DIGITAL CONTENT GRANT (DCG) 2024/2025
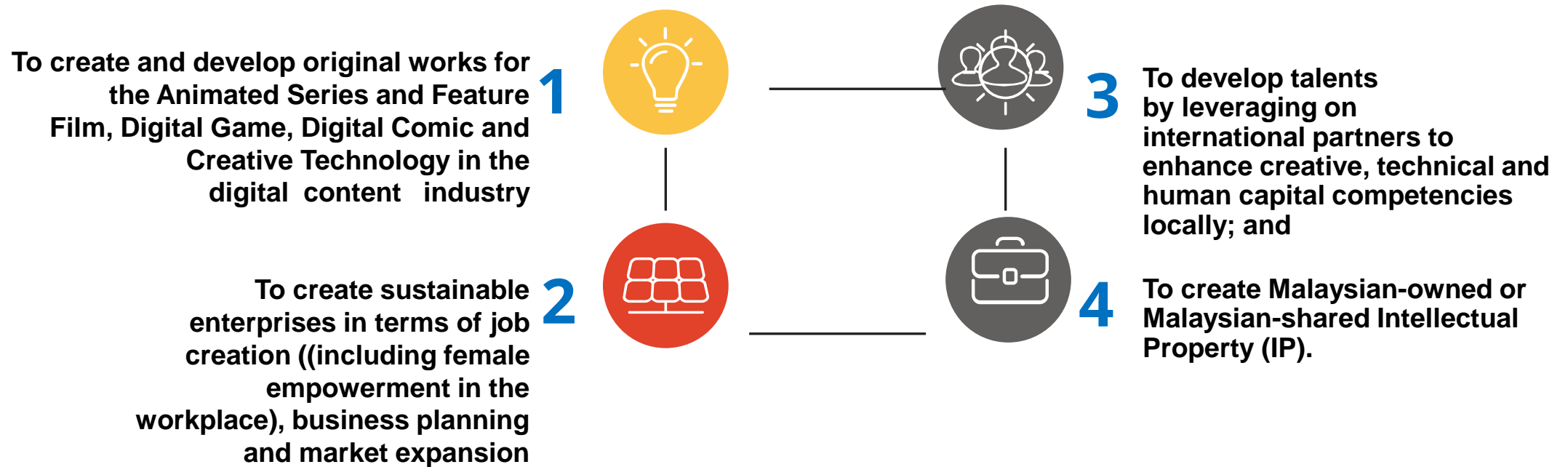
SEPTEMBER 2024

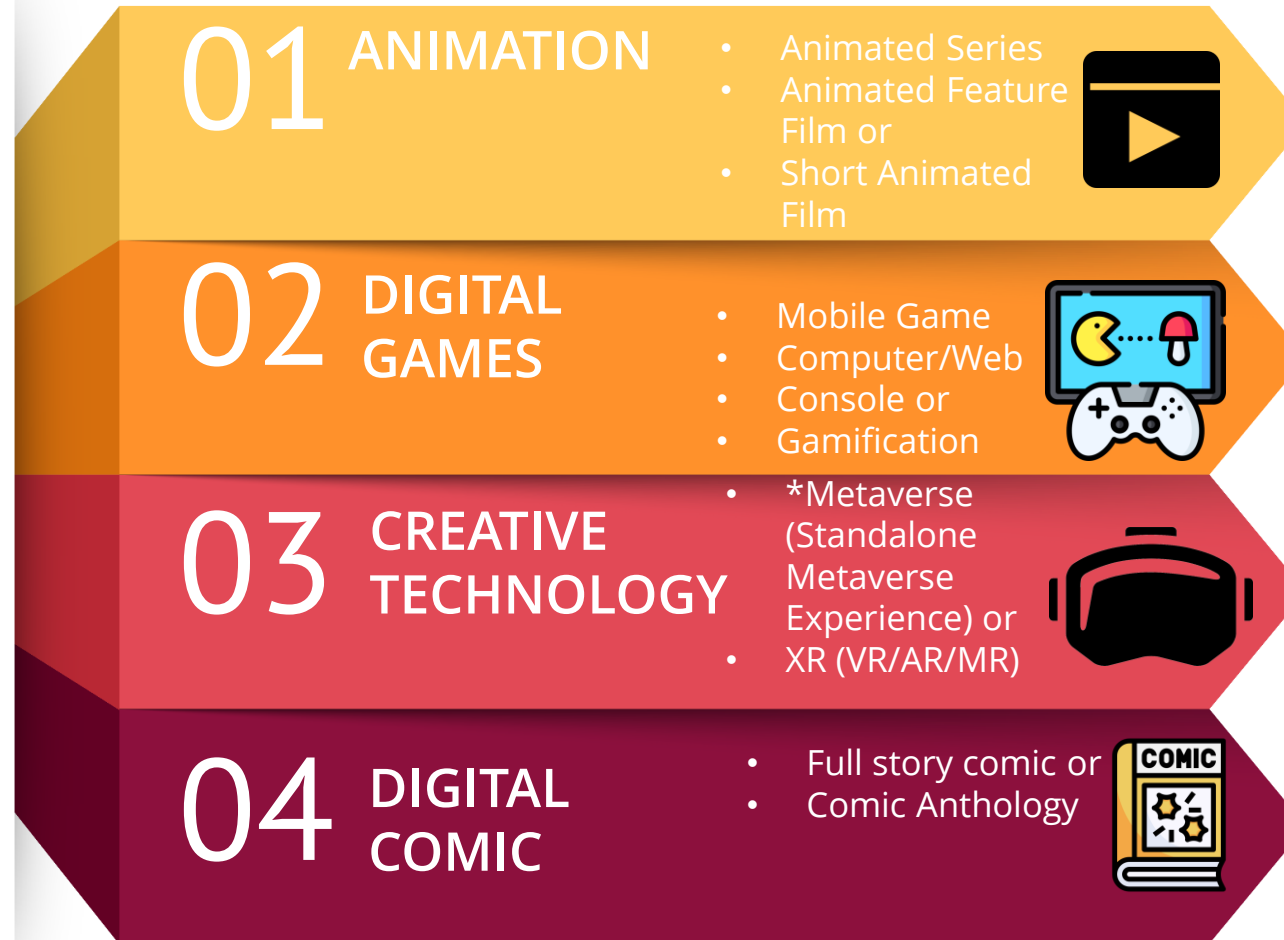# GRANT OBJECTIVES

To create and develop original works for the Animated Series and Feature Film, Digital Game, Digital Comic and Creative Technology in the digital content industry

1

3

To develop talents by leveraging on international partners to enhance creative, technical and human capital competencies locally; and

To create sustainable enterprises in terms of job creation ((including female empowerment in the workplace), business planning and market expansion

2

4

To create Malaysian-owned or Malaysian-shared Intellectual Property (IP).

SCOPE OF PROJECTS

01 ANIMATION
- Animated Series
- Animated Feature Film or
- Short Animated Film

02 DIGITAL GAMES
- Mobile Game
- Computer/Web
- Console or
- Gamification

03 CREATIVE TECHNOLOGY
- *Metaverse (Standalone Metaverse Experience) or
- XR (VR/AR/MR)

04 DIGITAL COMIC
- Full story comic or
- Comic Anthology

*Extra consideration provided for solutions that promote:
- Development of cultural assets and solutions
- National assets that represent Malaysian icons

TYPE OF GRANTS & QUANTUM

01 MINI

- **Ceiling Amount**: RM150,000

- **Grant Assistance**: Up to 100% of project cost or the ceiling amount, whichever is lower

- **Project Mobilisation**: 20% of the approved amount

- **Project Duration**: 6 Months

02 PRIME

Formerly known as Development Grant

- **Ceiling Amount**: RM500,000

- **Grant Assistance**: Up to 100% of project cost or the ceiling amount, whichever is lower

- **Project Mobilisation**: 20% of the approved amount

- **Project Duration**: 9 Months

03 MARKETING & COMMERCIALISATION

- **Ceiling Amount**: RM300,000

- **Grant Assistance**: Up to 100% of project cost or the ceiling amount, whichever is lower

- **Project Mobilisation**: 20% of the approved amount

- **Project Duration**: 9 Months

REQUIRED OUTPUT

Scope of Project	Mini & Prime Project		Marketing & Commercialisation
	Minimal Output	Optional	
ANIMATION	• Complete Animation (min 3 minutes); and • Feedback from commercial organization; or • Completed product published on commercial platform	• Script; • Character and environment design; • Production Pitching material	• Marketing and promotional activities execution; • Letter of Intent/ Broadcaster Deal/ Distributor Deal/ Investor Deal/Publisher Deal; • Feedback from commercial organization; • Minimum of 2 pitching sessions to buyers/investors; and • Media coverage.
DIGITAL GAMES	• Game concept design; • Complete vertical slice; and • Feedback from commercial organization; or • Completed product published on commercial platform	• Production pitching material	
CREATIVE TECHNOLOGY	• Prototype design; • Prototype test or complete content; and • Feedback from commercial organization; or • Completed product published on commercial platform	• Production pitching material	
DIGITAL COMIC	• Complete Digital Comic with min 2 books/volumes; and • Feedback from commercial organization; or • Completed product published on commercial platform	• Production pitching material	

