GetActive! Singapore 2022
Active Enabler Programme
User Guide for Applicants

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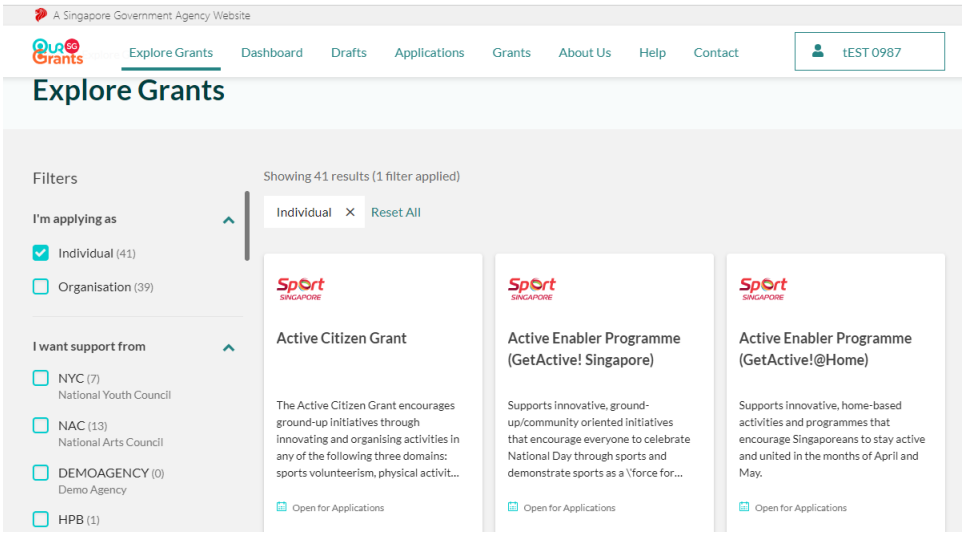
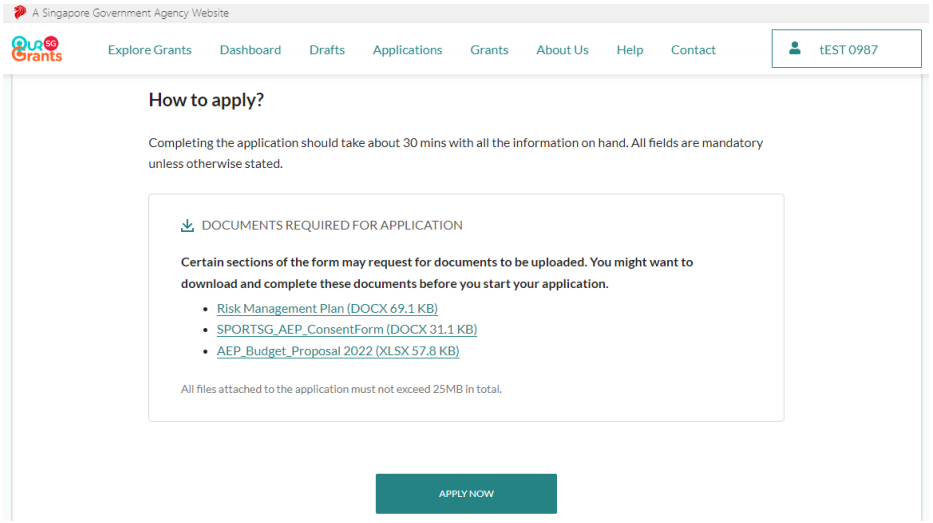
1. Applying for Grant

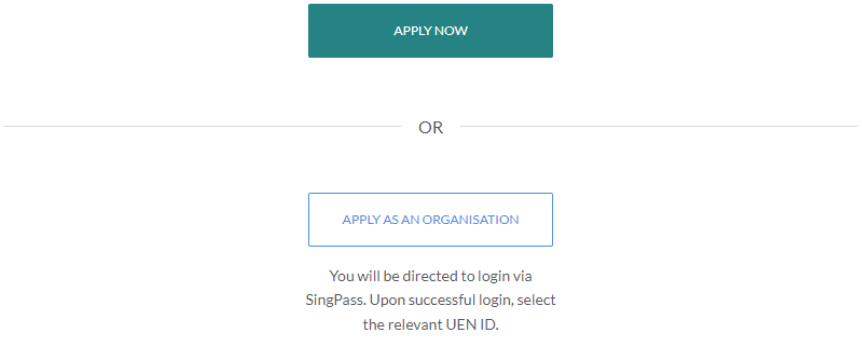
1.1 Login to www.oursggrants.gov.sg to apply for Active Enabler Programme (GetActive! Singapore)



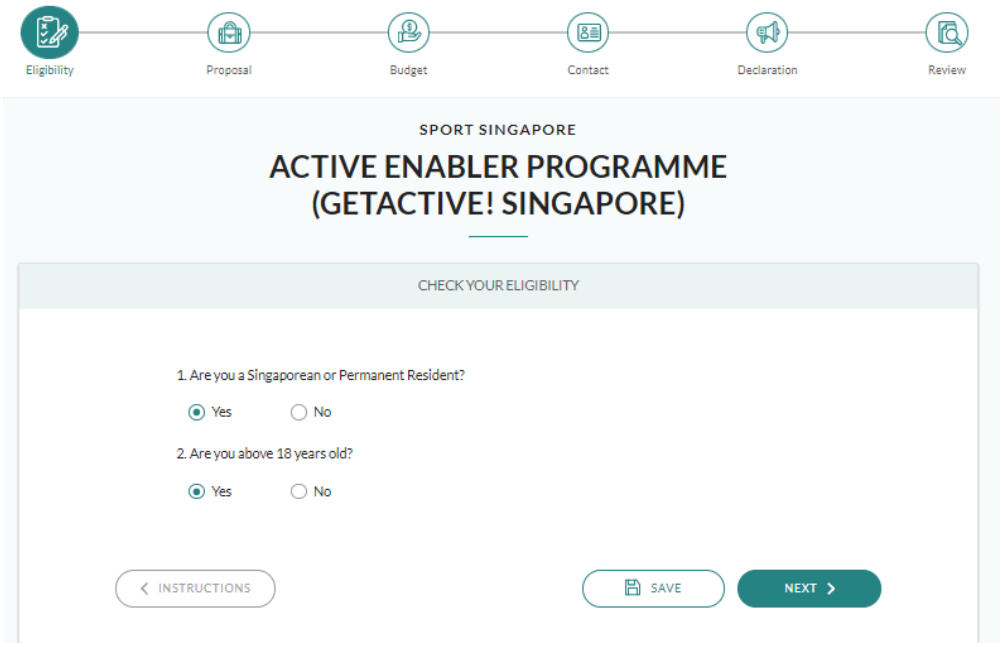
1.2 Download the document templates that are required for submission



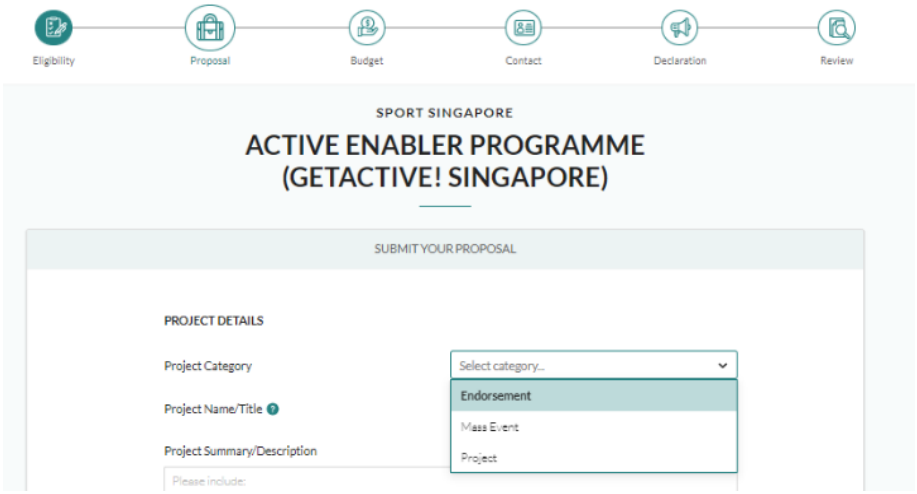
1.3 For Application as an Individual, click on “Apply Now”
For Application as an Organisation, click on “Apply as an Organisation”



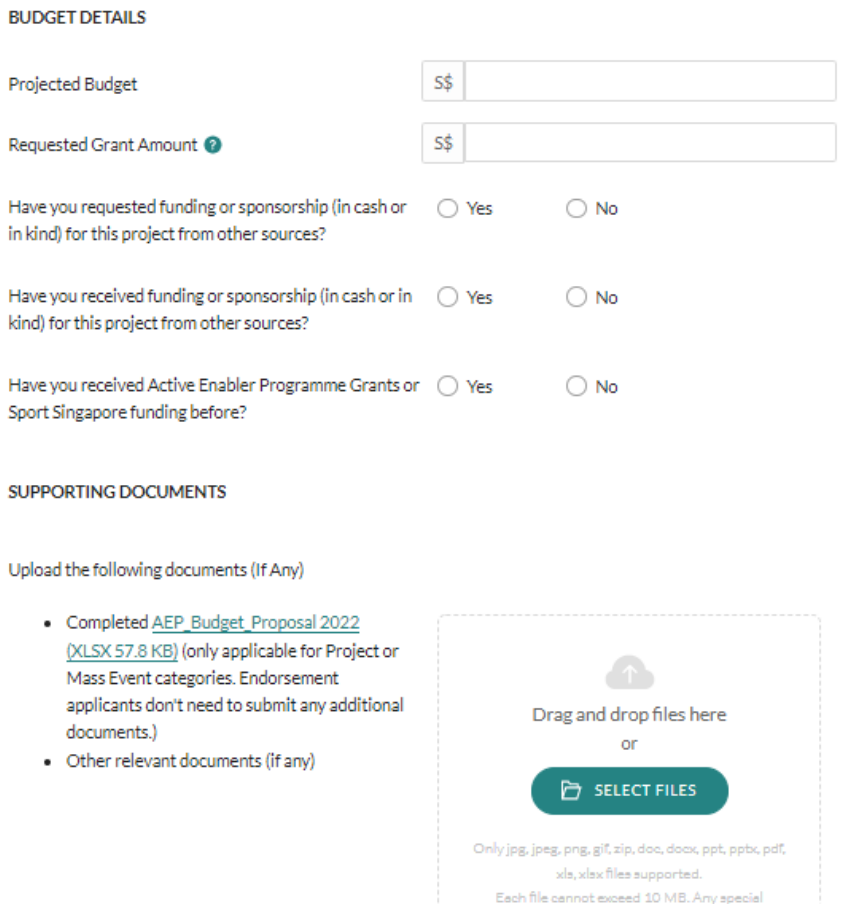
1.4 Check your eligibility…



1.5 Select your Project Category, and fill in the necessary details in your application. Your project title should include (Walk/Run) if it is a walk/run event.



