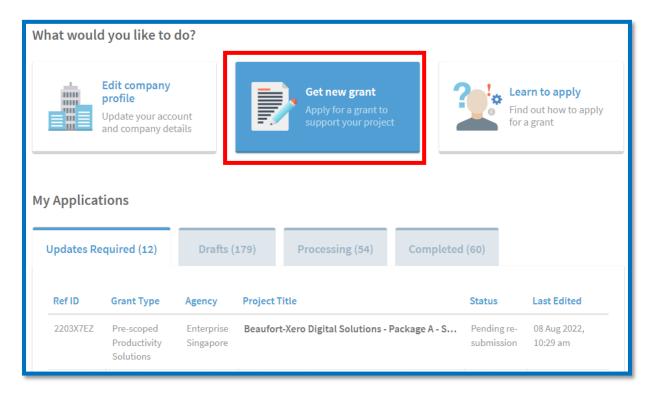
Step 2/11:

- 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'

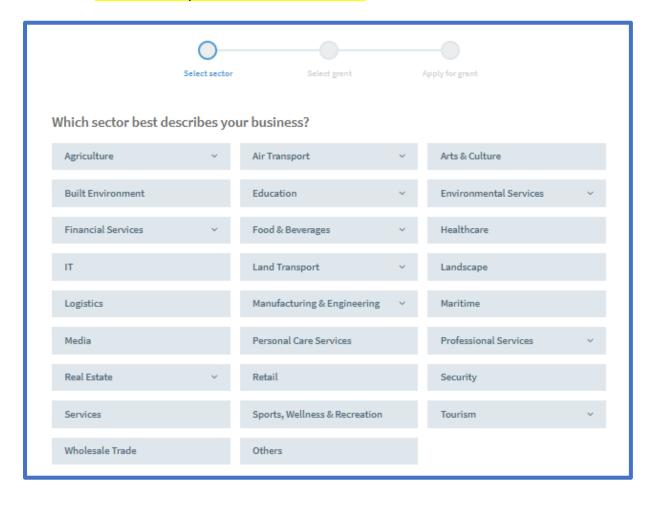


Step 4/11: Select business sector and grant type

 Select a Sector (or sub-sector within the dropdown) that best describes your business.

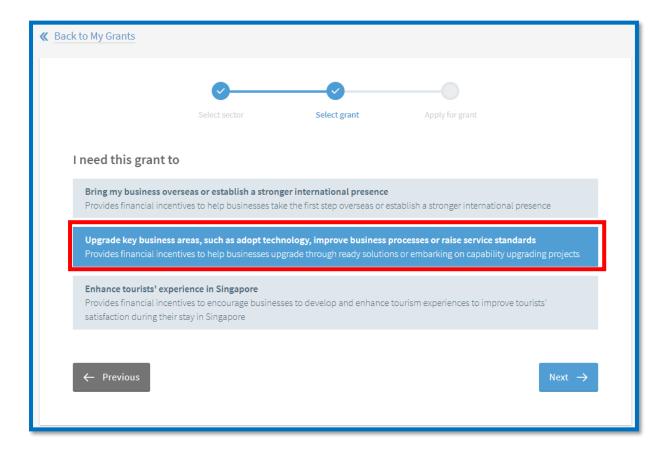
[Note: Please ensure that you select the correct sector such that it is received by the correct administering agency. Applicants who select the incorrect sector may be required to resubmit the application and lengthen the grant application process.]

- Construction companies should select Built Environment
- Food Services companies should select Food & Beverages
- Manufacturing companies should select the relevant manufacturing sector¹
- Maritime companies should select Maritime
- Retail companies should select Retail

