# creativeans®

This is how your

# EDG GRANT APPLICATION PROCESS

will be like if you engage us



# 01. Preliminary Assessment

Our brand consultant will provide you preliminary assessment on how you can differentiate your brand and increase your brand awareness.



# 02. Complimentary Branding Proposal

We will send you a non-obligatory branding proposal and quotation for your consideration.

# SME CENTRE

#### 03. Connect with SME Centre

- Importance: 1. Checks your company's eligibility for the EDG grant, and accesses Creativeans' branding proposal.
- With the overwhelming number of applicants, those logged with SME Centre tend to get prioritised.
- Should complications arise after submission, SME Centre can represent you to appeal your case.



# 04. Submit Your EDG Application

Creativeans will help with preparation of submission documents. Applicants to prepare financial report and company forecast figures. You may request the SME Business Advisor for assistance.



www.enterprisesg.gov.sg Pre-application Checklist



## 05. Wait for the Application Approval

The application process varies from 8 to 12 weeks. There are cases where our clients receive approval earlier.



#### 06. Receive the Letter of Offer

Once your application is approved, you will receive a Letter of Offer containing the grant support, project milestones, and deliverables via the Business Grant Portal.



#### 07. Send Us the Letter of Offer

Once you accept the Letter of Offer, please send us a copy and the signed quotation.



#### 08. Initial Downpayment and Project Commencement

Our finance will invoice you for the initial downpayment and our Lead Consultant will be in touch with you to commence your project.



Ready to apply?



An ISO 9001:2015 Certified Organisation

#### Contact us at

#### business@creativeans.com

for a one-on-one complimentary 1 hour consultation session with our brand specialist to see more on what we do:



creativeans.com

# creativeans®

This is how your

# EDG GRANT CLAIM PROCESS

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# **Project Completion**

Once all touchpoints are completed and ready for rollout, we may begin the claim process.



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### 01. Refer to your Letter of Offer

Ensure that you claim within 6 months of the indicated project deadline.



# 02. Prepare Required Documents

- Project report (Creativeans will assist)
- Documentation of project deliverables (Creativeans will assist)
- Login to Creativeans server to download project deliverables in 'EDG Submission' folder
- Project invoice documents
- Prepare Giro form and mail it to Enterprise SG (Only for first time applicants)



# 03. Login to the Enterprise Singapore Grant Portal



https://grantportal.enterprisesg.gov.sg/

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#### 04. What to Attach and Submit?

- Claims application
- Project report
- Documentation of deliverables
- Giro form (if applicable)



### 05. Verification

- Select auditor from provided list
- Submit invoice documents



### 06. Grant Disbursement

Verification and disbursement takes 1-2 months.



You Are Done.

**Creativeans Pte Ltd** 

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