

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'

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 (12) | Drafts (178) | Processing (54) | Completed (60)

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2203X7EZ	Pre-scoped Productivity Solutions	Enterprise Singapore	Beaufort-Xero Digital Solutions - Package A - S...	Pending re-submission	08 Aug 2022, 10:29 am

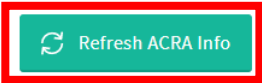
Step 2/11:

- Click 'Refresh ACRA Info'
- Ensure that the rest of your Company Profile is accurate and up to date

COMPANY PROFILE

 **ACRA Registered Info**

The information in this section is extracted from ACRA.
[Visit ACRA](#) to edit any of the information and click the 'Refresh ACRA Info' button to update your changes.

 Refresh ACRA Info

Last updated: 03 Aug 2022, 1:29 pm


Company Details

Company Unique Entity Number (UEN)	U12345634F
Registered Company Name	IDA Singapore LIMITED SINGAPORE BRANCH
Incorporation Date	12 Aug 2009
Company Type	Local Companies
Business Constitution	Sole Proprietor
Status	LIVE COMPANY
Registered Address	320 BUKIT BATOK STREET 33, #03-33, SINGAPORE 650320


Step 3/11:

- Go to My Grants tab
- Click on 'Get new grant'


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 (12) Drafts (179) Processing (54) Completed (60)

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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**

The screenshot shows a progress bar at the top with three steps: 'Select sector' (active), 'Select grant', and 'Apply for grant'. Below the progress bar is the question 'Which sector best describes your business?'. The answer is provided in a grid of 28 dropdown menus, arranged in 8 rows and 3 columns. The sectors listed are: Agriculture, Air Transport, Arts & Culture, Built Environment, Education, Environmental Services, Financial Services, Food & Beverages, Healthcare, IT, Land Transport, Landscape, Logistics, Manufacturing & Engineering, Maritime, Media, Personal Care Services, Professional Services, Real Estate, Retail, Security, Services, Sports, Wellness & Recreation, Tourism, Wholesale Trade, and Others.

Agriculture	Air Transport	Arts & Culture
Built Environment	Education	Environmental Services
Financial Services	Food & Beverages	Healthcare
IT	Land Transport	Landscape
Logistics	Manufacturing & Engineering	Maritime
Media	Personal Care Services	Professional Services
Real Estate	Retail	Security
Services	Sports, Wellness & Recreation	Tourism
Wholesale Trade	Others	

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

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

[← Back to My Grants](#)

Progress bar: Select sector (checked), Select grant (checked), Apply for grant (unchecked)


I need this grant to

- Bring my business overseas or establish a stronger international presence**
Provides financial incentives to help businesses take the first step overseas or establish a stronger international presence
- Upgrade key business areas, such as adopt technology, improve business processes or raise service standards**
Provides financial incentives to help businesses upgrade through ready solutions or embarking on capability upgrading projects
- Enhance tourists' experience in Singapore**
Provides financial incentives to encourage businesses to develop and enhance tourism experiences to improve tourists' satisfaction during their stay in Singapore

Navigation: [← Previous](#) [Next →](#)

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

[← Back to My Grants](#)



Select sector Select grant Apply for grant

Which best describes the area you will develop with this grant?

Productivity Solutions Grant
Improve productivity with pre-scoped equipment/IT solutions/consultancy services.

Core Capabilities
Projects that help companies strengthen their business foundation to grow and transform. Supportable project scopes include Business Strategy Development, Financial Management, Brand & Marketing Strategies Development, Service Excellence and Human Capital Development.

Innovation & Productivity
Projects that help companies improve operational efficiencies and develop new business models, technologically novel products or processes. Supportable project scopes include Process Redesign, Product Development, Business Model and Process Innovation.

Energy Efficiency Grant
Improve energy efficiency with pre-scoped energy efficient equipment.

[← Previous](#) [Apply](#)

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

Energy Efficiency Grant (EEG)

Enterprise Grow Package

GRANT ACTIONS

This grant supports companies' adoption of new equipment to improve energy efficiency. Receive up to 70% funding support for eligible costs.

Please refer to the list of supported equipment categories [here](#).

While equipment categories and brands/models have been pre-approved, it does not mean participating agencies are recommending or endorsing any vendors. Companies are strongly encouraged to carry out due diligence when engaging vendors, and not share your Corppass with them to carry out submission of any grant applications or claims.

Once an application has been submitted, companies may choose to proceed to purchase the equipment before the application outcome. However, companies will not be able to claim subsequently if the application is unsuccessful.


Type	Grant cap for your sector - Retail	Amount Approved to date	Amount Claimed to date
EE Equipment	\$30,000.00 till Mar 2026	\$0.00	\$0.00

Complete your grant application. It should take about 30 mins with complete information on hand.