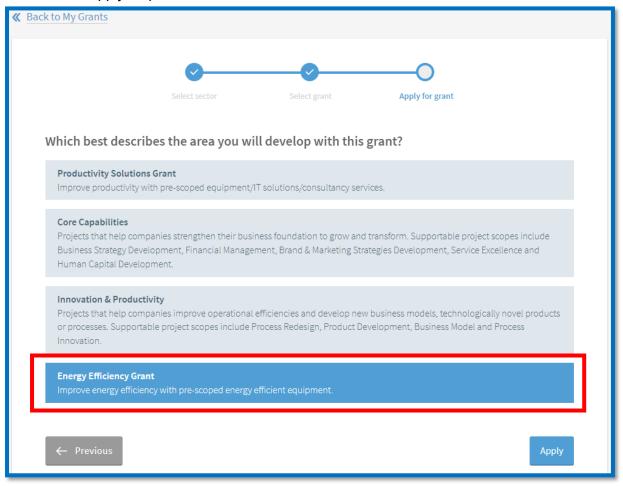


¹ Precision Engineering, Cleantech, Marine & Offshore, Advanced Manufacturing, Engineering Services, Biomedical Sciences, Other Manufacturing sectors is under **Manufacturing & Engineering.**Food Manufacturing is under **Food & Beverages**

 Click on 'Upgrade key business areas, such as adopt technology, improve business processes or raise service standards'