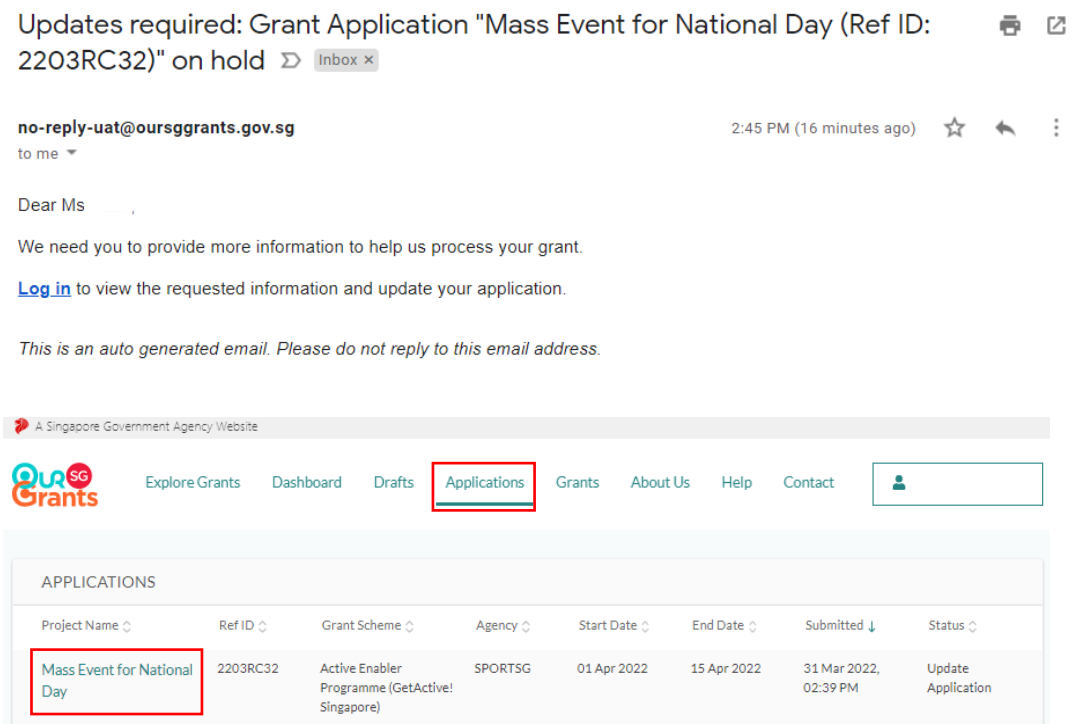
1.6 Fill in your budget accordingly and upload supporting documents.
For Endorsement – Fill in "0" under "Requested Grant Amount"



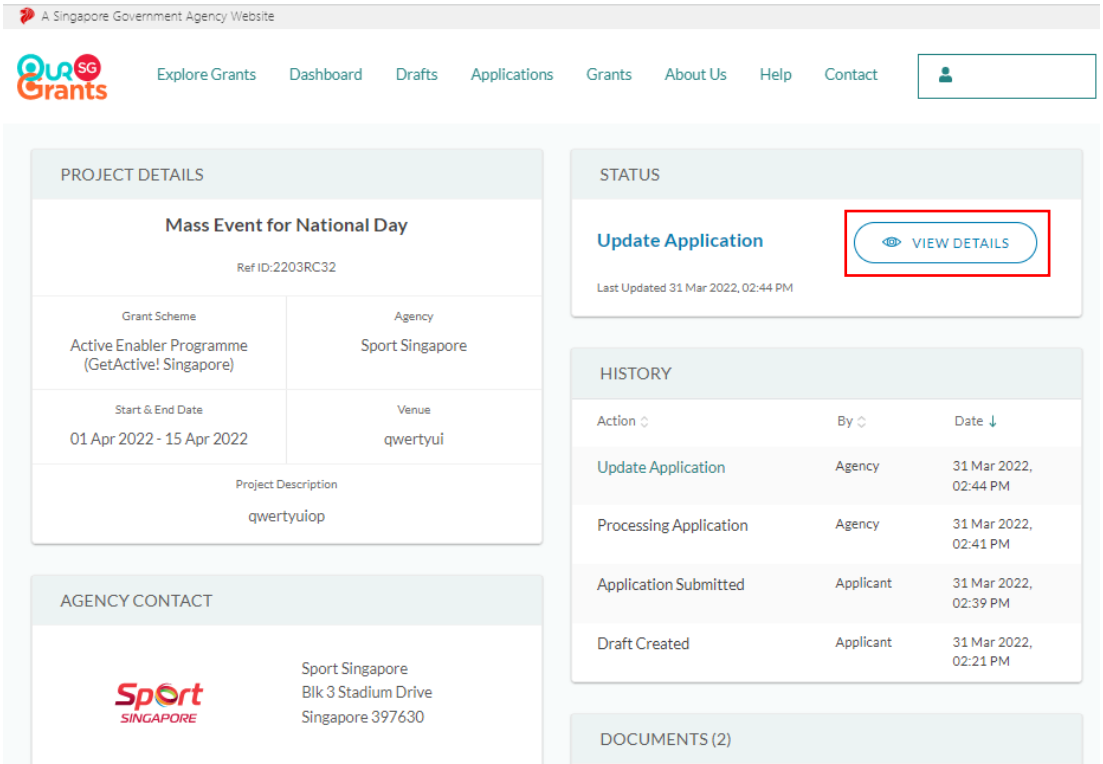
1.7 Review and Submit your Application.

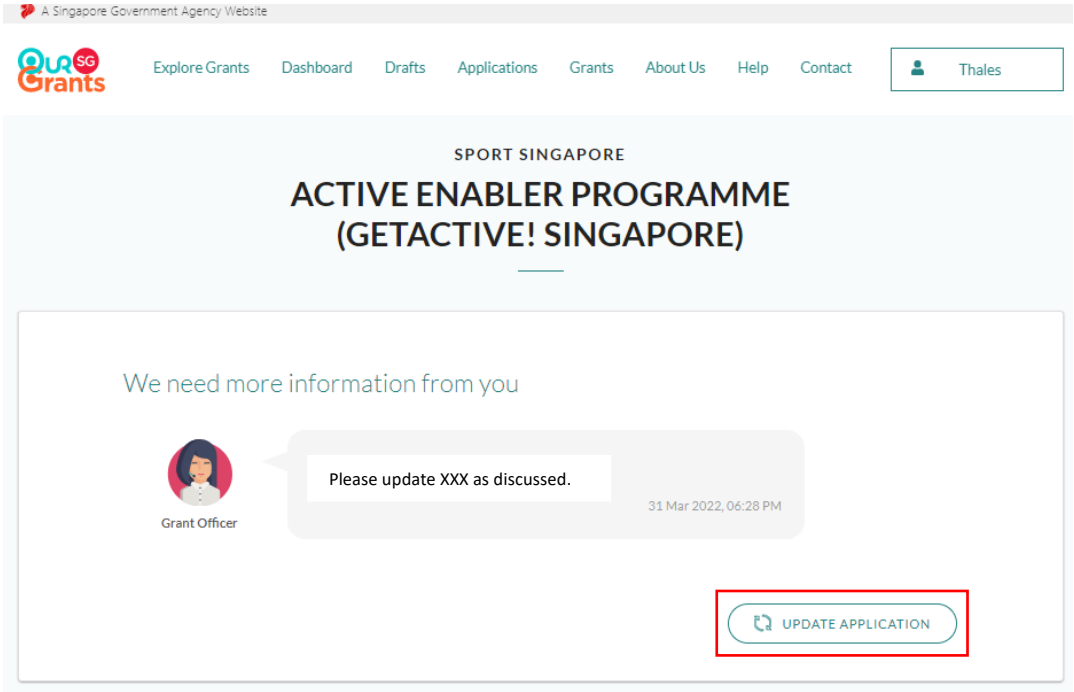
2. Rework your Application

2.1 If application is return to you for rework, an email notification would be sent to you. You can find it under “Applications” tab and click on your “Project Name”

