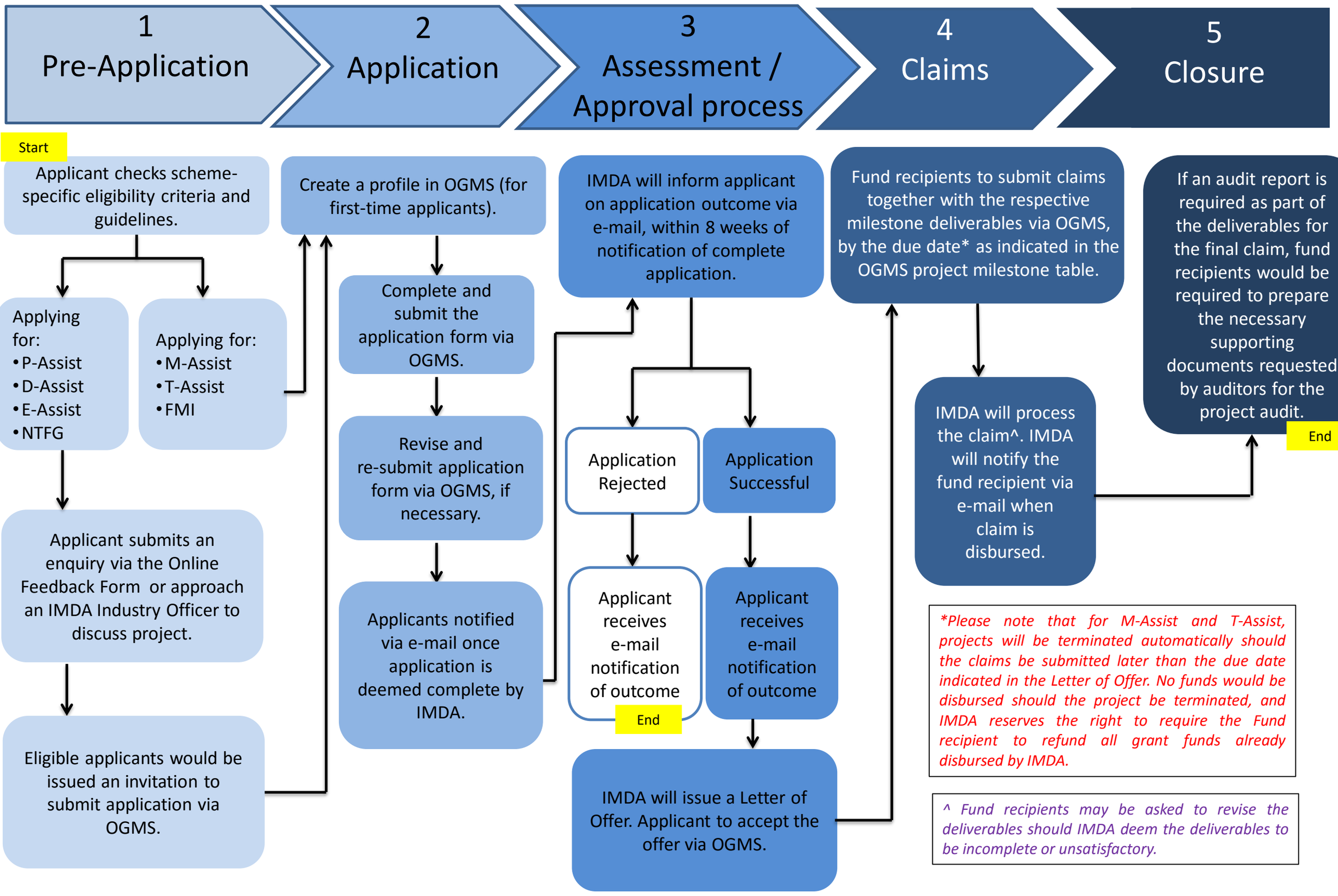
Overview of Grant Process for applications via the Online Grant Management System (OGMS)



1. Pre-Application

- You should check if you fulfil the Eligibility Criteria to apply for an IMDA grant:
    - You must be a Singaporean or Singapore Permanent Resident, to be eligible to apply as an individual applicant
    - Your organisation must be Singapore-registered with at least one Media Singapore Standard Industrial Classification (SSIC) code, to be eligible to apply as an organisation applicant
    - You must fulfil scheme-specific eligibility criteria that are detailed in the respective scheme guidelines
- For Development-Assistance (D-Assist), Enterprise-Assistance (E-Assist), New Talent Feature Grant (NTFG) and Production-Assistance (P-Assist), you must first submit an enquiry via ~~through~~ the Online Feedback Form (https://app.IMDA.gov.sg/feedback/fbsubmission.aspx) or approach an IMDA Industry Officer to discuss your project. If you are eligible to apply, an invitation would be sent to you to submit your application via the Online Grant Management System (OGMS). **Please note that you can only apply for D-Assist, NTFG and P-Assist for film projects, during the Call-For-Proposal (CFP) periods.**
- For Talent-Assistance (T-Assist), Marketing-Assistance (M-Assist), and Film Mentorship Initiative (FMI), please submit your application via IMDA's OGMS.

2. Application

- To submit your application via OGMS, you must first create a profile in OGMS. You are only required to create the profile once. However, you should ensure that the details in your profile are kept updated. If you are applying for the grant as an individual, you should create an individual profile. If you are applying for the grant on behalf of an organisation, you should create an organisation profile.
- For organisation profiles, applicants are to generate a Letter of Authorisation from OGMS, complete it and mail the signed copy back to IMDA to successfully complete the registration of the profile. Please note that you will need to provide copies of the NRIC for all Authorised Representatives that you named in the Letter of Authorisation. More details can be found in the Letter.
- You must complete and submit the application form via OGMS. You are reminded to submit all necessary supporting documents as detailed in each scheme-specific guidelines, or as required by your IMDA Industry Officer. Please refer to the user guide for OGMS that can be found in OGMS (https://schemes.IMDA.gov.sg)

3. Assessment/ Approval Process

- You will be informed of the outcome of the application via e-mail, within 8 weeks of notification of complete application.
- If your application is successful, IMDA will issue you a Letter of Offer. You will need to accept the Letter of Offer via OGMS. Claims can only be made after acceptance of the Letter of Offer.

4. Claims

- Claims are to be submitted via OGMS, together with the respective milestone deliverables by the due date as indicated in the project milestone table in OGMS. You will receive e-mail reminders from OGMS to submit your claims on time. Please note that for FMI, M-Assist and T-Assist, your project will be terminated automatically should your claims be submitted late and no funds would be disbursed, with IMDA reserving the right to require you to refund all grant already disbursed by IMDA to you.
- During this period of time, an IMDA Industry Officer might contact you to discuss your submitted deliverables. You may be asked to revise your deliverables should IMDA deem them to be incomplete or unsatisfactory. Claims will only be disbursed upon IMDA's acceptance of the deliverables.

5. Closure

- If a project audit report is required as part of the deliverables you would be required to prepare the necessary supporting documents requested by auditors for the project audit.
- If the audit report, or howsoever ascertained by IMDA, reveals that you have not used all of the grant towards the project, IMDA may reduce the amount of grant payable to you or recover the unused amount of grant already paid to you.