*Example of complete product at Appendix #1

ELIGIBILITY CRITERIA

Mini Grant	Prime Grant	Marketing & Commercialisation Grant
A. Company - Incorporated in Malaysia under Companies Act 1965 or the Companies Act 2016 . - Active and minimum of fifty-one percent (51%) equity held by Malaysian(s); - Company revenue not more than RM 3 Mil - Must be awarded with **Malaysia Digital (MD) or MSC Malaysia Status** **B. Enterprise / Sole Proprietorship / Partnership / Limited Liability Partnership** i. Registered in Malaysia under Registration of Business Act 1956 or the Trade Licensing Ordinance 1948 (Sabah) or the Businesses, Professional and Trading License Ordinance (Sarawak) or Limited Liability Partnerships Act 2012; ii. Active and min 51% Malaysian ownership; and iii. Type of business as per SSM – animation, games development, digital comic & creative technology related services includes but is not limited to multi-sensory experiences made using computer graphics, video production, digital cinematography, virtual reality, augmented reality, video editing or any other type of business approved by MDEC.	1. Local and registered company: i. Incorporated in Malaysia under Companies Act 1965 or the Companies Act 2016 **for at least one (1) year** as of the date of submission; ii. Active and minimum of **fifty-one percent (51%) equity held by Malaysian(s);** iii. Minimum issued share **capital of RM20,000.00.** iv. Company revenue not **more than RM5 Million**; and v. Must be awarded with **Malaysia Digital (MD) or MSC Malaysia status**.	1. Local and registered company: i. Incorporated in Malaysia under Companies Act 1965 or the Companies Act 2016 **for at least one (1) year** as of the date of submission; ii. Active and minimum of **fifty-one percent (51%) equity held by Malaysian(s);** iii. Minimum issued share **capital of RM20,000.00;** and iv. Must be awarded with **Malaysia Digital (MD) or MSC Malaysia status**.

ELIGIBILITY CRITERIA

No	Mini Grant	Prime Grant	Marketing & Commercialisation Grant
2.	**Not the subject of liquidation/winding up/bankruptcy order and has no going concern issue*** (*If there is going concern issue (as reported in their latest audited account/other relevant document), to provide a letter of undertaking by the shareholder/authorised director/owner and/or partner (whichever applicable as per the Applicant/Recipient level of authority).		
3.	Director(s), shareholder(s), owner(s) and/or partner(s) of the eligible Applicant/Recipient **to declare and disclose if there is any business relationship/family relationship with any of MDEC's director or employee.**		
4.	Director(s), shareholder(s), owner(s) and/or partner(s) of the eligible Applicant/Recipient t**o declare if they are under any litigation or legal proceeding.**		
5.	Director(s), shareholder(s), owner(s) and/or partner(s) of the eligible Applicant/Recipient t**o declare if they are blacklisted by Malaysia Anti-Corruption Commission (MACC), Bank Negara Malaysia (BNM), Securities Commissions Malaysia (SC) and MDEC.** In the event, the Director(s), shareholder(s), owner(s), and/or partner(s) are blacklisted, the said Applicant/Recipient shall be disqualified.		
6.	Applicant/Recipient with common shareholder(s), owner(s) and/or partner(s) **can only apply for one (1) grant per one (1) project** administered by MDEC at any one time.		
7.	Applicant/Recipient is not a current grant recipient from MDEC, the National Film Development Corporation Malaysia (FINAS), or MyCreative Venture Sdn Bhd.		

ELIGIBILITY CRITERIA

No	Mini Grant	Prime Grant	Marketing & Commercialisation Grant
8.	If Applicant/Recipient previously **has received any MDEC/government grant***, the Applicant/Recipient must: i. Demonstrate the completion of the funded project(s); and ii. Declare any notice of non-compliance/breach being recorded during the period of the funded project(s). If the company currently has on-going grant with other government agencies, Applicant/Recipient to prove that the project is different (not overlap with the proposed project under MDEC's grant) and has no non-compliance/breach issues being recorded during the period of the funded project(s) (via a letter from grant awarding entity or equivalent).		
9.	Past MDEC Grant Recipients can only reapply after one (1) year from the project completion date (grant closure email date). Exceptions are granted to: i) Recipients of Prisma/Mini Grant applying for Prime Grant for the same project, or ii) Recipients of Prisma/Mini/Development/Prime/Production/Mega Grant applying for Marketing and Commercialization Grant for the same project. Note: Example of exception can be referred at appendix 2.		
10.	Not a broadcaster, television networks, over-the-top (OTT) platforms or media company.		
11.	The Director(s),shareholder(s), owner(s) and/or partner(s) of the Company **shall not owe any amounts to MDEC due to claw back** issues from previous grants.		

For 2024/2025 referring to point no 9 of the eligibility criteria here is the example of the exceptions

DCG Past Recipients Scenario	Same Project/Title/IP			Different Project/Title/IP		
	Mini Grant	Prime Grant	Marketing & Commercialisation grant	Mini Grant	Prime Grant	Marketing & Commercialisation grant
Mini Completed in September 2022	X	√	√	√	√	√
Prisma Completed in September 2023	X	√	√	√	√	√
Development Completed in September 2023	X	X	√	√ After September 2024	√ After September 2024	√ After September 2024
Development Completed in July 2024	X	X	√	X	X	X
Mini Completed in August 2024	X	√	√	X	X	X

SPECIFIC CONDITIONS

- The Grant recipient shall **create job opportunities** in the development of the project as may be specified by MDEC. The said jobs must be **filled by Malaysians**; and

- The Grant Recipient shall ensure that at all times during the project duration and the availability period **more than fifty percent (50%) of the team involved in the project are Malaysians**.

Scope of Evaluation – must include but not limited to the followings:-

1. Strength of the Applicant's capability to complete the Project;

2. Strength of the Project being in line with the objective of the Grant(s);

3. Strength of the Project from the project output, outcome perspective;

4. Strength of the Project being completed given the resources allocated;

5. Strength of the sources of funds available to fund the balance of the Project cost and Applicant's funding commitment to the Project;

6. Strength of the commercial viability of the Project;

7. Merit of Applicant's financial stability i.e. cashflow, profitability of the company etc.; and

8. Merit of the overall proposed Project.

DOCUMENTS REQUIRED

Slide Deck

Project Proposal Pitch Deck using MDEC template

1 Year Latest Audited Account

If the Applicant/Recipient has going concern issue (as reported in their latest audited account, the Applicant/Recipient is to provide a letter of undertaking by the shareholder and/or authorised director (whichever applicable as per the Applicant/Recipient's level of authority) of the Applicant/Recipient's company to undertake that in the event that their application is approved, the Applicant/Recipient shall perform its obligations under the terms and conditions to be issued by MDEC and the said shareholder and/or authorised director to provide financial support to the company to enable the company to meet its obligations and/or liabilities under the terms and condition.

Board of Directors' Resolution

Board of Director Resolution to be signed by the majority of directors on the appointment of authorized signatory.

Company Profile

Applicant/Recipient profile (and employee profile where applicable) detailing track record in development of creative works whether as an outsource service provider or in creation of original works.

Integrity Pact

Integrity Declaration Form (Appendix C) of MDEC's Integrity Pact

Award

Copy of award(s) and/or recognition(s) received in 5 years (if any).

Proof of Project Completion

If previously has received any grant from MDEC and/or any other ministries or agencies under the Government of Malaysia, to provide proof of project completion (i.e: closure letter from the ministries/agencies).

Outsourcing Quotation & Declaration

Outsourcing (if applicable (company/enterprise/sole proprietorship/partnership/limited liability partnership only)
- Agreement or quotation from the outsource party(ies);
- Declaration letter of outsourced portion of the project detailing out:
  - The scope of work of the outsourced portion;
  - The identity of the outsourcing party(ies);
  - The amount of outsourcing cost (must be corroborated with quotations and/ or agreements);
  - Please declare if the outsourcing company is a related company; and
  - The arrangement should at least benefit more to the Applicant/Recipient (including copyright, ownership of IP and declaration of no relationship in terms of shareholders and assets).

Ready Product

Show proof of ready product to market and to commercialize:
i) marketing strategy and possible outcome; and
ii) trailer / pilot episode / game prototype; or
iii) production bible; or
iv) completed animation series or animation feature; or
v) completed playable games.
(for marketing & commercilisation grant application)

ELIGIBLE EXPENSES

No	Description
1	**Salary** limited to personnel involve directly with the project (excluding applicant's directors, shareholders, *C-Level, finance, HR, admin and non tech personnel Eg: intern, despatch and etc); * Creative Director is allowable and it can be from one of the Director/Shareholder of the Company. Not applicable for Non Sdn Bhd.
2	**Cost of IT Hardware and IT equipment** associated with the development of the project;
3	Cost of **Software** associated with the development of the project;
4	**Cost associated to obtain IP protection** (e.g: patents, trademarks, copyright, other forms of IP Protection, legal and professional services);
5	**Marketing, Commercialization, Licensing and Distribution cost**
6	**Outsourcing Cost** which (i.e. cost incurred by the third party appointed/engaged by the Applicant/Recipient for the development of the Project) **not more than 20% from the grant amount requested** . To provide the justification if outsourcing outside of Malaysia;
7	Any cash transaction **MUST not exceed RM1,000 per invoice.** Cash transaction is not applicable for salary and outsourcing; and/or
8	Any other eligible expenses identified and recommended by Grant Recommendation Committee (GRC) and approved by the rightful Approval Committee.

