

## EDG CLAIMS SUBMISSION CHECKLIST

Please prepare the documents required before logging on to Business Grant Portal (“BGP”) for your claim submission. These documents should be uploaded onto the Portal unless otherwise stated.

### General

- [GIRO form](#) (for first-time grant applicants)

### Deliverables documentation

- Project Report

*The report should demonstrate how the outcomes or deliverables have been met. It needs to be submitted on company letterhead with each claim for disbursement. Please try to keep the report between 1-2 pages.*

#### **1. Project Progress**

*Describe current status of project with reference to the deliverables in the Letter of Offer. Attach product/process/service/design outcome/applications specifications, brochures and photograph available as of point of submission of claim. For projects involving third party consultants and vendors, please show proof of completed work including findings and recommendations. All deliverables should have been met at final claims.*

#### **2. Capability Development**

*Provide details of capability developed to date as a result of the project. This should be in terms of new processes/technology adopted by company, expertise acquired (e.g. managerial, technical, innovative, etc.), and manpower training undergone by the development team (including number of people trained, type of training, skills learnt, etc.).*

- Certificates (only applicable for Standards Adoption project)

### Cost items documentation

Please ensure the **actual expenses stated in your claim summary table (excluding GST) correspond with the amount in the supporting documents**. If the supporting document includes items you are not claiming for, please highlight only those that you are claiming for.

- Third party consultancy

- Contractual agreement
- Invoices
- Bank statements

Software and equipment

- Invoices
- Delivery orders
- Bank statements
- Hire-purchase agreement (if applicable)

Salary

- Employment contract
- CPF statement (latest month within the project period per staff) or employment pass/work permit for foreign employees

Rental

- Rental agreement (in English)
- Invoices
- Bank statements

Other Costs

- Invoices
- Bank statements

If your project is eligible for interim claim, please submit:

**Interim Progress Report**

Please describe current status of project with reference to stipulated deliverables in Annex 2 of Letter of Offer. Please attach product/process/service/design outcome/applications specifications, brochures and photograph available as of point of submission of claim.