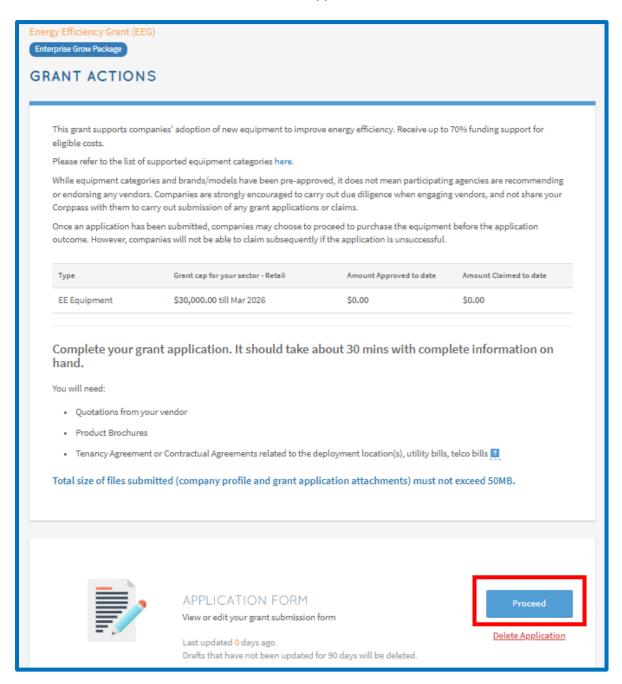


- Click on 'Energy Efficiency Grant'
- Click 'Apply' to proceed



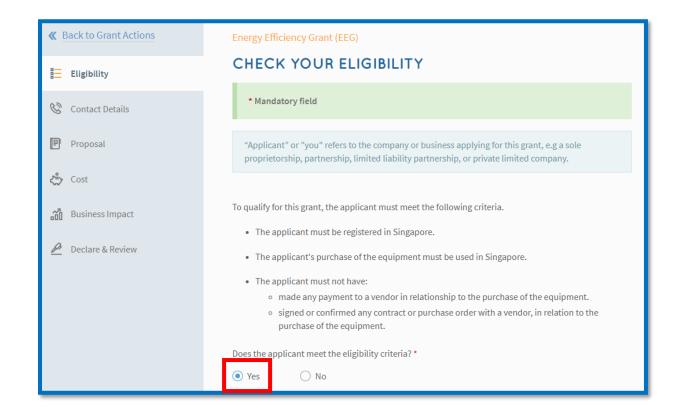
Step 5/11: Grant Actions Page

- 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



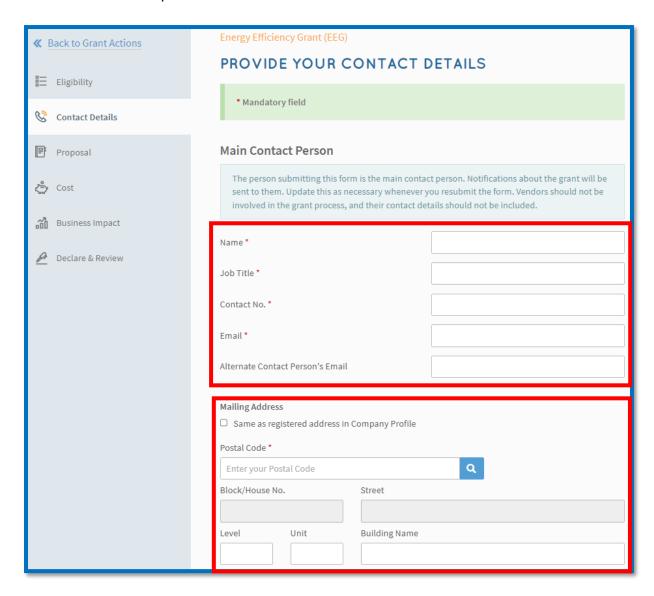
Step 6/11: Eligibility

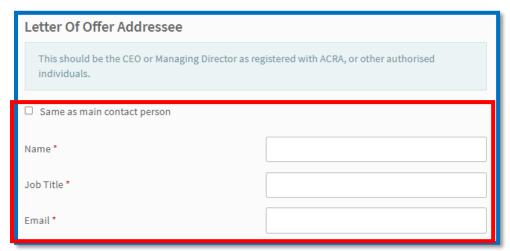
- · Check 'Yes' if you meet the eligibility criteria
- Click 'Next' to proceed



Step 7/11: Contact Details

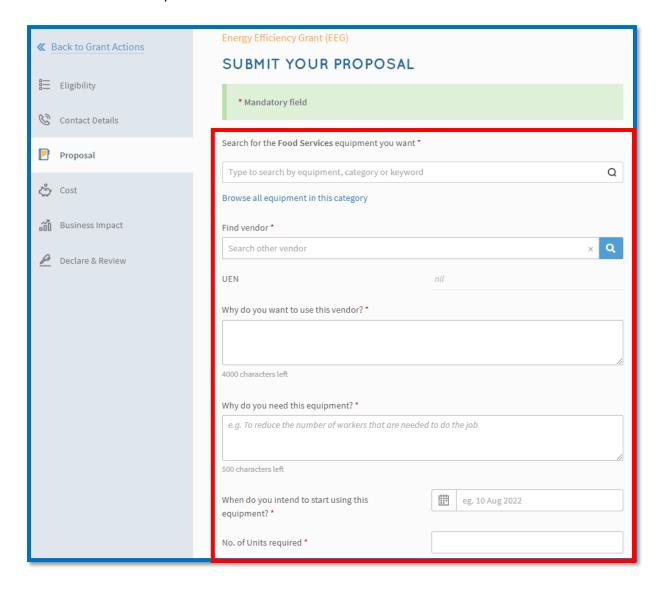
- Fill in details of the Main Contact Person
- Fill in details of the Letter of Offer addressee
- Click 'Next' to proceed