NON-ELIGIBLE EXPENSES

No	Description
1	Any form of taxes and duties;
2	Expenses in obtaining certification & accreditation for professional development;
3	Maintenance of plant / equipment;
4	Mobile phones, Camera, Tablets, laptops and personal computer (including additional accessories not part of hardware bundle ie additional mouse, cable; printer and other peripherals) for **general use;**
5	Furniture and Fittings;
6	Utilities (phone bills, electricity, internet), printing, office rental, stationaries, secretarial, audit fees;
7	Travelling expenses which includes mileage, food and beverage and accommodations;
8	Incentives that support political campaigns and/or of political nature;
9	Incentives for faith-based activities;
10	Depreciation costs;
11	Debts and debt service charges, fines, financial penalties and expenses of litigation;

NON-ELIGIBLE EXPENSES

No	Description
12	Bank charges, costs of guarantees and similar charges;
13	Conversion costs, charges and exchange losses;
14	Provision for losses or potential future liabilities;
15	Any expenses or claims, including outsourcing costs, incurred by related parties of the Applicant/Recipient for project development, testing, and certification;
16	Credits to third parties; and /or
17	Any other expenditures non-related to the project.

Documents required for claims submission

1 Grant Recipient will present the project milestone progress to the Project Milestone Evaluation Committee using a standard project progress report template in PowerPoint slides and to provide evidence of specific milestone deliverables/KPI by each milestone.

2 Project Milestone Evaluation Committee must be satisfied with the proof of each deliverables presented and sign the assessment report to MDEC.

3 The Grant Recipient to submit all allowable claims as stated in the agreement. All relevant supporting documents for the claims should be verified by an External Auditor.

MDEC reserves the right to request additional information from the Recipient at any time.

Documents required for milestone claim
1. **Annexure 5A (Form of Utilisation Request For First Drawing – Mobilisation)** 2. **Annexure 5B (Form of Utilisation Request - For every Drawing subsequent to the First Drawing)** 3. **Annexure 5C (Audit Verification Letter by External Auditor*)**   ***(External auditor must be form an audit firm registered under Malaysian Institute of Accountants (MIA)**

Type of Expenses	Required Supporting Documents (in Softcopy)
Project Personnel Salaries	• Payslip; or • Payment Voucher (only applicable consultant/ freelance) • Bank Statement as proof of payment • Employment Letter or Contract of Service
IT Hardware and IT equipment & Software	• Invoice • Receipt • Bank Statement as proof of payment • Copy of claim form and proof of reimbursement (if applicable – for payment made by Individual) • Payment via credit card (invoice & receipt shows office address)
Outsourcing	• Invoice • Receipt • Bank Statement as proof of payment
Intellectual Property (IP)	• IP Application Registration form • Official Receipt by Government's IP Legislation Administrator • Invoice • Bank Statement as proof of payment
Marketing and Commercialisation	• Quotation • Invoice • Receipt • Bank Statement as proof of payment

Documents required for claims submission

IMPORTANT NOTES:

1 The expenses MUST be made by the Grant Recipient. All relevant claim supporting documents to be verified by an External Auditor.

2 The expenses MUST be incurred during the Project Duration or up to 30 days from the Project Completion Date, whichever is earlier.

3 Please be reminded that under Section 18 of the Malaysian Anti-Corruption Commission (MACC) Act 2009, a person commits an offense if they provide any documents such as receipts / invoices that are false or erroneous or defective in any material particular with the intention to deceive MDEC being the public body as defined under the said Act. Any person who commits an offence under this section shall be liable to an imprisonment for a term not exceeding 20 years and a fine of not less than 5 times the sum or value of the false or erroneous or defective material particular, where such false or erroneous or defective material particular is capable of being valued, or of a pecuniary nature, or RM10,000.00, whichever is the higher.

PROPOSED TIMELINE

Grant open for Application

Application closes

Result of Grant Application

| 9 September 2024 | 11 & 24 September 2024 (2 x) | Until the fund is fully utilized | November – December 2024 | January/February 2025 |

Online briefing

Pitching & Evaluation
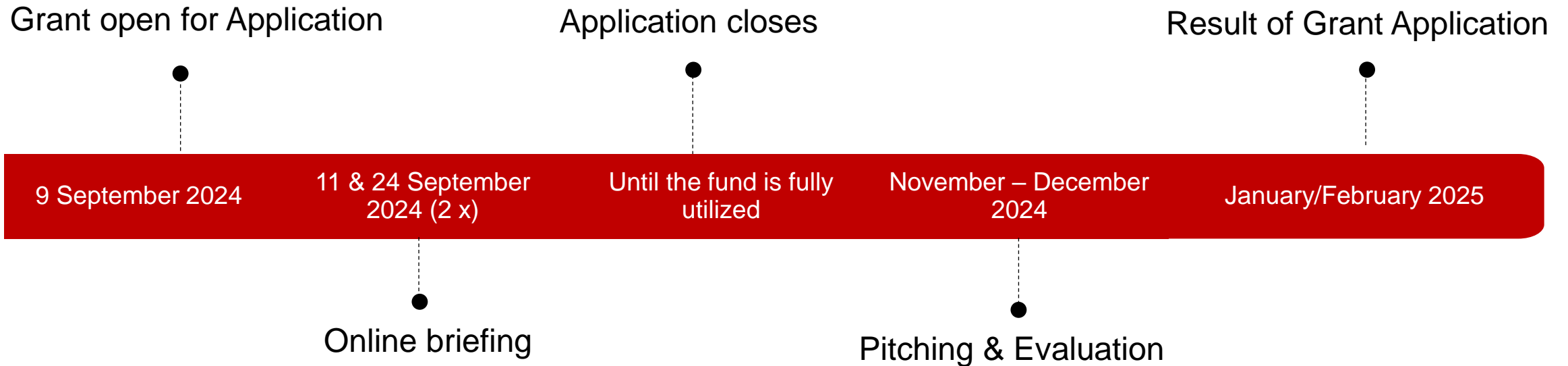
Notes : No resubmission is allowed once application is rejected. Kindly ensure that all eligibility criteria is met prior applying the grant application.

Application Journey

Step 1
"Register" and "Log in" the MD System
Link

Step 2
Click New Application and Select Grant

Step 3
Select Grant Type
(You can only submit one grant application per submission)

Step 4
Fill up the online application form and upload all the required supporting documents

Step 5
Submit Application

Step 6
Application will be reviewed for completeness and compliance by MDEC

Step 7
Pitching Session by the Company

Step 8
Approval Process

Step 9
Application Result

MDEC will process in stages until the fund are fully utilised. The processing of application will take 30 working days from the date of complete application until presentation to the Grant Recommendation Committee (GRC). The application will then be tabled to the Ministry of Communication for deliberation and final approval. The company will be informed by MDEC once decision has been made.

MALAYSIA DIGITAL CATALYST GRANT (MDCG)

HARNESSING INNOVATION FOR THE FUTURE

Empowering Malaysia into a progressive, digital led economy and shaping a digital future in the tech ecosystem.

APPLICATION CLOSED

Apply now at https://malaysiadigital.mdec.my/Apply
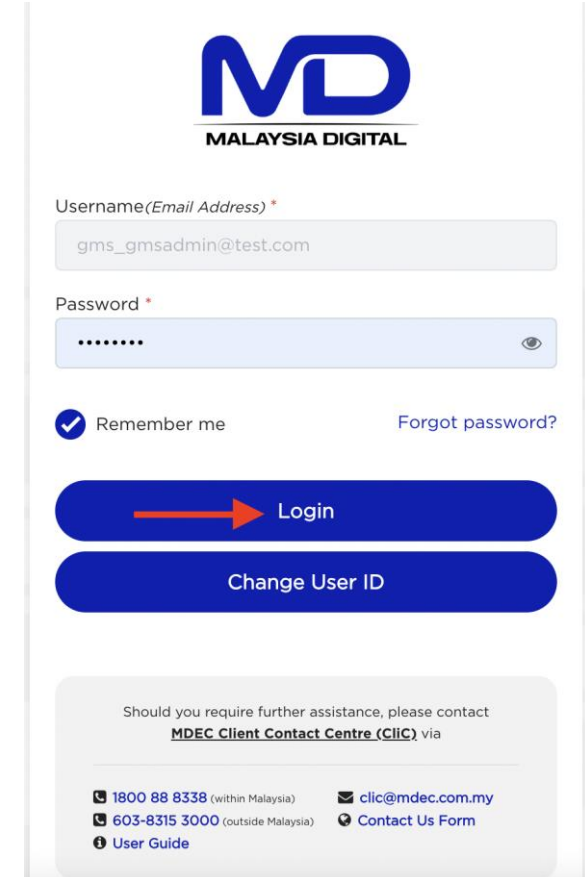
Any inquiries, kindly email to clic@mdec.com.my