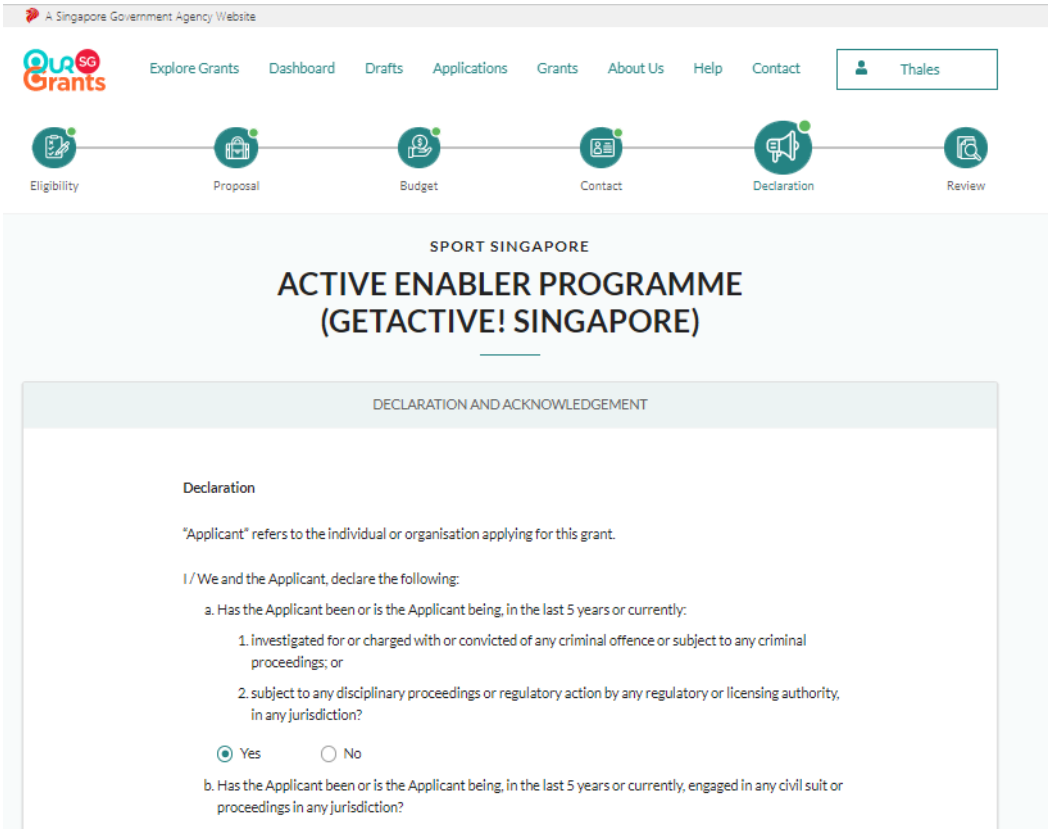


2.2 Click on “View Details” for the comments and update your application accordingly.



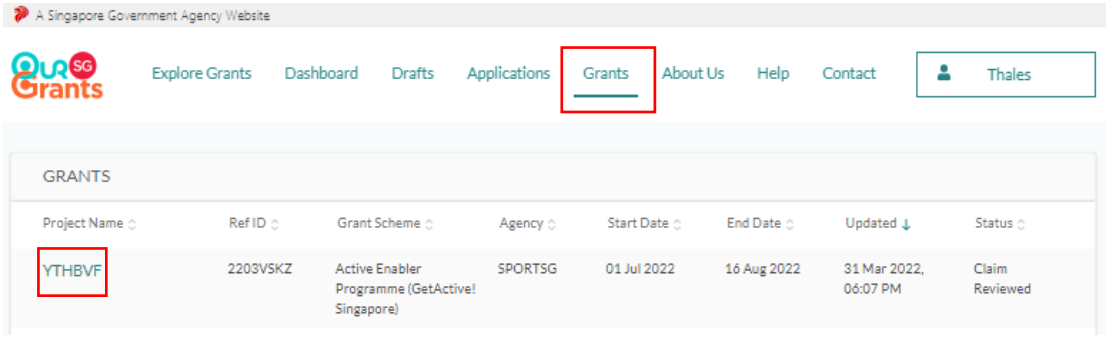


2.3 Make the changes in your application and click on “resubmit”

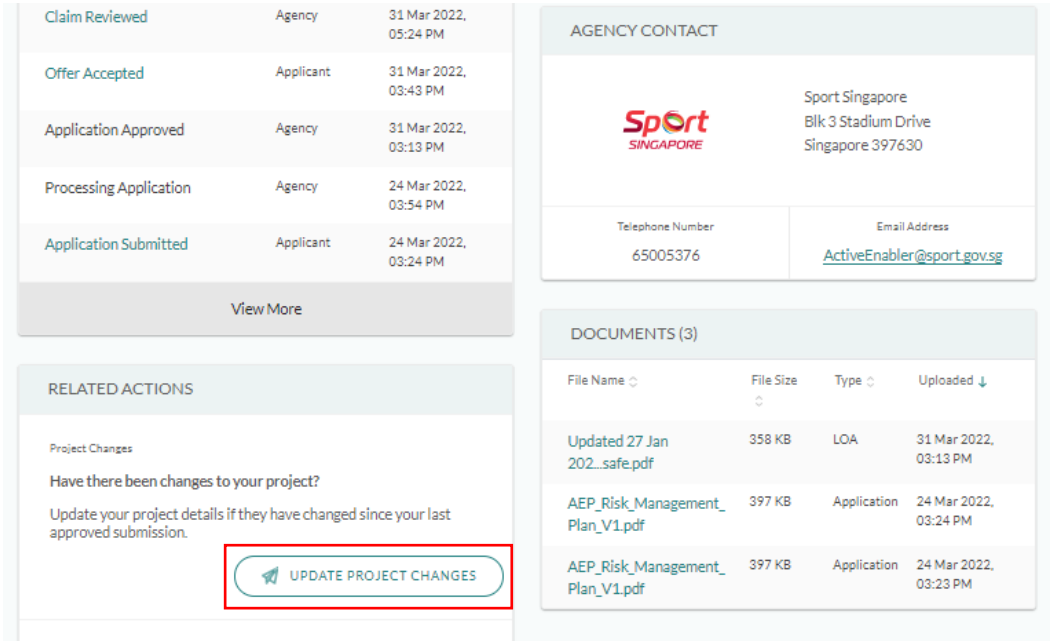


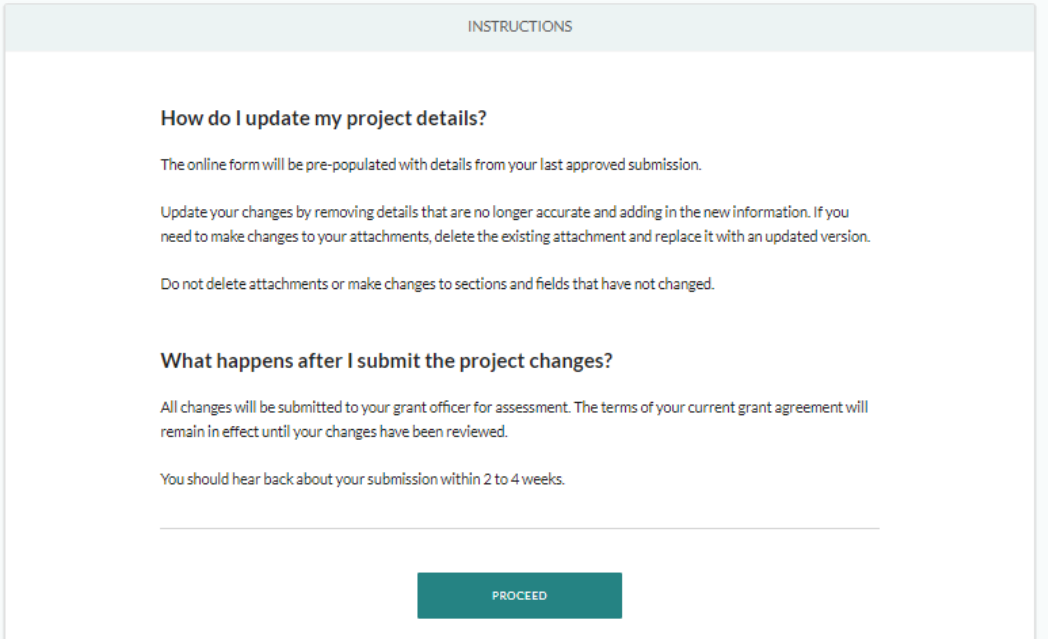
3. Change Request

3.1 Click on “Grants” and “Project”

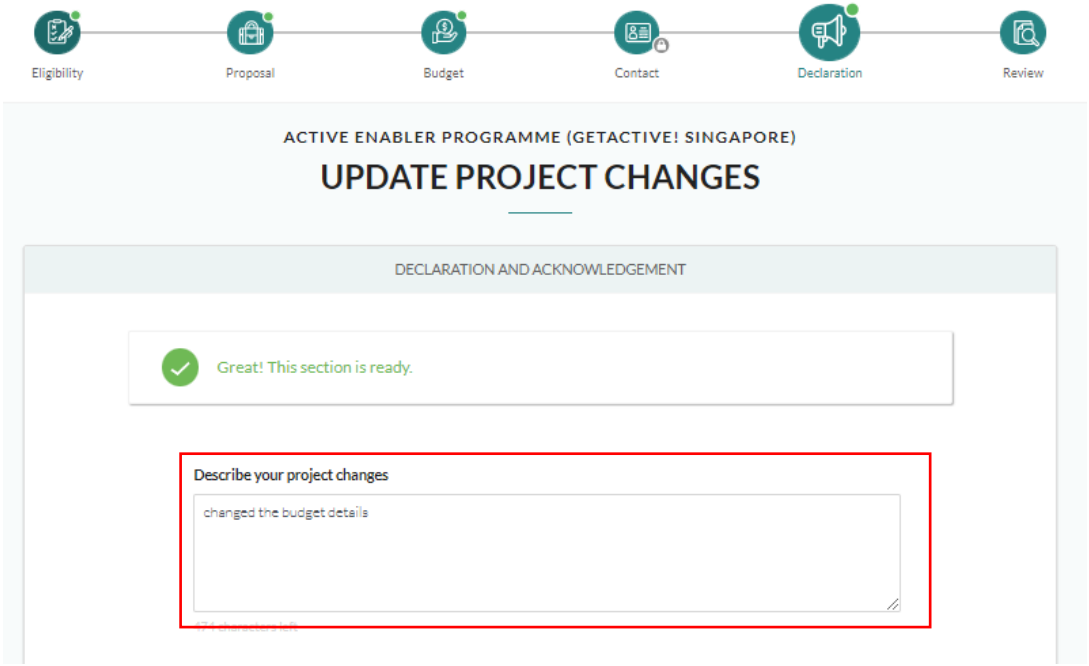


3.2 Scroll down to the section for “Related Actions” and click on “Update Project Changes” to update your project. Read the instructions and click “Proceed”