You will need:

- Quotations from your vendor
- Product Brochures
- Tenancy Agreement or Contractual Agreements related to the deployment location(s), utility bills, telco bills [?](#)

Total size of files submitted (company profile and grant application attachments) must not exceed 50MB.



APPLICATION FORM

View or edit your grant submission form

Last updated 0 days ago.
Drafts that have not been updated for 90 days will be deleted.

[Delete Application](#)


Proceed


Step 6/11: Eligibility

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


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 Eligibility

 Contact Details

 Proposal

 Cost

 Business Impact

 Declare & Review

Energy Efficiency Grant (EEG)

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 of the equipment must be used in Singapore.
- The applicant must not have:
 - made any payment to a vendor in relationship to the purchase of the equipment.
 - signed or confirmed any contract or purchase order with a vendor, in relation to the purchase of the equipment.

Does the applicant meet the eligibility criteria? *

Yes

No

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

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Energy Efficiency Grant (EEG)

PROVIDE YOUR CONTACT DETAILS

* Mandatory field

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

Mailing Address

Same as registered address in Company Profile

Postal Code *

Block/House No. Street

Level Unit Building Name

Letter Of Offer Addressee

This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.

Same as main contact person

Name *

Job Title *

Email *

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

Energy Efficiency Grant (EEG)

SUBMIT YOUR PROPOSAL

* Mandatory field

Search for the Food Services equipment you want *

Browse all equipment in this category

Find vendor *

UEN *nil*

Why do you want to use this vendor? *


4000 characters left


Why do you need this equipment? *

500 characters left

When do you intend to start using this equipment? *

No. of Units required *

 Business Impact

 Declare & Review

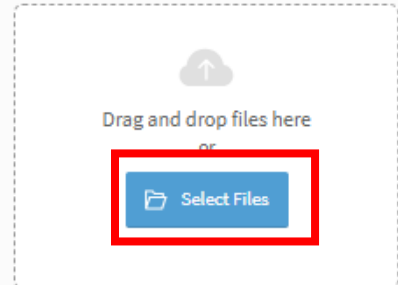
No. of Units required *

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 equipment/product brochure*
- Tenancy/Contractual Agreements* ?
 - Tenancy Agreement or Contractual Agreements related to the deployment location(s), utility bills, telco bills
- Other vendor's equipment/product brochure (optional)
- Other supporting documents (optional)



Deployment Locations

Where will this equipment be used?
Please enter at least one location. *

My Deployment Location is the same as my ACRA registered address *

Yes No

Note: Your claim will only be processed when the equipment has been provided to all locations. If your equipment will be set up at different locations in phases, you might want to consider submitting separate grants for each location.

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Next 

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Eligibility

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Deployment Locations

Where will this equipment be used?
Please enter at least one location. *

My Deployment Location is the same as my ACRA registered address *

Yes No

ACRA registered address

^ ✕

Location Type *

Select...

Home Office/Residential Building

Shop/Office/Factory/Institution

Park/State Land

On the Road/Roving

Others

Postal Code *

Enter your Postal Code

Block/House No.