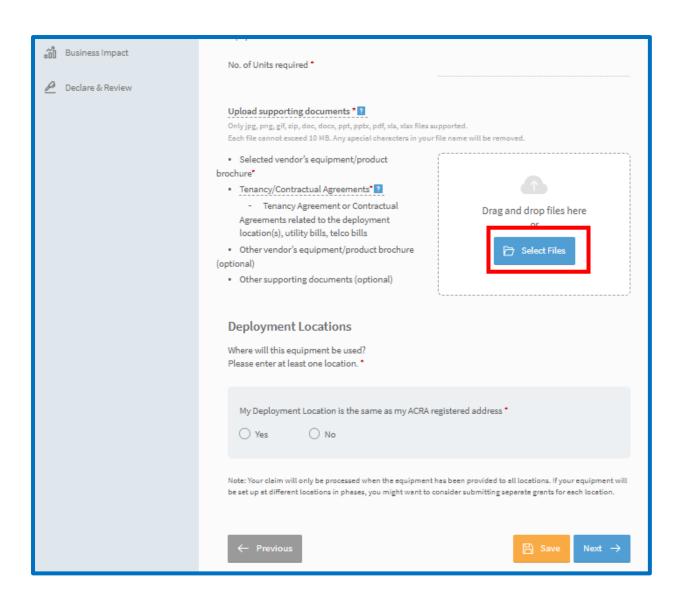


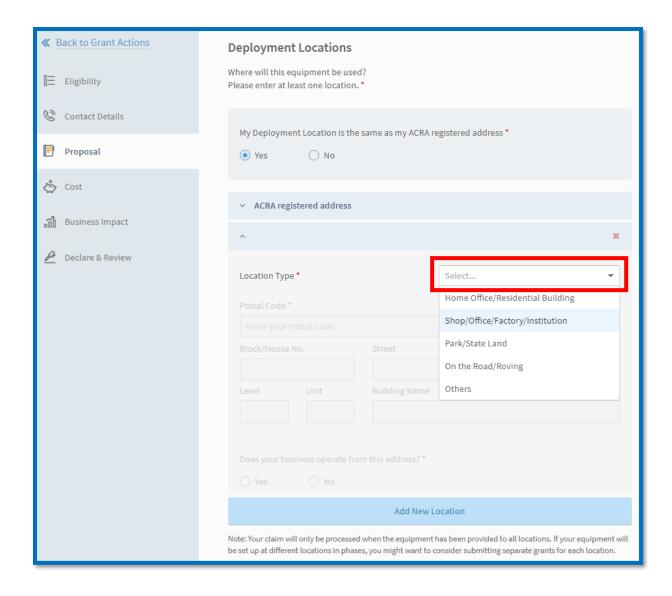


Step 8/11: Proposal

- Select the Brand/Model of the energy efficiency equipment based on the Equipment Type
- Search for the vendor you intend to purchase the equipment from and fill in details of EE equipment
- Upload and tag the mandatory supporting documents including the equipment quotation and tenancy agreements related to the deployment location
- Fill in your deployment location
- Click 'Next' to proceed







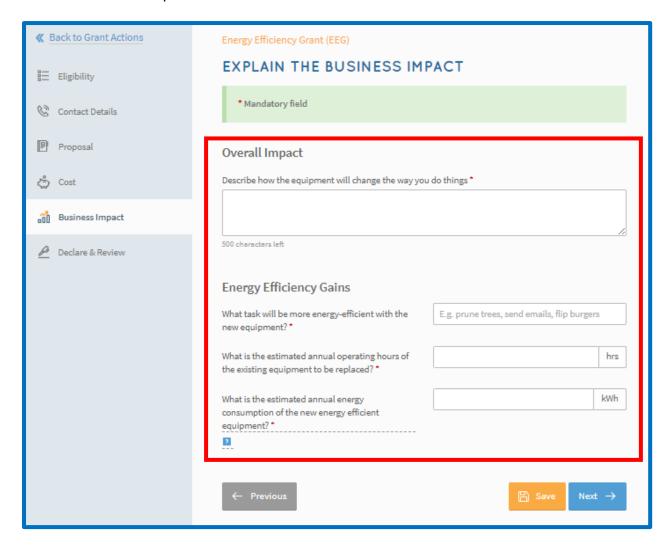
Step 9/11: Cost

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



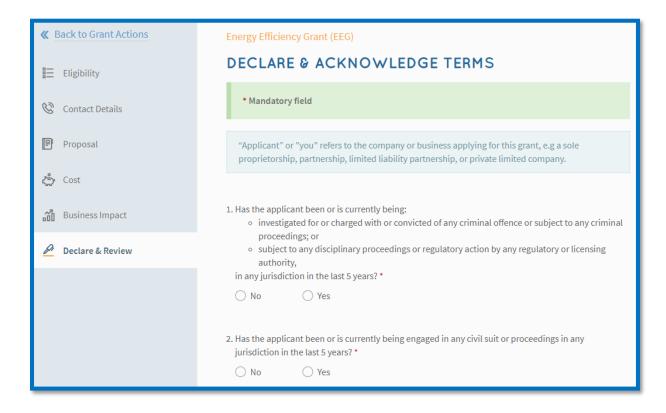
Step 10/11: Business Impact

- 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'