Login

1. Login

- Open to GMS login page link: https://malaysiadigital.mdec.my
- Enter users name as email address and passwords to log in. Refer Figure 1
- Click Remember me to auto save your username & password for the next login
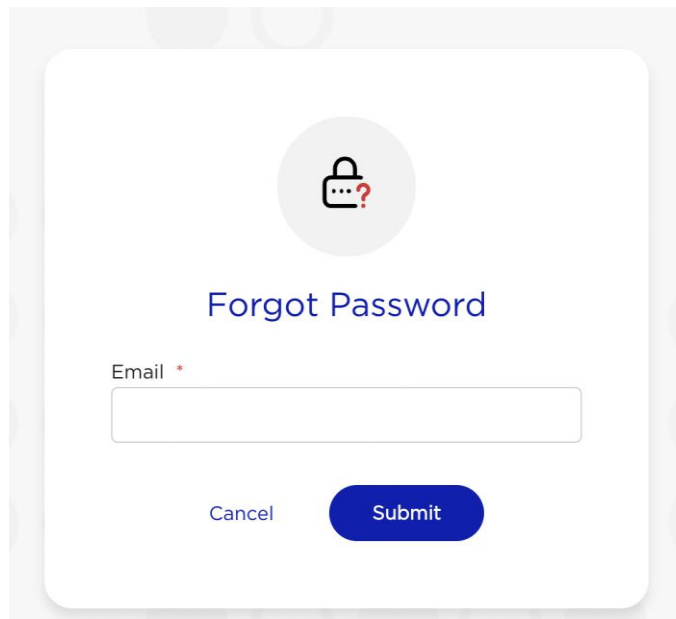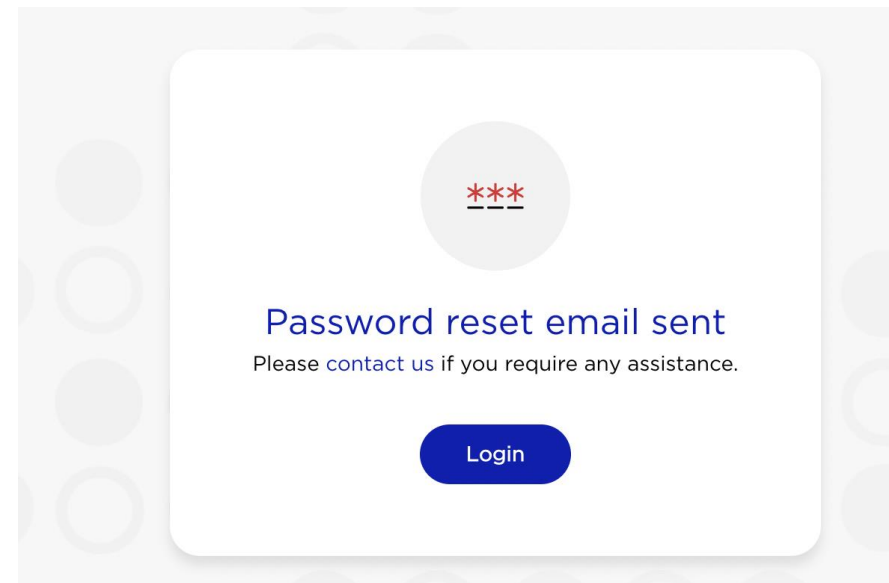
Figure 1. Login screen

Login

1. Forget password

- Enter a resisted email to reset a new password
- Enter users name as email address and passwords to log
in. Refer Figure 2
- Open your registered email to reset a new password.

Figure 2. Reset password with resisted email.

Login

2. Register new Account

- To register a new account, Click **Register New Account** via MDEC website > Key in register information. Refer *Figure 3.*

Figure 3. Register new account information.

Apply Grant by Company

1. Apply a new Grant Type

This function allows Applicant/ company to apply a new grant type.

- For the first time: Click **Register** new account > **Login**> Select **MDEC Grant Program**> **Published Grant Type** Listing> Select a **Grant Type** to apply >

- Applicants must register an account for the first-time application.

- After registering & logging in successfully, Click Grants > Click

button. Refer *Figure 4.*
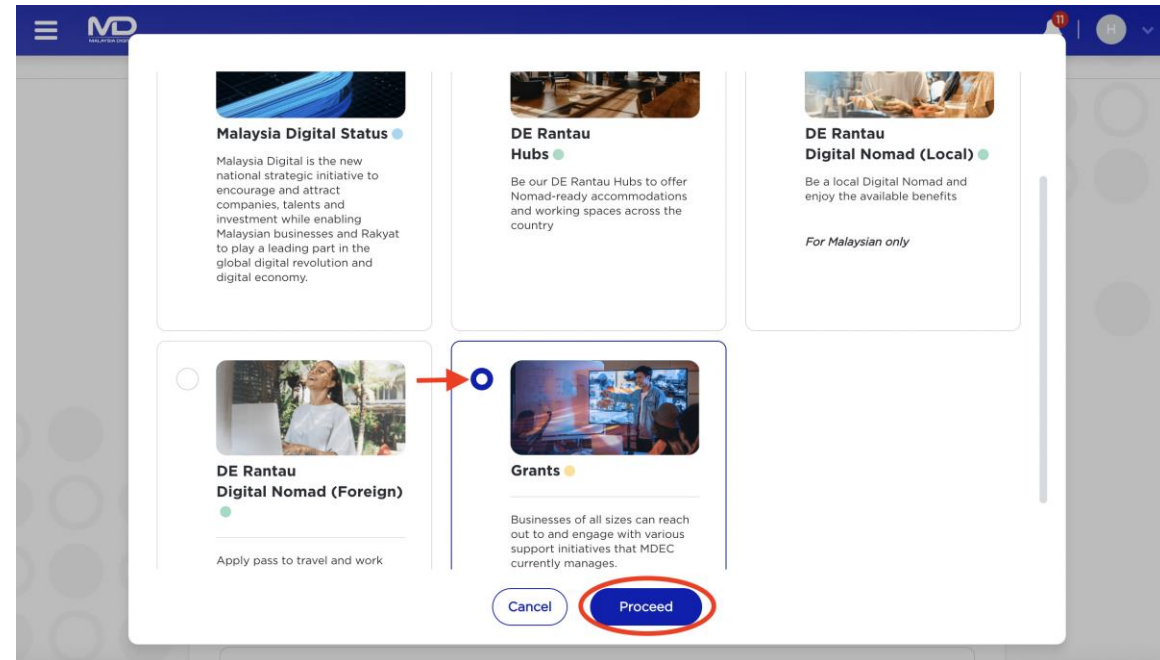
Figure 4. Landing page for the first-time login without any grant application

Apply Grant by Company

1. Apply a new Grant Type (Cont)

For the following login, if applicants have already had an application (Submitted/ Draft): View **My Application** listing > **New Applications** > Select **MDEC Grant Program** > **Published Grant Type** Listing > Select a **Grant Type** to apply. Refer *Figure 5.*
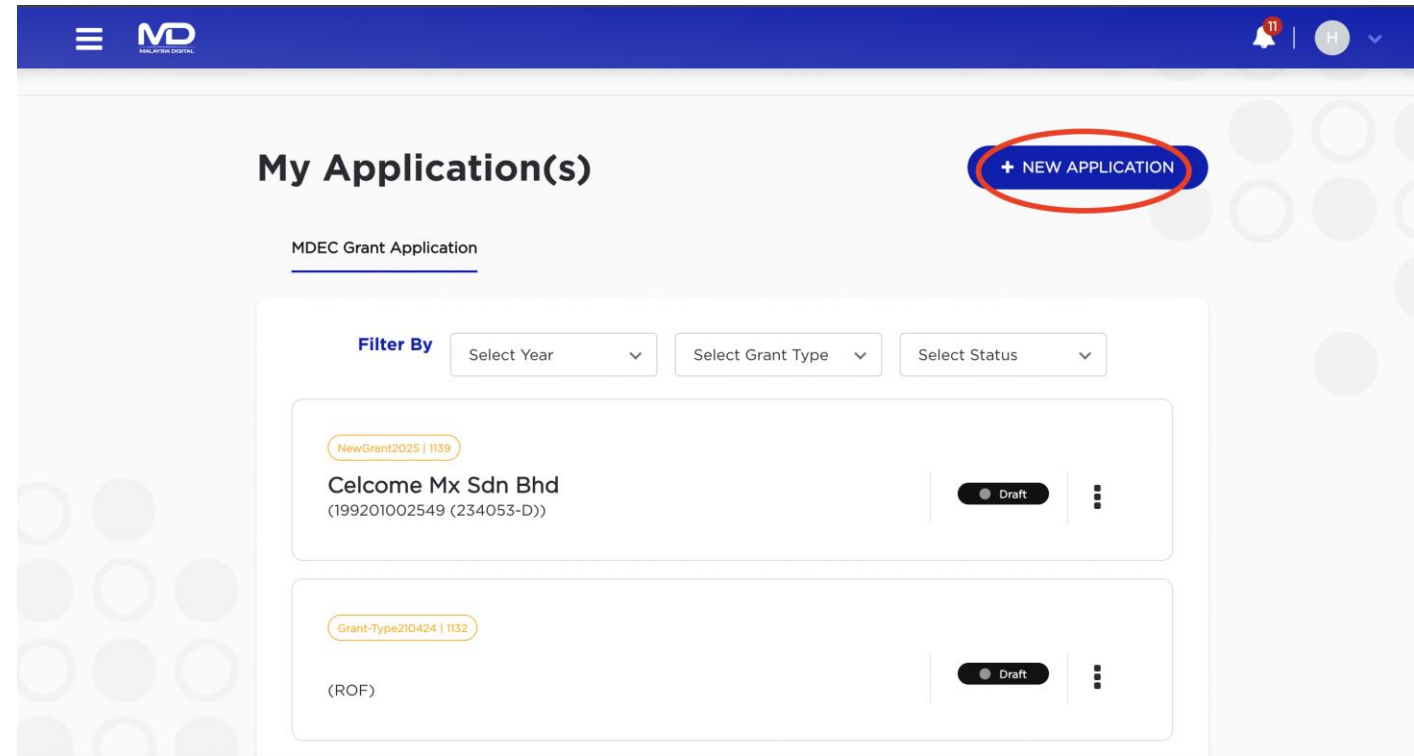
Figure 5. Landing page for the login having a grant application.

Apply Grant by Company

2. Select a Grant Type to apply

There are several grant types available to apply for, ensure to select the suitable grant matching your business profile. Select a Grant Type > **Proceed**.