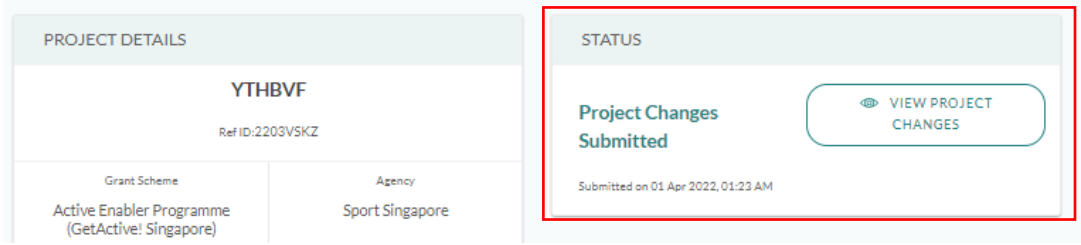




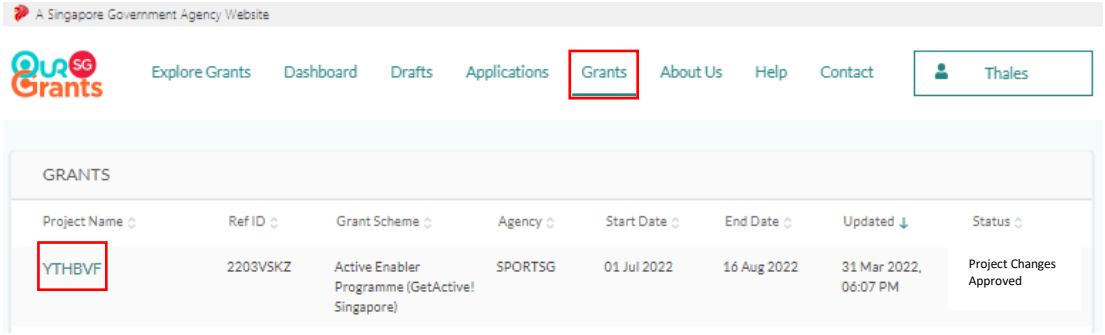
3.3 Make the changes to your project accordingly and summarize changes made in the box under “Declaration” section. Review your submission before submitting.



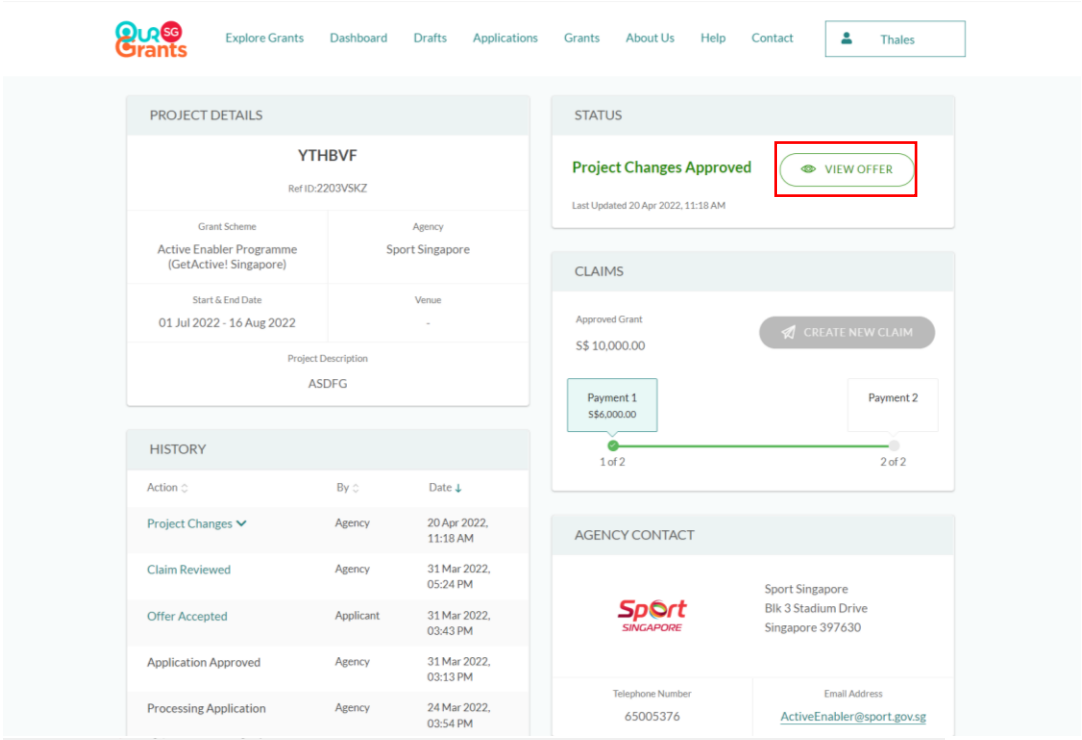
3.4 Status of your project would be updated.

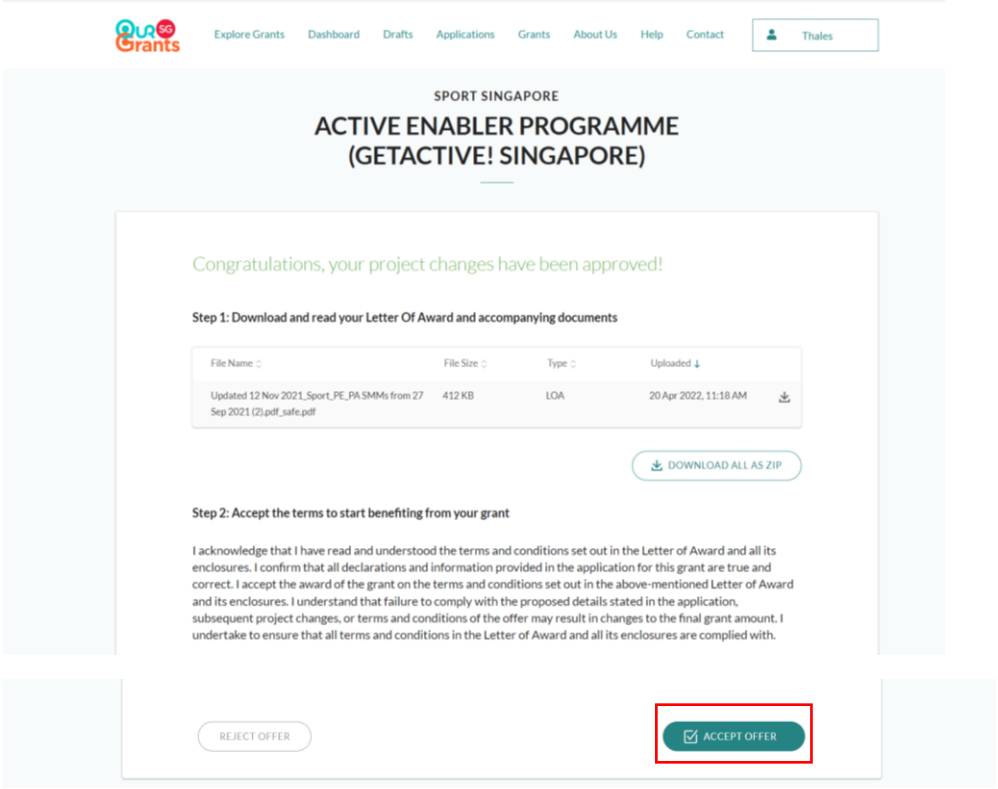


3.5 Once your change request has been approved, an email notification would be sent to you. You can find it under “Grants” tab and click on your “Project Name”. Status will be reflected as “Project Changes Approved”. Click on the Ref ID of the project.



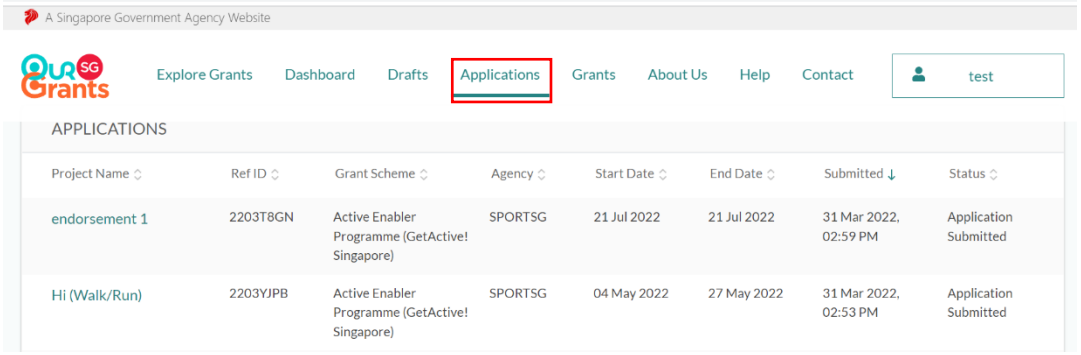
3.6 Under Status, click on view offer. The new offer will be reflected. Select accept offer & the change request will be completed. Do take note that the new offer will supersede the existing offer.



