

## PSG Application Guide



### Step 1: Navigate to the Application form after logging in to Business Grants Portal (BGP)



Click on “**Get New Grant**”



Select “**Built Environment**” sector



Select the option “**Upgrade key business areas...**”



Select **Productivity Solutions Grant**



### Step 2: Fill up the form

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

Does the applicant meet the eligibility criteria? \*

#### Eligibility

Ensure that you meet the eligibility criteria



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#### Main Contact Person

The person submitting this form is the main contact person. Notifications about the grant will be sent to them. Update this as necessary whenever you resubmit the form. Vendors should not be involved in the grant process, and their contact details should not be included.

Name \*

Job Title \*

Contact No. \*

Email \*

Alternate Contact Person's Email

#### Contact Details

Provide details of the contact person and the Letter of Offer addressee



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#### SUBMIT YOUR PROPOSAL

\* Mandatory field

What type of solution are you purchasing? \*

Equipment  IT Solution  Consultancy Service

Select preferred search method for your solution? \*

Solution  Vendor

Search for the **Built Environment** solution you want \*

Type to search by solution, vendor, category or keyword

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 quotation\*
- Licence(s) for your sector (optional)
- Other supporting documents (optional)

Drag and drop files here or

Select Files

Deployment Locations

Where will this solution be used?

Please enter at least one location, capped at maximum 10 locations. \*

#### Proposal

- Let us know which solution and the quantity you intend to purchase
- Describe briefly how this solution will help in your operations
- Deployment Location (s) of the solution to be used



#### Documents to Upload:

- Quotation
- [Digital Readiness Result](#)
- Letter of Award for Intended Project (Please provide this document if this solution will not be used at your company's ACRA-registered address)



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### PROVIDE DETAILS OF COSTS

\* Mandatory field

All fees listed below must be in the quote attached.

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Solution Type	IT Solution
Solution Name	nil
No. of Units required	nil
How do you intend to make the purchase? *	Select...

### Cost

Select the Mode of purchase (i.e. Direct Purchase OR Subscription/Lease)



### 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? \*

 %

### Business Impact

- Describe the conventional method of the process that the solution aims to improve
- State the task that will benefit from the solution
- Estimate the efficiency gains (%) from adopting the solution



### DECLARE & ACKNOWLEDGE TERMS

\* Mandatory field

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1. Has the applicant been or is currently being:

- o investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
- o subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority,

in any jurisdiction in the last 5 years? \*

No  Yes

2. Has the applicant been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? \*

No  Yes

3. Is the applicant currently, or has been:

- o bankrupt, wound up or under judicial management
- o subject to any bankruptcy, winding up or judicial management proceedings, or
- o appointed a receiver or manager? \*

No  Yes

### Declaration and Acknowledgement

- Complete your declaration



**Step 3: Review your application form to ensure that all details are correct**



**Step 4: Submit your application form**



A notification email will be sent once there is an outcome.

You may then check it in the "Updates Required" tab under "Applications"