- Further information of the grant can be found at the More Information. Refer *Figure 6.*

- Click on the [‹ OTHER APPLICATIONS] icon, to navigate to the main landing page.
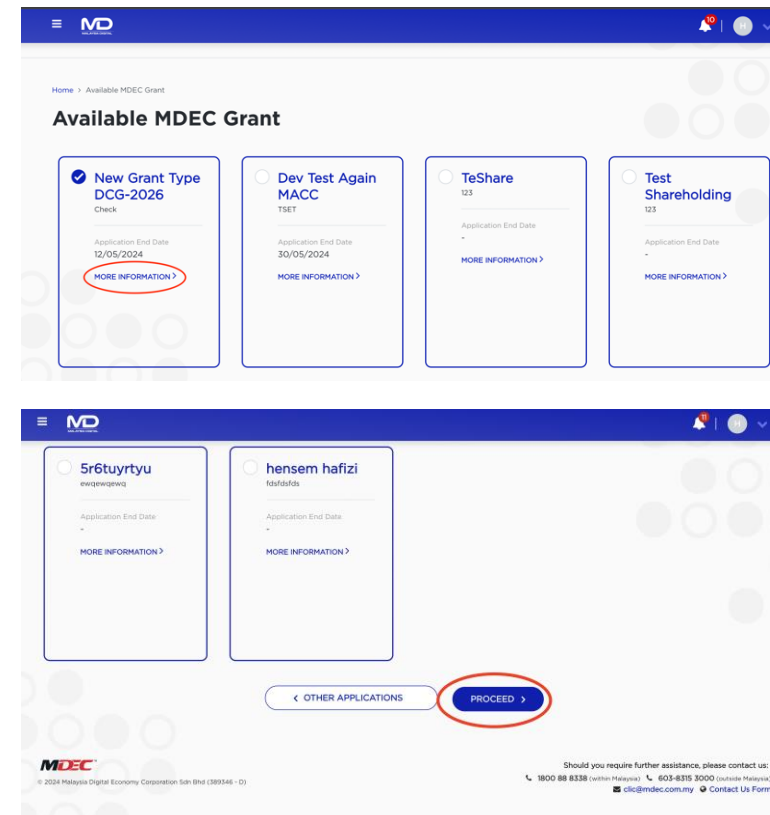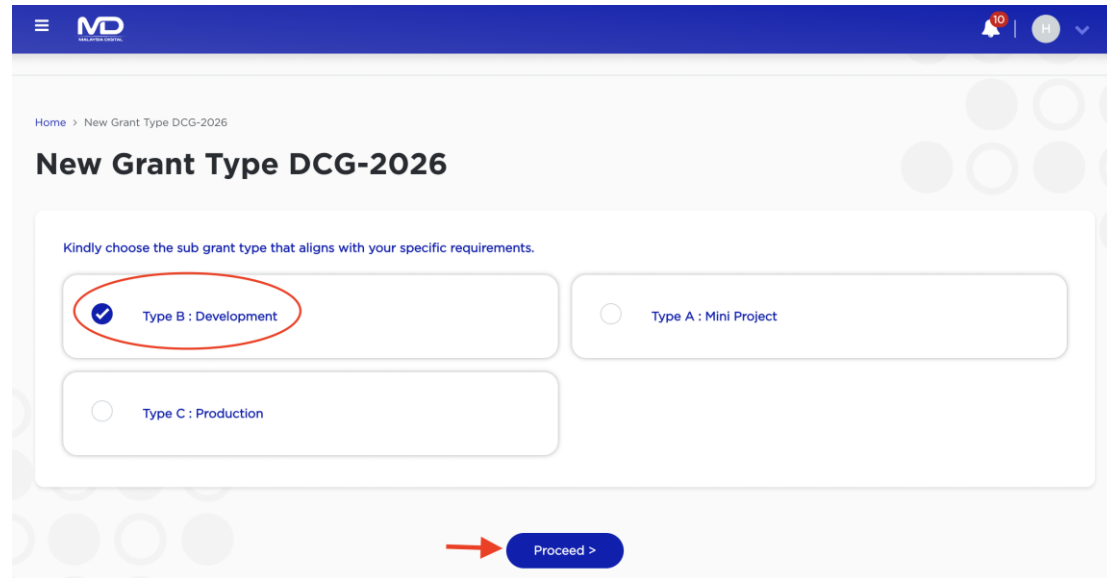
Figure 6. Listing of available grant type-n ready to apply.

Apply Grant by Company

3. Select a Sub-grant type.

Under certain grant types, there may be sub-grant types, ensure to select the correct a sub- grant type for your application. Select a Sub grant type > **Proceed**. Refer *Figure 7.*

Figure 7. Select a sub-grant type to apply.

Apply Grant by Company

5. Select a project category.

Under certain grant types, there may be Project categories, ensure to select the correct sub-grant type for your application. Select a project category > Proceed. Refer *Figure 8.*

- Click on the confirm button > **Procced** to application. Refer *Figure 8.*
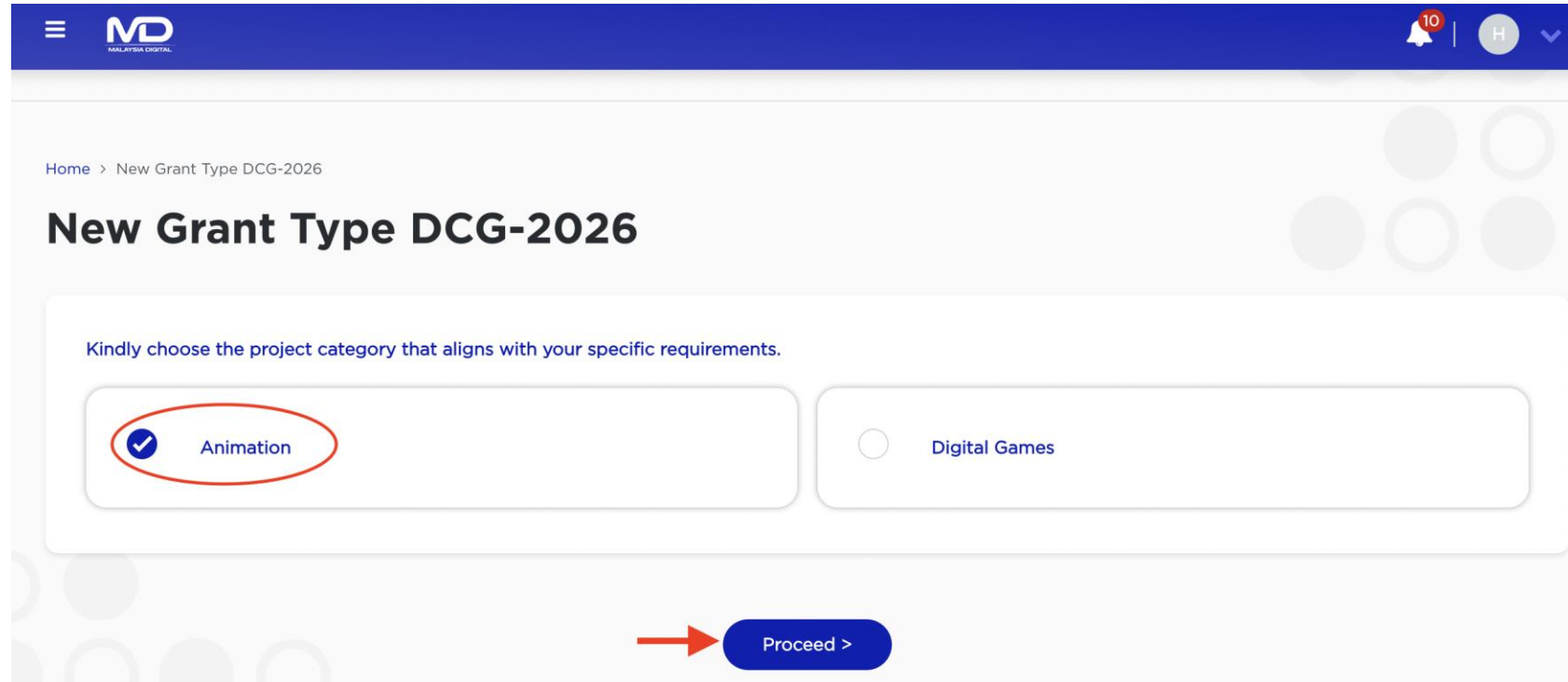
Figure 8. Select a project category under grant type

Apply Grant by Company

6. Confirm on term & condition.

Ensure to **read fully the eligible** of the grant type before proceeding with submission.
- Click on the confirm button   > **Proceed** to application. Refer *Figure 9.*
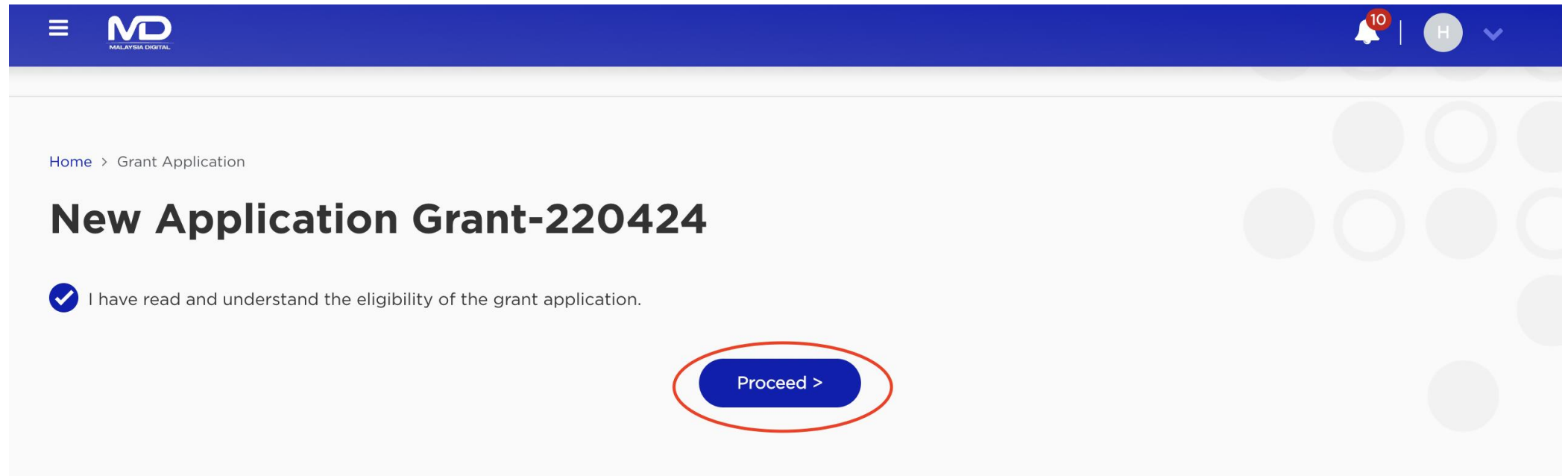
Figure 9. Confirm to apply the grant type.