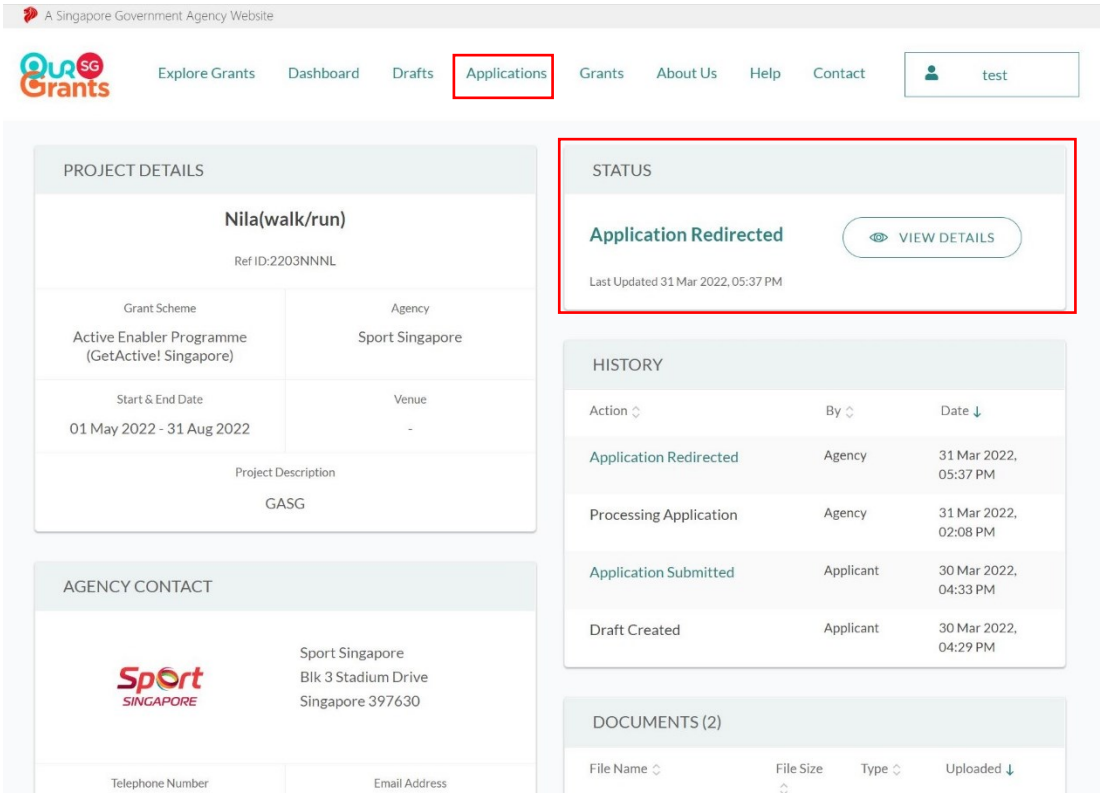


4. Change in Grant Scheme

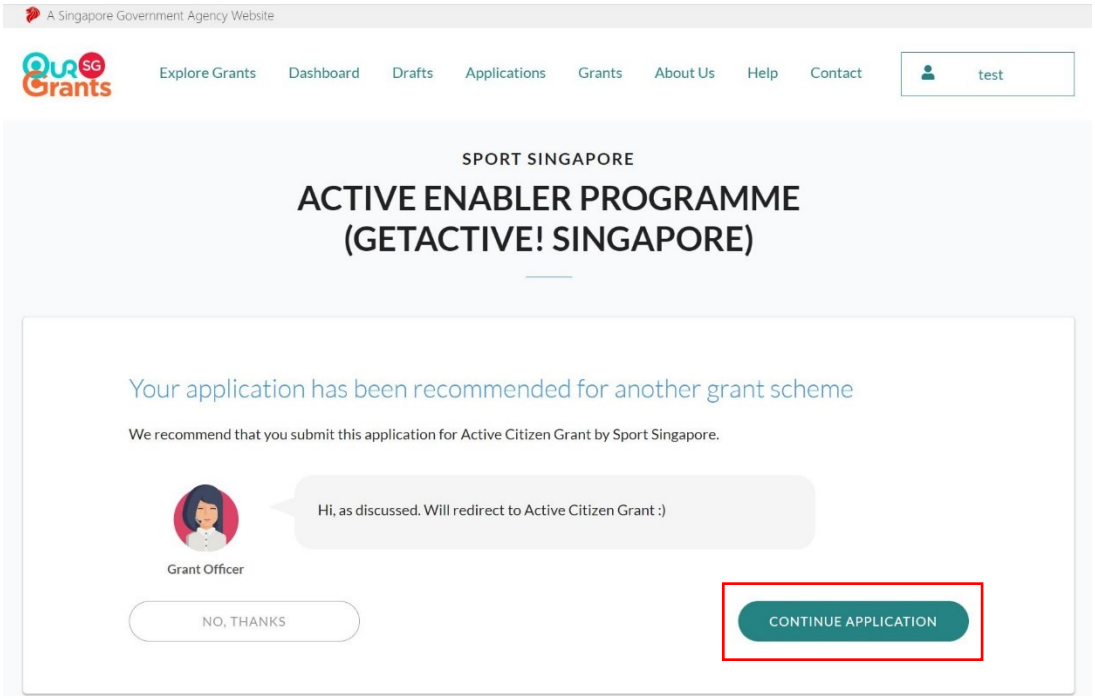
4.1 In the event that your proposal is more suitable for another grant scheme, your grant officer will suggest for your grant to be redirected to a different grant. Go to “Applications” and click on your project.



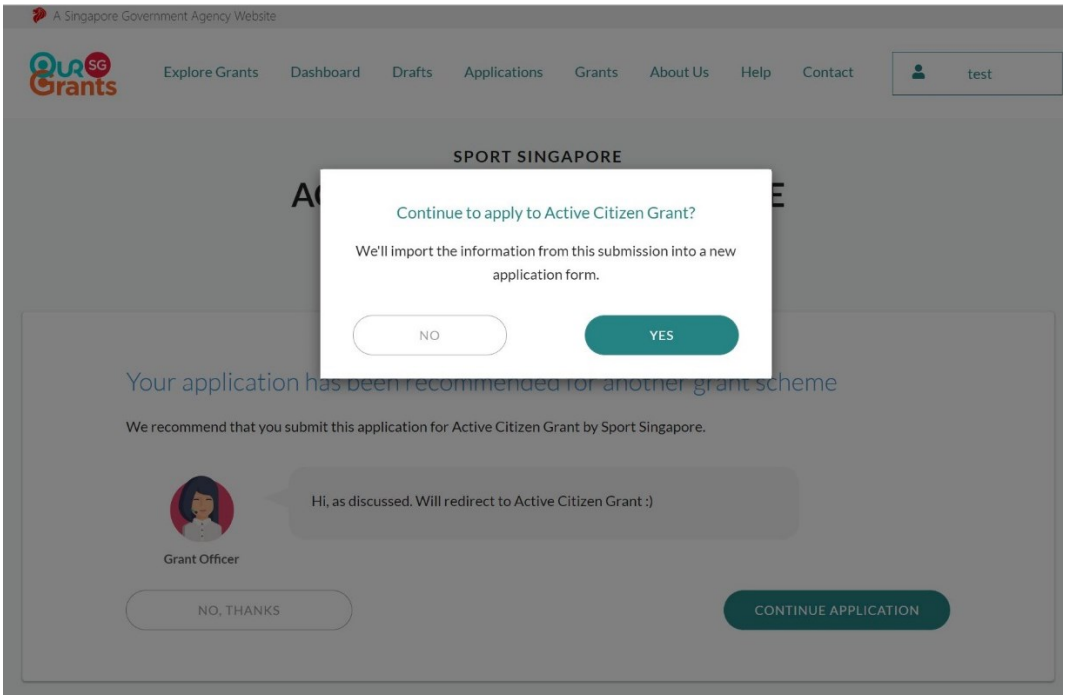
4.2 The status of your project would be indicated as Application Redirected, click on “View Details”