Proposal Consent & Acknowledgement a. 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, Mil Business Impact and to external auditors. b. The Applicant acknowledges that the submission of this application does not, of itself, Declare & Review 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. c. 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. d. 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. e. The Applicant acknowledges that it remains responsible for making the relevant licence applications required (where applicable) for business obtained from any other Government Body and/or ongoing compliance with terms and conditions relating to the licences obtained from any other Singapore Government Agency in connection with its business. The Applicant acknowledges that the approval of any grant application or project funding by the Agency does not mean that the Applicant is compliant with its other legal, regulatory and/or licencing obligations in respect of any other Singapore Government Agency. The Applicant acknowledges and agrees that it will, on an ongoing basis, continue to comply with all terms and conditions relating to all licences obtained from any other Singapore Government Agency in connection with their business. ☐ The Applicant hereby acknowledges and consents to the above. * □ I consent to sharing my information with other Government agencies working with Business Grants Portal for the purpose of receiving updates, promotions, and relevant information. I also agree to enrol in Government agencies working with Business Grants Portal newsletter subscription to stay informed about their services and initiatives. I understand that my information will be handled in

can unsubscribe from the newsletter at any time.

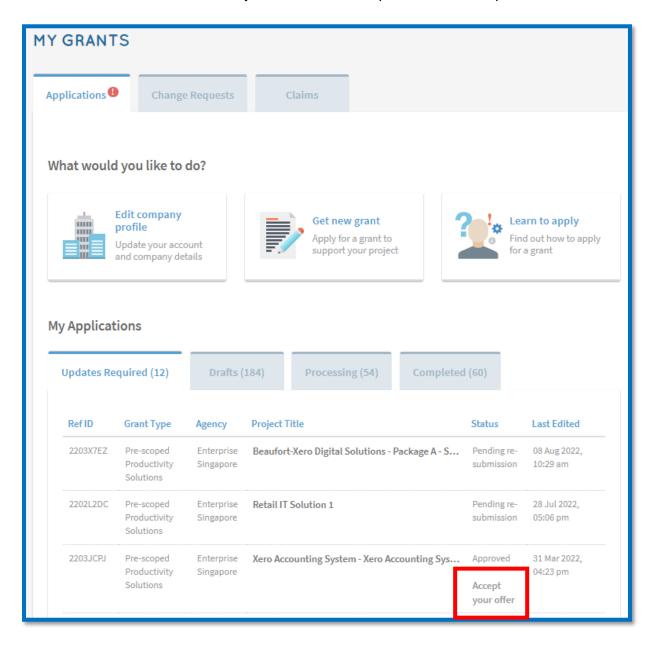
accordance with Government agencies working with Business Grants Portal privacy policy and that I

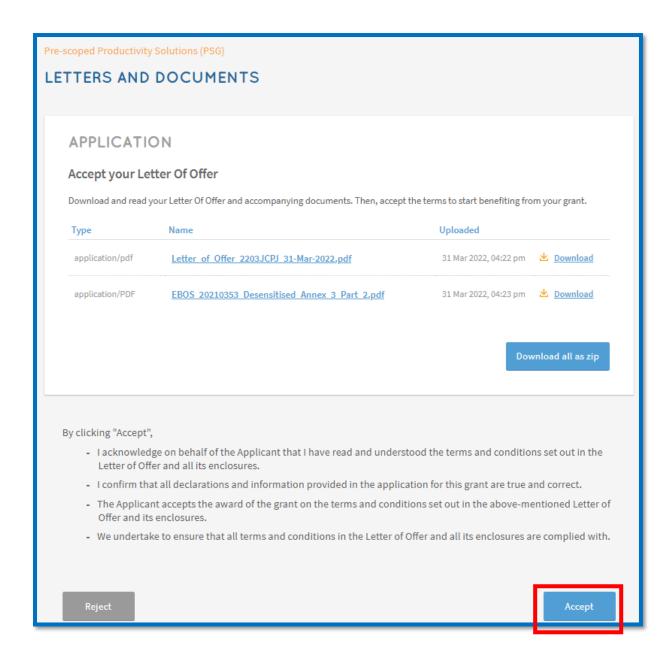
Acceptance of Letter of Offer (LOF)

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





Last updated: January 2025