Apply Grant by Company

7. Key in Application form: Company Background

ROC is a unique ID to recognize your application, ensure to input correctly. If you have applied for a grant for the company within the same year, a duplicate error will appear on the screen. The applicant will need to wait until the next year to apply. Refer *Figure 10.*

Figure 10.   Enter unique ROC for the application;
Error message when enter duplicate ROC

Apply Grant by Company

7. Key in Application form: Company Background

Ensure you input correct Director and Shareholding Structure which MDEC will use to validate your application. Click

+ ADD MORE to input new record. Refer *Figure 11.*

Figure 11. Shareholding & Director Structure sub-sections

Apply Grant by Company

7. Key in Application form: Business Track Record

Detail information is required for these sections,
Refer *Figure 12.*

✓ Financial Performance
✓ 3 Years Projection on Financial Performance
✓ Export Revenue Breakdown
✓ Innovation Track Record - Previous
   Creations/Products by the Company
✓ Innovation Track Record - Intellectual Property (IP)
   Filed/Registered by Company
✓ Funding Record: information on all funding that
   has been applied.
✓ Company Award, Recognition and Certification

Figure 12. Add Business track record.

Apply Grant by Company

7. Key in Application form: Project Details

Due to data of the Project Detail section, Project Cost and Commercialization data are synced to prepopulated to each other, these data must be keyed in up-front. Refer *Figure 13.*

- Project duration must be inputted before the Project Costing. It must not exceed the maximum duration of the grant type. Check information Click the hyperlink Eligible Criteria. Refer *Figure 13.*

Refer slide 89 for details

💡 *To view fully Project detail information, input the Project Duration, Click **Save as Draft** that helps you to complete the Project Costing and the Sale & Commercialization firstly.*

Figure 13. Add Project detail- Project Duration

Apply Grant by Company

7. Key in Application form: Project Costing

Ensure to input cost of item predefined in the Project Cost which can be less or more of these sections based on your grant type.

Project Personnel Salaries Detail

- Click **+ ADD MORE** to add new item,

  click **SAVE & CLOSE** button to confirm.

- *Salary per milestone = Number of month (0-3) * Monthly Salary *percentage of pending time.* Refer *Figure 14.*

Figure 14. Add Personnel Salary Cost.

Refer slide 90 and 91 for details

Apply Grant by Company

7. Key in Application form: Project Costing

As you add more records, a summary will be shown. To adjust the records, Click the **EDIT** icon or **DELETE** icon, refer *Figure 15.* Other sub-sections use the same edit and delete icon in the Project Costing.

Figure 15. Edit/ Delete Project personnel Salary records.

Refer slide 90 and 91 for details

Apply Grant by Company

7. Key in Application form: Project Costing

IT Hardware and IT equipment.

- Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.

- *Estimated cost = Price per unit * Quality.* Refer *Figure 16.*

Figure 16. Add Cost of IT hardware & equipment

Refer slide 90 and 91 for details

Apply Grant by Company

7. Key in Application form: Project Costing

Cost of Software

Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.

- *Estimated cost = Price per unit * Quality.* Refer *Figure 17.*

Figure 17. Add cost of software

Apply Grant by Company

7. Key in Application form: Project Costing

Outsourcing Cost

- Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.

- The Scope of work, Division of Grant allocated, and Profit share Ratio must be shared 100% for each item.

- Intellectual Property Ownership Arrangement: **YES**- for the selected option; **NO**- for the remaining unselected. Refer *Figure 18.*

Figure 18. Add Outsourcing cost. Outsourcing cost should not exceed 20% of the grant request.

Apply Grant by Company

7. Key in Application form: Project Costing

Intellectual Property (IP) Filing/Registration Cost

Click   **+ ADD MORE**   to add new item,

click   **SAVE & CLOSE**   button to confirm.

Refer *Figure 19.*

Figure 19. Add Intellectual Property (IP) Filing/Registration Cost

Apply Grant by Company

7. Key in Application form: Project Costing

Warehousing/factory/workspace expenses (outside Malaysia only)

Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.
Refer *Figure 20.*

- Estimated cost = Monthly rental Number of months per millstone.*

Figure 20. Add Warehousing/factory/workspace expenses (outside Malaysia only)

Apply Grant by Company

7. Key in Application form: Project Costing

Marketing Cost

Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.

Refer *Figure 21.*

Figure 21. Add Marketing Cost. Marketing Cost should not exceed 20% of the grant request.

Apply Grant by Company

7. Key in Application form: Project Costing

Total Project Cost Summary

•Providing a summary of the project cost for all items. Applicant requires to add the Grant requested amount for each item which cannot exceed 100% of item total cost. Refer *Figure 22.*

Figure 22. Add Grant requested amount for each item.

Apply Grant by Company

7. Key in Application form: Project Costing

Total Project Cost Summary

Maximum of total grant requested amount cannot exceed the total project cost. Refer *Figure 23.*

Figure 23. Grant requested amount exceed project cost per item.

Apply Grant by Company

7. Key in Application form: Project Costing

Total Project Cost Summary

Certain items are limited to the requested amounts, please ensure to adjust the request amount as the Grant type guideline tracking on the grant _Eligible Criteria hyperlink_ or the error message. Refer _Figure 24._

Figure 24. Grant requested amount exceed threshold of the item.

Apply Grant by Company

7. Key in Application form: Project Costing

Other Funding

Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.
Refer *Figure 25.*

Figure 25. Other funding sources must be 100%

Apply Grant by Company

7. Key in Application form: Project Costing

Other Funding (Cont)

The percentage must reach exactly 100% of the other funding amount. Any under or exceed amount will be returned with an error message. Refer *Figure 26.*

Figure 26. Error message if the other funding exceeds 100%

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7. Key in Application form: Project Costing

Other Funding (Cont)

If the total grant requested amount = the total project cost amount, other **funding amount = 0.** No need to add other funding information (Funding section will be grayed out). Refer *Figure 27.*

Figure 27. Other funding sub-section when other funding amount = 0

Apply Grant by Company

7. Key in Application form: Sale & Commercialization

Ensure to fill all required values, the system auto-calculates ROI value. Refer *Figure 28.*

- ROI = Revenue / (cost of sales + operating expenses + other expenses)

Figure 28. Add Sale & Commercialization

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7. Key in Application form: Others

Ensure to complete all required information with regards to ESG marked as compulsory sections, refer *Figure 30.*

Figure 30. Add other required information for the application.

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7. Key in Application form: Supporting Document

Applicants can download
the available standard
templates provided by
MDEC.
•Applicant must upload
required document marked
a red star (*), refer *Figure
31.*
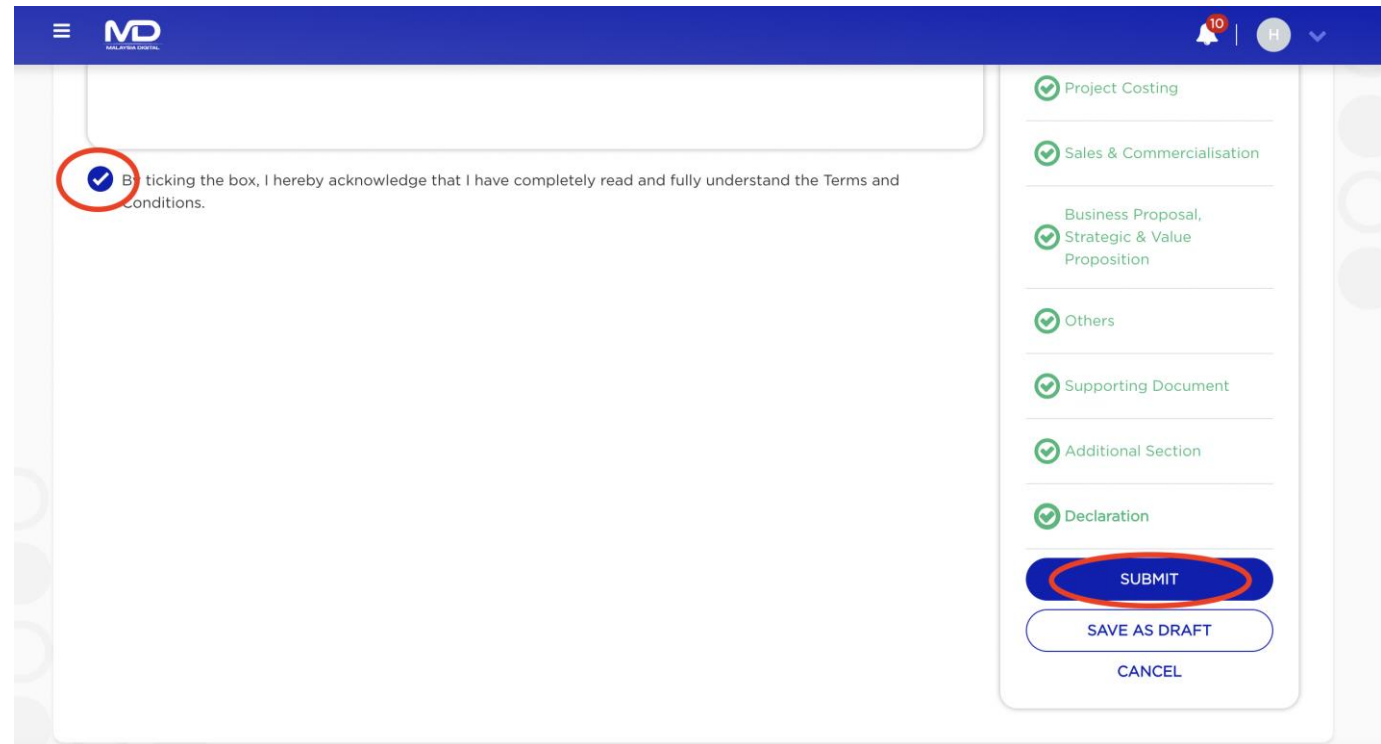
*Figure 31. Download available templates & upload
required supported document for the application.*