4.3 If you decide to take up the suggestion of the new grant, click on “Continue Application”

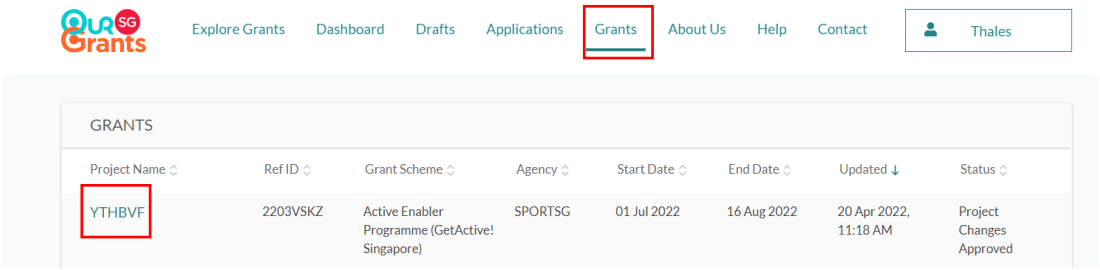


4.4 Click “Yes” to confirm your application to the suggested grant.

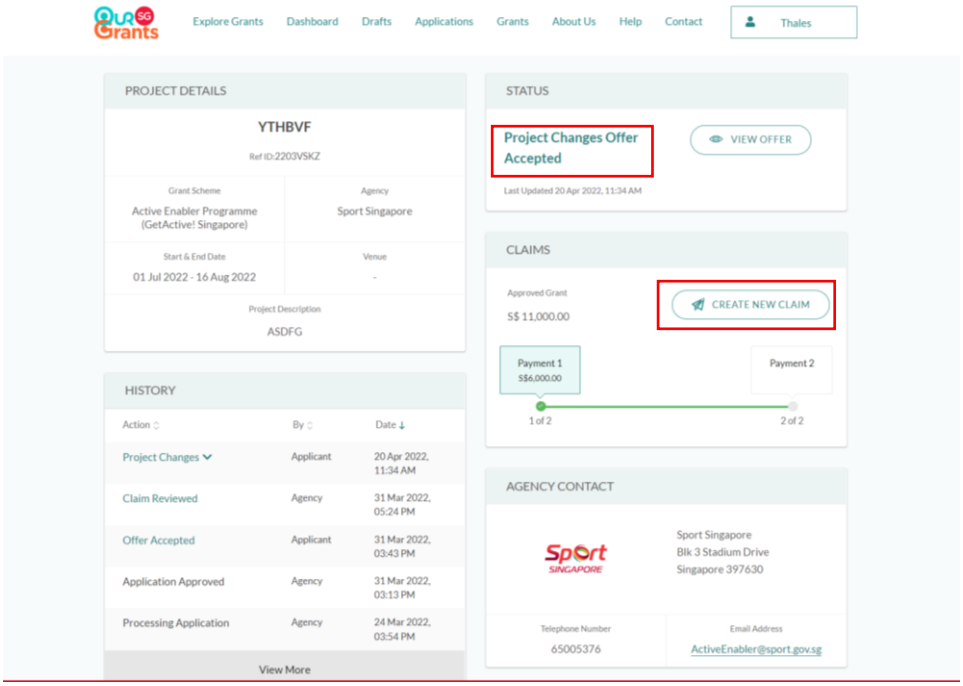


5. Submission of Claims for Mass Event/Project

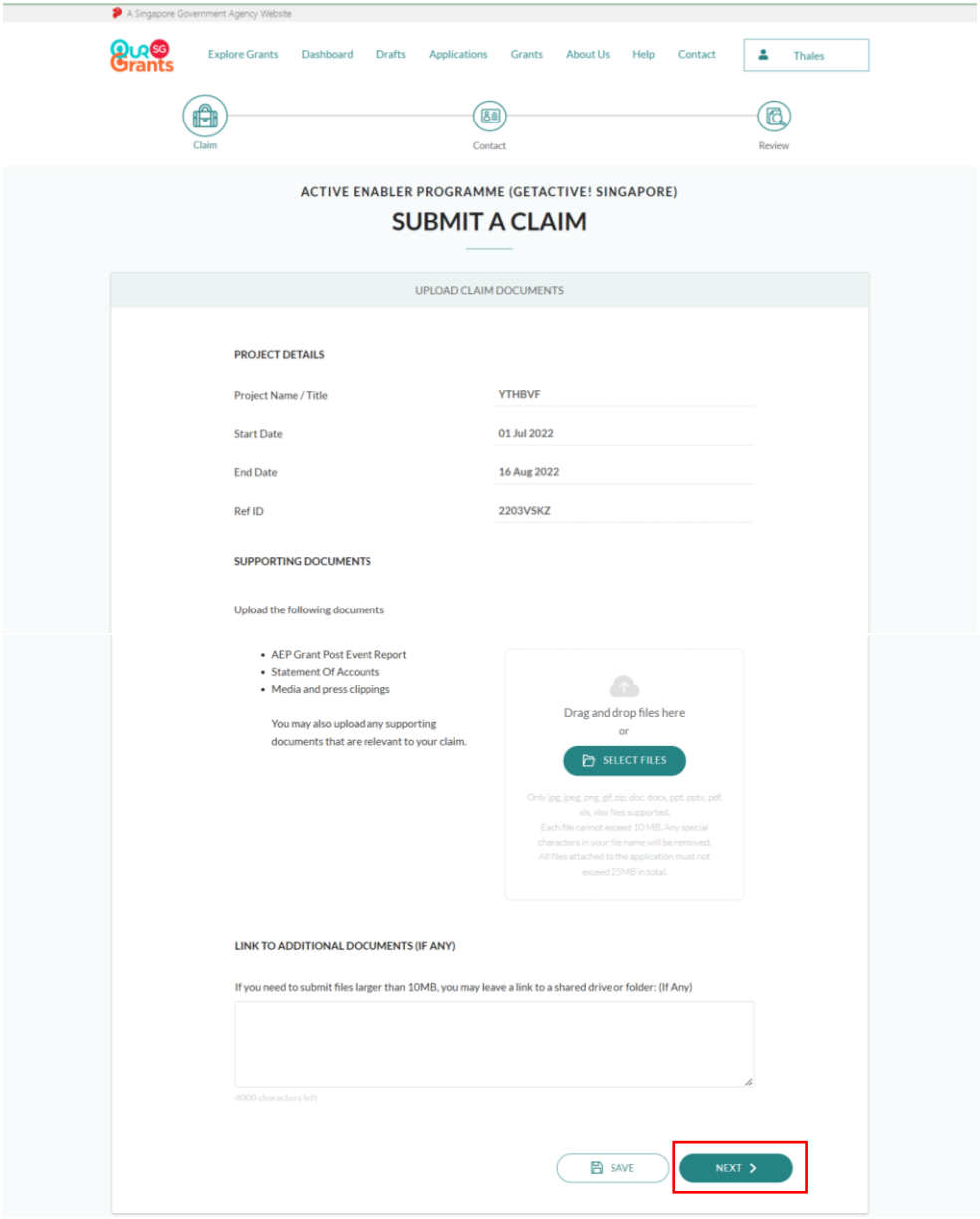
5.1 You can find your project under “Grants” tab and click on your “Project Name”.



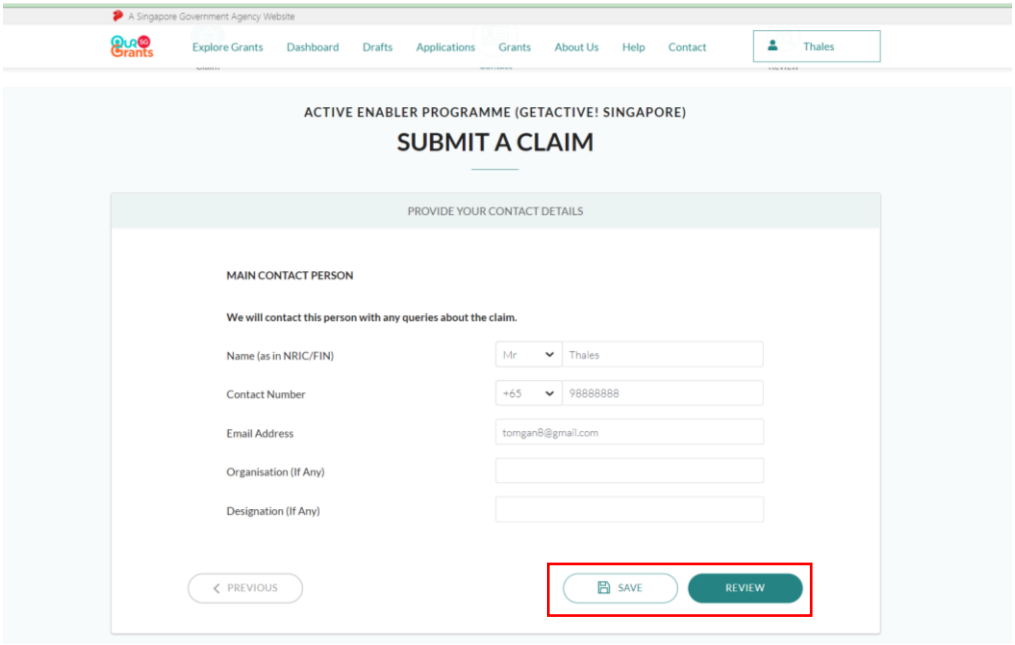
5.2 Select “Create New Claim”.
Note: Status of your project should be reflected as “Project Changes Approved” or “Offer Accepted".



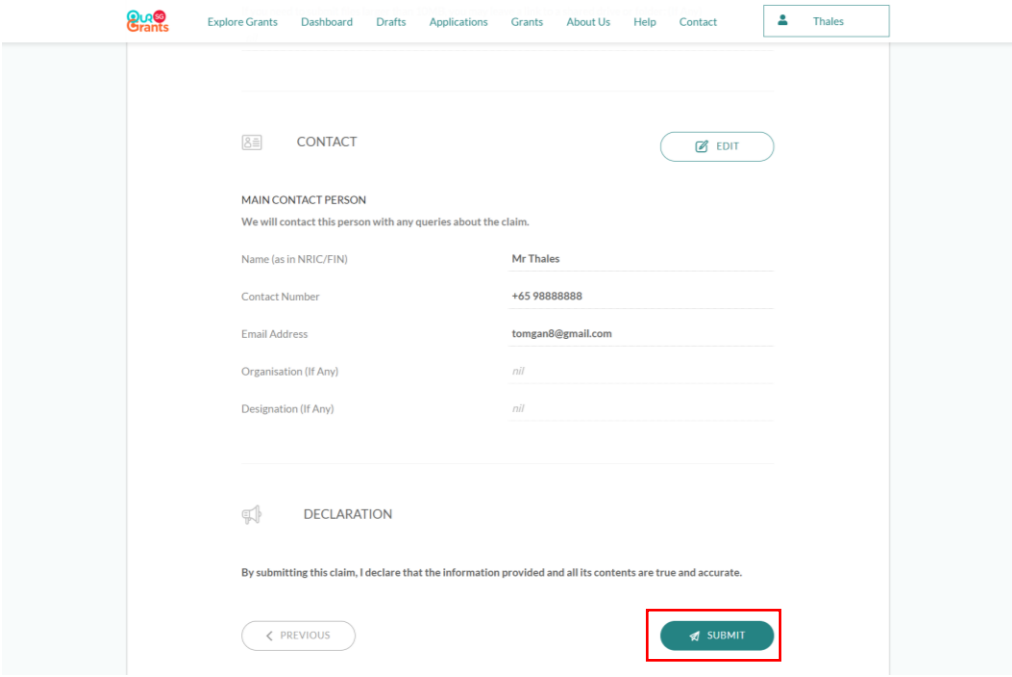
5.3 Upload the necessary documents and click next.