Street

Level

Unit

Building Name

Does your business operate from this address? *

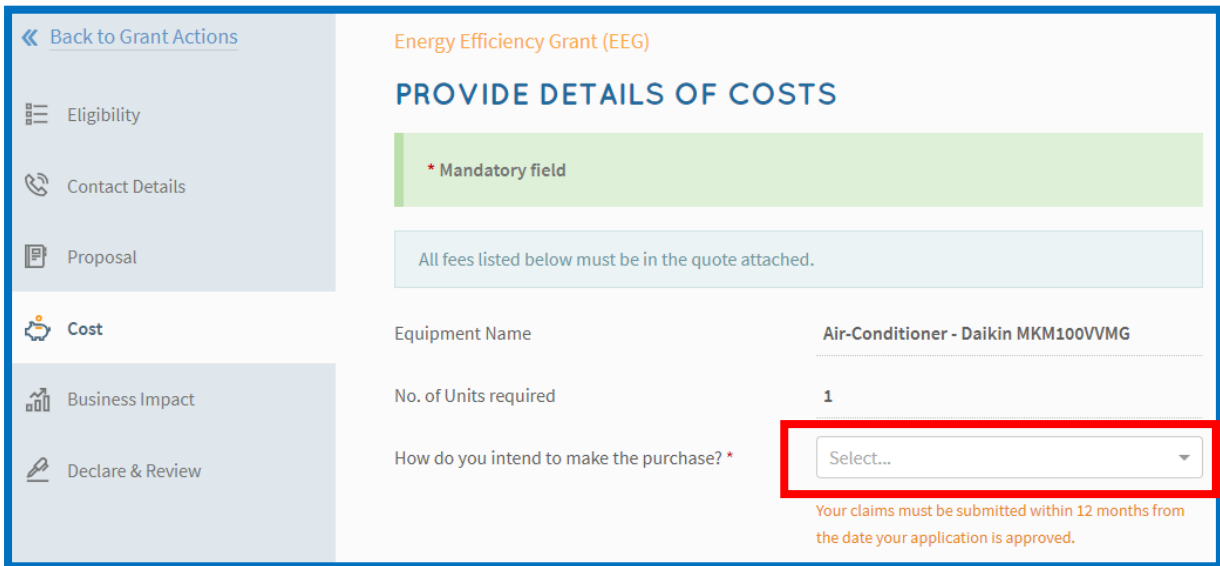
Yes No

Add New Location

Note: Your claim will only be processed when the equipment has been provided to all locations. If your equipment will be set up at different locations in phases, you might want to consider submitting separate grants for each location.

Step 9/11: Cost

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



Energy Efficiency Grant (EEG)

PROVIDE DETAILS OF COSTS

* Mandatory field

All fees listed below must be in the quote attached.

Equipment Name	Air-Conditioner - Daikin MKM100VVMG
No. of Units required	1
How do you intend to make the purchase? *	Select...

Your claims must be submitted within 12 months from the date your application is approved.

Step 10/11: Business Impact

- Fill in details of overall impact
- Fill in details of energy efficiency
- Click 'Next' to proceed

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Energy Efficiency Grant (EEG)

EXPLAIN THE BUSINESS IMPACT

* Mandatory field

Overall Impact

Describe how the equipment will change the way you do things *

500 characters left

Energy Efficiency Gains

What task will be more energy-efficient with the new equipment? *

What is the estimated annual operating hours of the existing equipment to be replaced? *

hrs

What is the estimated annual energy consumption of the new energy efficient equipment? *

kWh

[?](#)

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Step 11/11: Declare & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review your application and click 'Submit'

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☰ Eligibility

☎ Contact Details

📄 Proposal

💰 Cost

📊 Business Impact

✍ Declare & Review

Energy Efficiency Grant (EEG)

DECLARE & ACKNOWLEDGE TERMS

*** 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.

1. Has the applicant been or is currently being:


- investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
- 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

 Proposal

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 Declare & Review

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, and to external auditors.
 - b. The Applicant acknowledges that the submission of this application does not, of itself, 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 accordance with Government agencies working with Business Grants Portal privacy policy and that I can unsubscribe from the newsletter at any time.

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

The screenshot displays the 'MY GRANTS' dashboard. At the top, there are three tabs: 'Applications' (with a red notification icon), 'Change Requests', and 'Claims'. Below this, a section titled 'What would you like to do?' contains three cards: 'Edit company profile' (Update your account and company details), 'Get new grant' (Apply for a grant to support your project), and 'Learn to apply' (Find out how to apply for a grant). The 'My Applications' section is active, showing a sub-navigation bar with 'Updates Required (12)', 'Drafts (184)', 'Processing (54)', and 'Completed (60)'. A table lists three applications, with the 'Approved' status of the third application having an 'Accept your offer' button highlighted in a red box.

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2203X7EZ	Pre-scoped Productivity Solutions	Enterprise Singapore	Beaufort-Xero Digital Solutions - Package A - S...	Pending re-submission	08 Aug 2022, 10:29 am
2202L2DC	Pre-scoped Productivity Solutions	Enterprise Singapore	Retail IT Solution 1	Pending re-submission	28 Jul 2022, 05:06 pm
2203JCPJ	Pre-scoped Productivity Solutions	Enterprise Singapore	Xero Accounting System - Xero Accounting Sys...	Approved	31 Mar 2022, 04:23 pm

LETTERS AND DOCUMENTS

APPLICATION

Accept your Letter Of Offer

Download and read your Letter Of Offer and accompanying documents. Then, accept the terms to start benefiting from your grant.

Type	Name	Uploaded
application/pdf	Letter of Offer 2203JCPJ 31-Mar-2022.pdf	31 Mar 2022, 04:22 pm Download
application/PDF	EBOS 20210353 Desensitised Annex 3 Part 2.pdf	31 Mar 2022, 04:23 pm Download

[Download all as zip](#)

By clicking "Accept",

- I acknowledge on behalf of the Applicant that I have read and understood the terms and conditions set out in the Letter of Offer and all its enclosures.
- I confirm that all declarations and information provided in the application for this grant are true and correct.
- The Applicant accepts the award of the grant on the terms and conditions set out in the above-mentioned Letter of Offer and its enclosures.
- We undertake to ensure that all terms and conditions in the Letter of Offer and all its enclosures are complied with.

[Reject](#)

[Accept](#)

Last updated: January 2025