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7. Key in Application form: Declaration

- Ensure to read the declaration to inform the term & condition before submitting the application, refer *Figure 32.*

Figure 32. Confirm the Declaration before submitting.

Apply Grant by Company

8. Save Application form

Three ways of saving your application:

SAVE AS DRAFT you can save as draft anytime the application. Refer *Figure 33.*

SAVE & NEXT you must complete each section before navigating to the next section. Refer *Figure 33.*

SAVE & PROCEED you can navigate to any section after completed keying in all information for the current section. Refer *Figure 33.*

Figure 33. Three types of saving application form.

Apply Grant by Company

8. Edit Application form

To **Edit** the application, select draft/ returned application : select
, select E**DIT**.

- Edit the application: Draft application can edit any time.
- For returned applications from MDEC, make sure you check all comments to edit the application as requested. Refer *Figure 34.*

- Re-submit the application: Resubmit application has same process as the first-time submission.
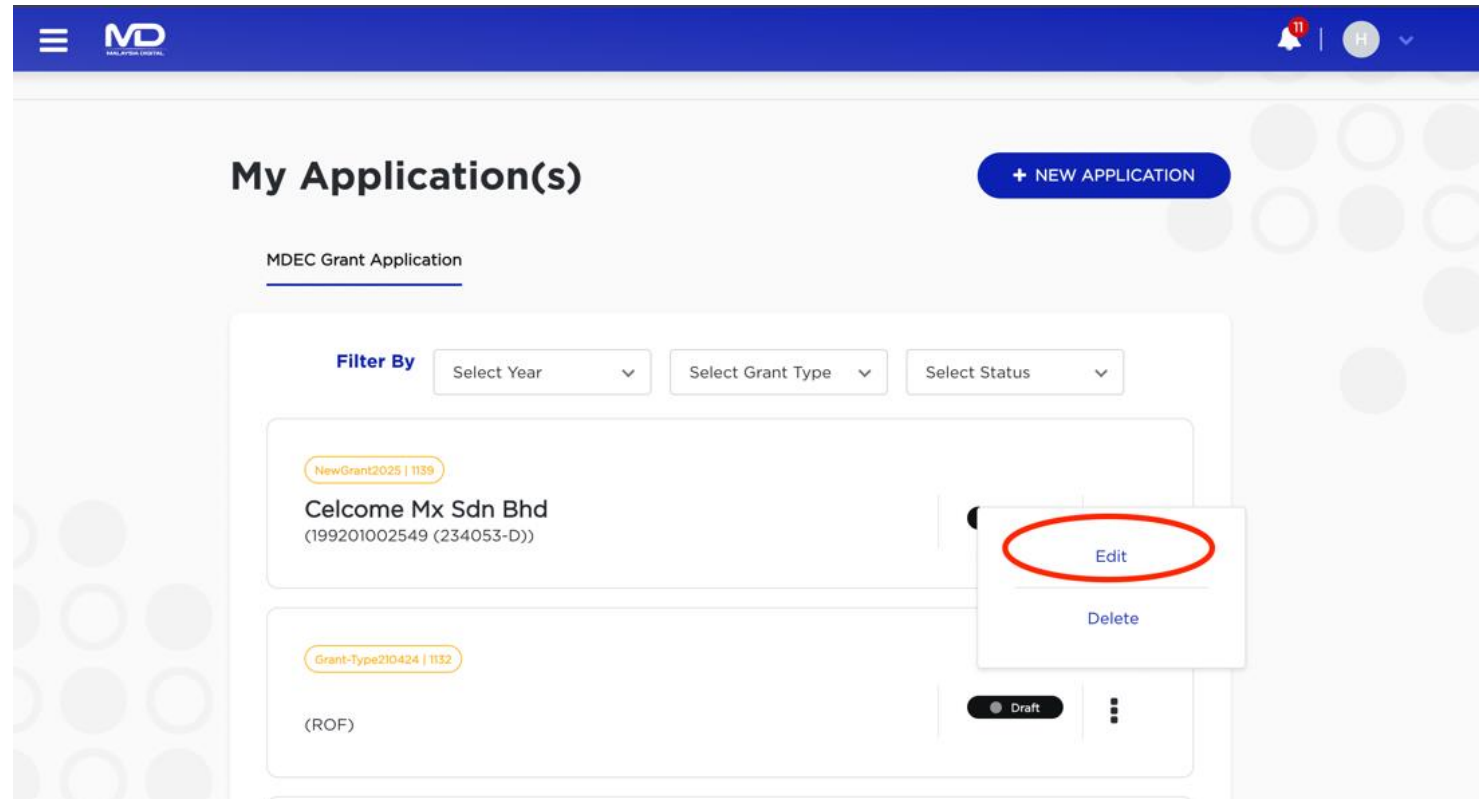
Figure 34. Edit the application- available for draft or returned application.

Apply Grant by Company

8. Delete Application form

To **Delete** the application, select draft/ returned application > select

, select **DELETE**.

- Only able to delete the applications have not been submitted successfully (draft). Refer *Figure 35.*
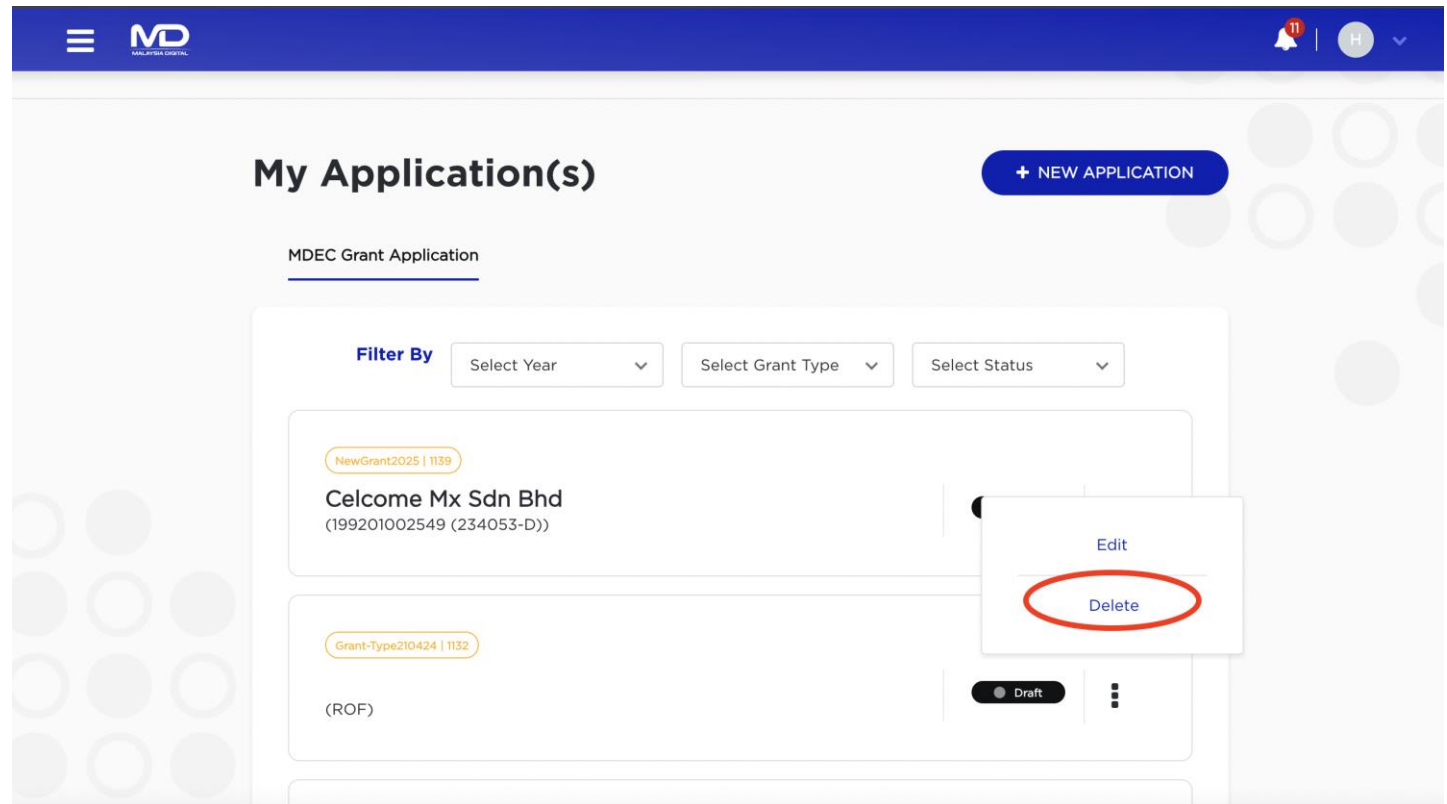
Figure 35. Delete draft application.