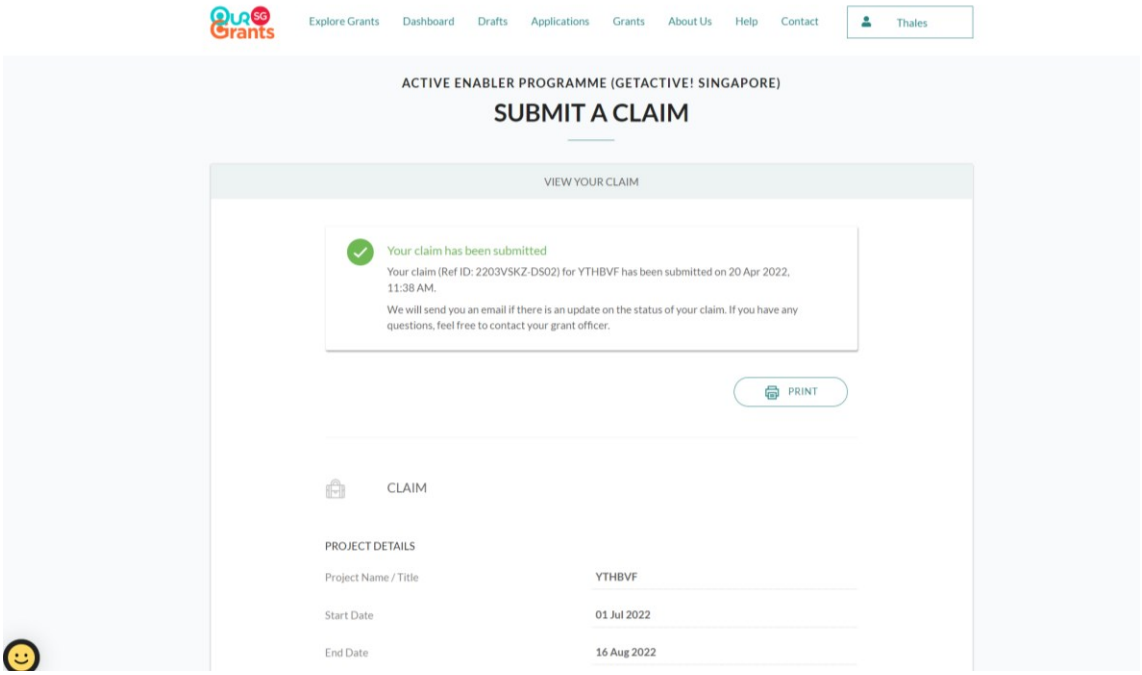
5.4 Update the relevant main contact person details if required and select “Save”. Select “Review” when completed.



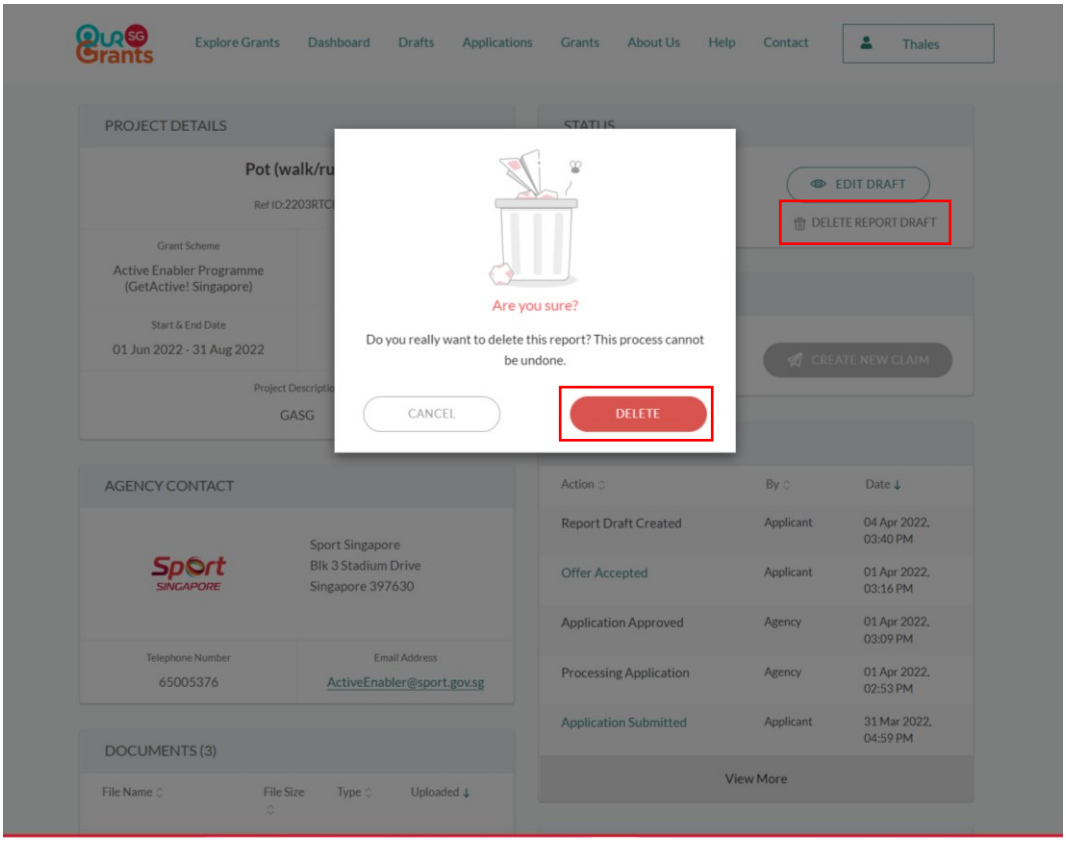
5.5 Upon completion of the review, select submit. If edits are required, select edit.



5.6 A message stating that your claim has been submitted should appear.

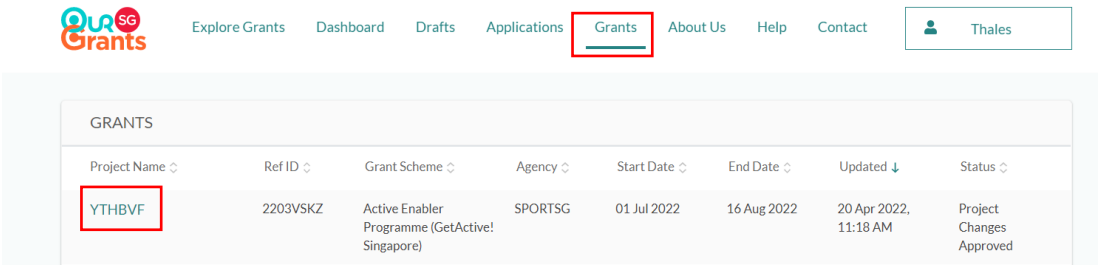


Note: If a report draft was saved previously and you wish to start a new claim from scratch, you can select “delete report draft” and create a new claim