Apply Grant by Company

8. Submit Application form

To **Submit**, click [SUBMIT] button > inform **Submit**.

- Ensure to input correct information, once the application has been submitted, no further changes allow. If you find any error, please contact the MDEC GMD- Assessor for help.

- Ensure to complete all sections required as compulsory.

If you are not sure, click [CANCEL] button, to review again the application. Refer *Figure 36.*
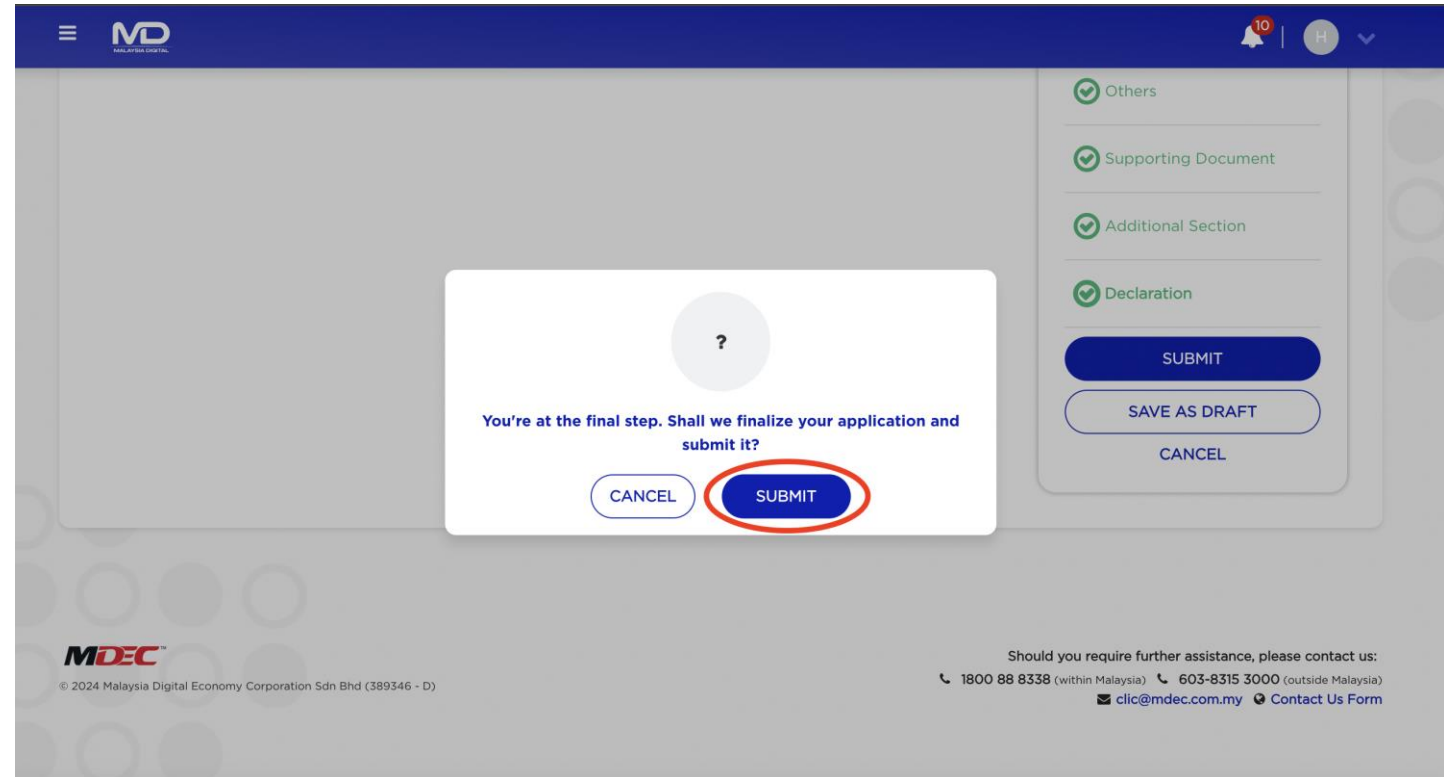
Figure 36. Confirm to submit the application.

Company – Replied Return Comment - Resubmitted Application

1. Applicant Login to GMS System

2. Click on Menu and navigate to Grant Application Management menu and click to sub menu Grant Applications
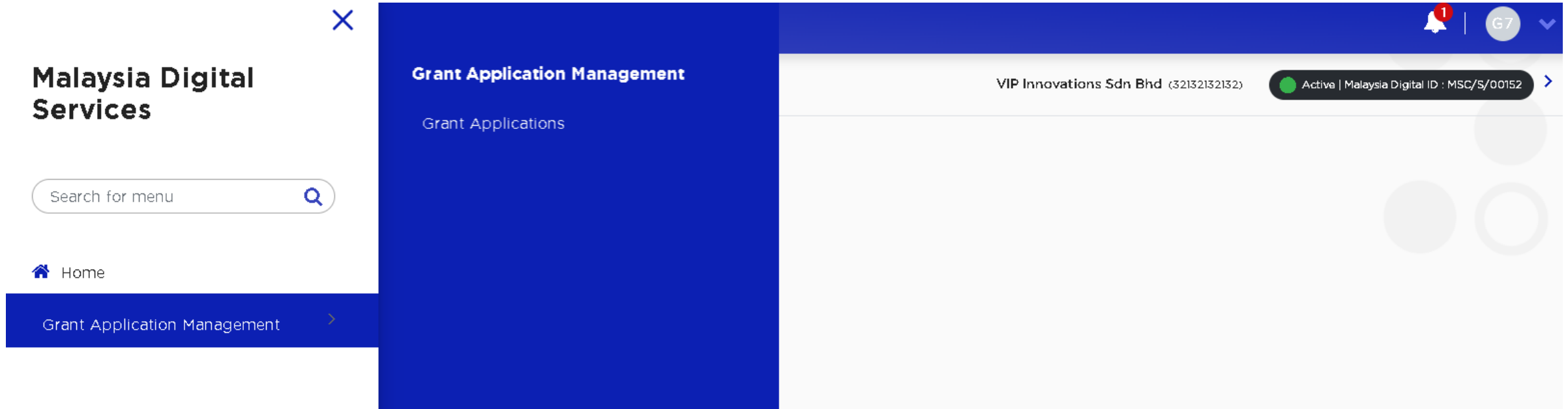
Company – Replied Return Comment - Resubmitted Application

3. System will display Grant Application Listing

4. User can see the status for the application is **Returned**

5. Click to the application ID or the action item Edit to select the application to display

Company – Replied Return Comment - Resubmitted Application

6. System displayed default page which is the Status Log page.

7. User able to see the remarks from the GMS Assessor

VIP Innovations Sdn Bhd (32132132132)   ● Active | Malaysia Digital ID : MSC/S/00152

Home > Grant Application Listing > A_UAT_DEMO_DCG_Test3

Status Log   A_Company ABC Sdn Bhd

Date & Time	Performed By	System Comments/Remarks	Status
31/May/2024 01:17 PM	GMS Assessor	Applicant please make sure fix all my comment from the section before re-submit it. Thank You From Assessor	● Returned
31/May/2024 10:59 AM	GMS 7	-	● Submitted
31/May/2024 10:02 AM	GMS 7	-	● Draft
13/May/2024 04:11 PM	GMS Admin	-	● Submitted
13/May/2024 03:23 PM	GMS Admin	-	● Submitted

Company – Replied Return Comment - Resubmitted Application

8. Click the **Company's Name** tab

9. User able to see the return comment from the GMS Assessor.

10. User need to reply to each comment (mandatory).

11. User also can see the **bubble tracker** on the right-side menu. This to indicate which section have comment and user need to attend to it.

12. Click **Edit button** to enable for the application to be updated.

Company – Replied Return Comment - Resubmitted Application

13. Reply to each comment (mandatory) after fix or update base on the requested comment

14. Key in at the Reply Comment box. Click Reply Comment. The Reply Comment box will be greyed out. User's comment can be edited by clicking the edit icon. User's reply comment can also be deleted by clicking on the Delete icon.

15. User need to reply to all comment before can Resubmit.

Company – Replied Return Comment - Resubmitted Application

16. If user did not reply to all comment, and click Resubmit button, system will display error message (as in red box showed)

17. User need to reply to all comment before the system allow to Resubmit the application

Company – Replied Return Comment - Resubmitted Application

18. Once all comment replied, click Resubmit button. System will display confirmation message. Click Submit.

Company – Replied Return Comment - Resubmitted Application

19. System will display My Application(s) page as a default page

20. User can see that the application status is now changed to Resubmitted

Company – Replied Return Comment - Resubmitted Application

1. Company can do the same step again to rectify the returned comment and provide the returned replied.

Note :

User need to see the bubble tracker to which section that need to be replied and rectified

Thank you

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