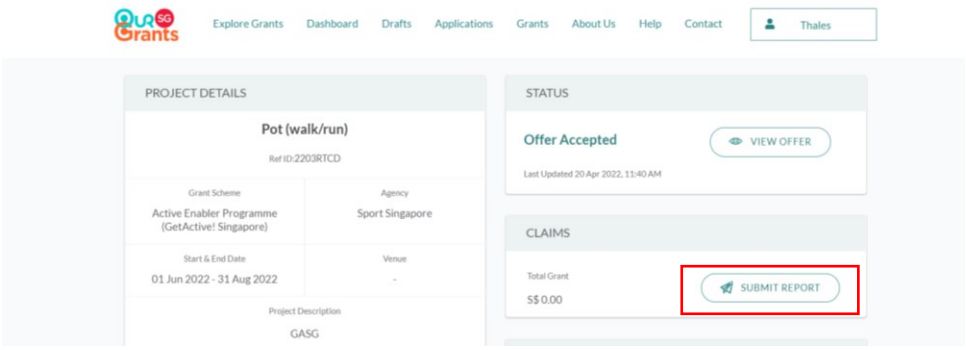


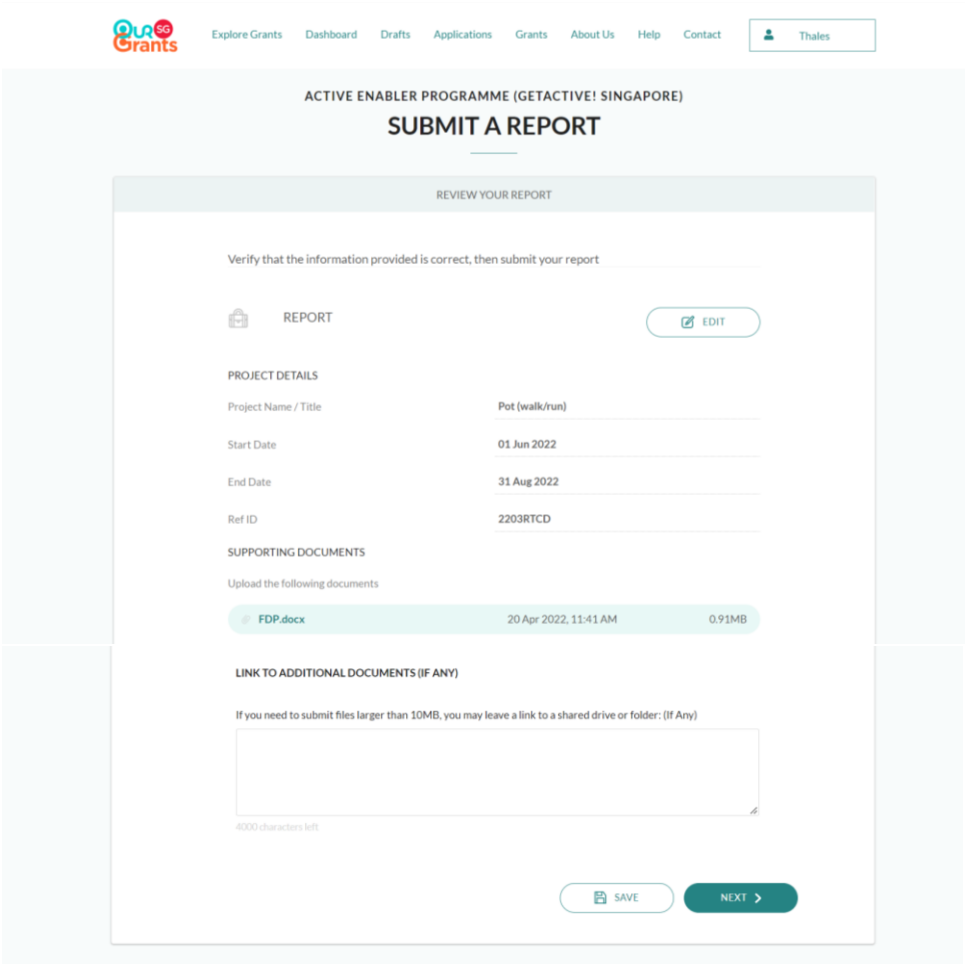
6. Submission of Claims for Endorsement

6.1 You can find it under “Grants” tab and click on your “Project Name”.

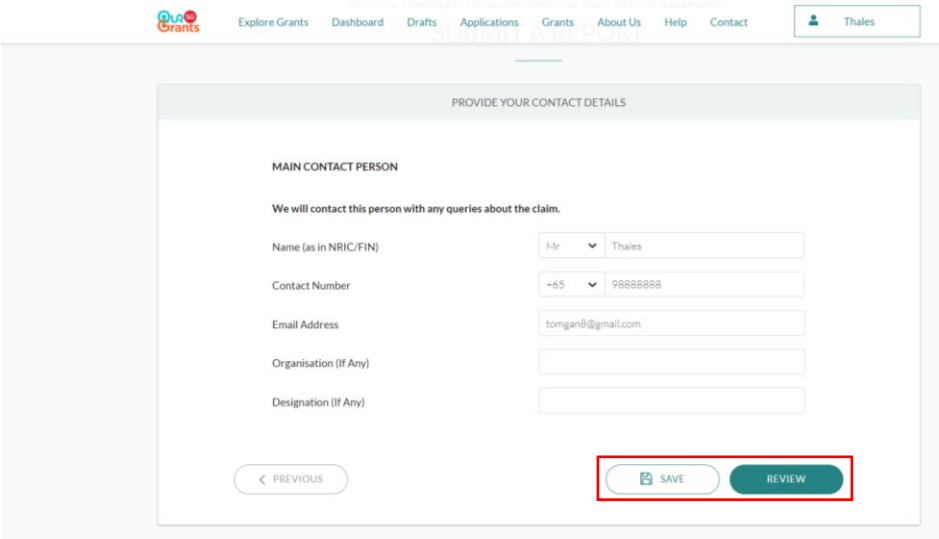


6.2 Select “Submit Report” and fill in the fields accordingly and upload your supporting documents.

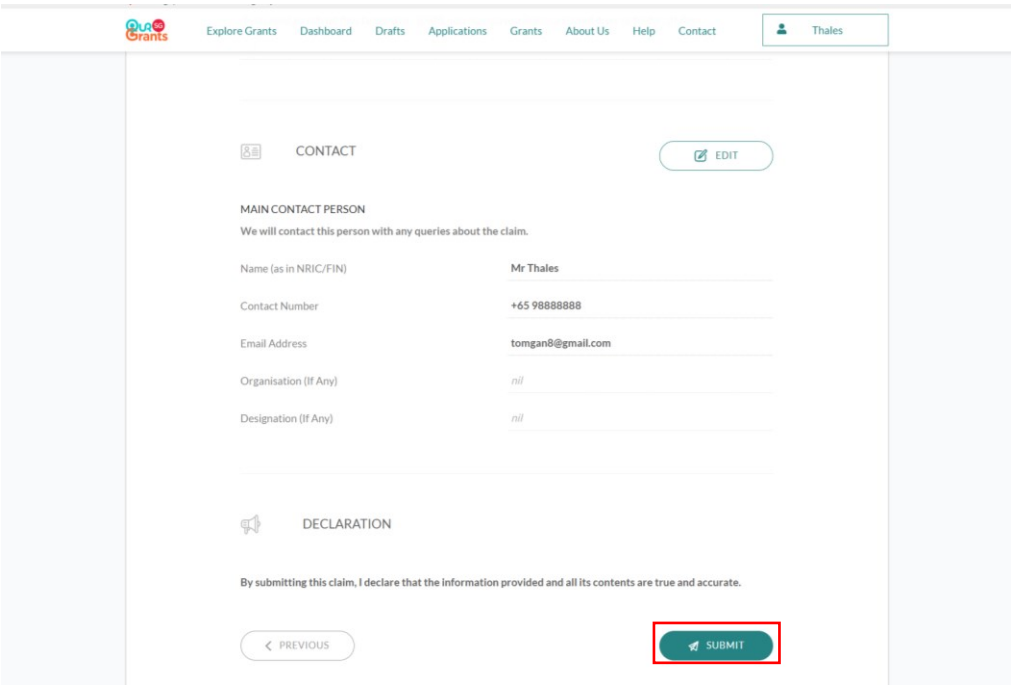




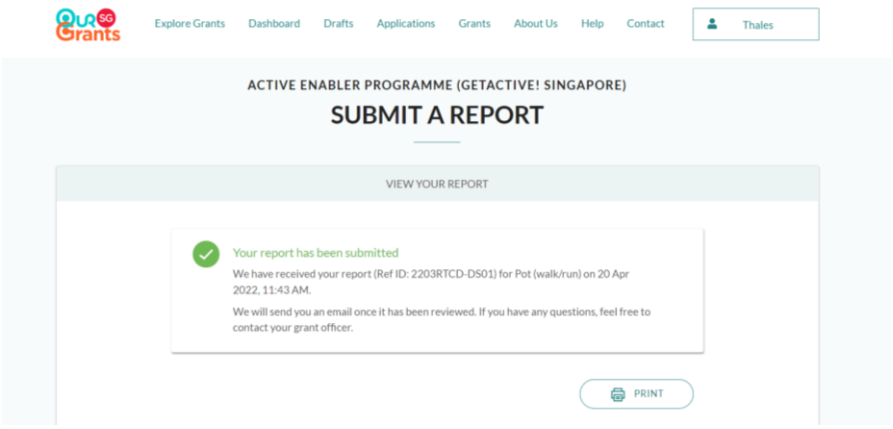
6.3 Update the relevant main contact person details if required and select “Save”. Select “Review” when completed.



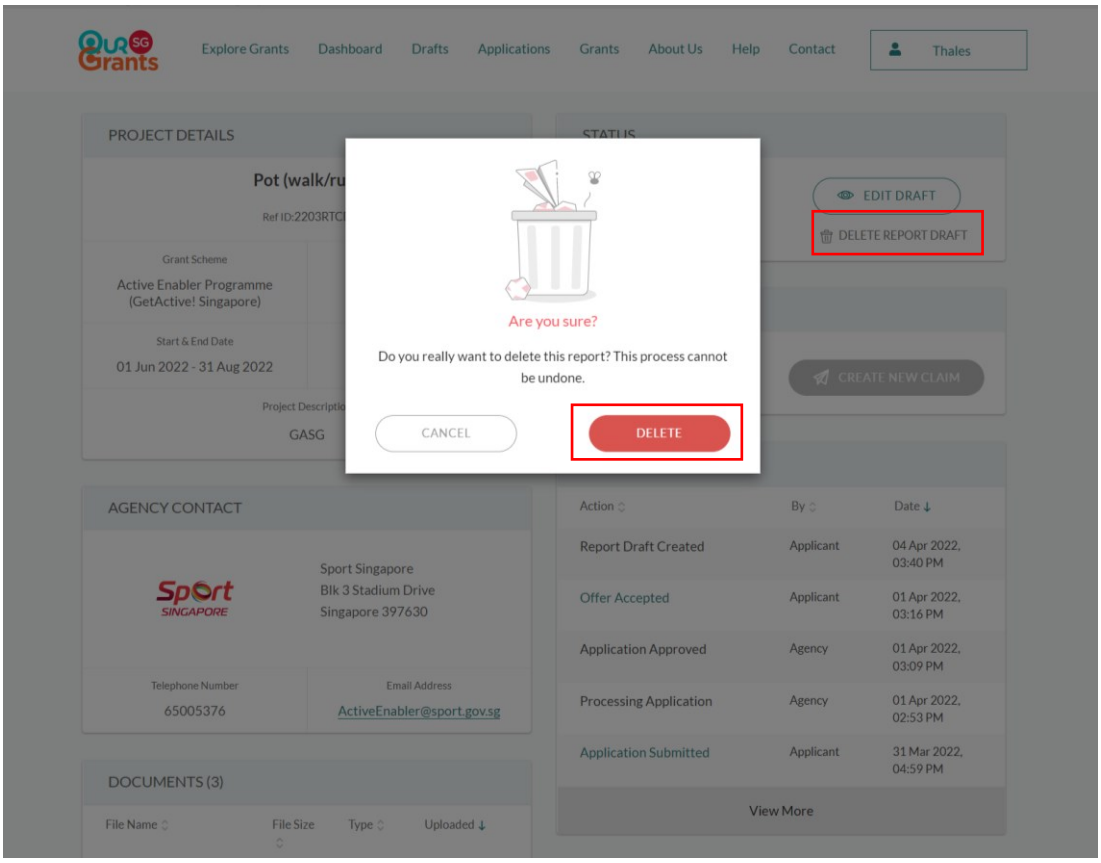
6.4 Select “Submit” when completed.



6.4 A message stating that your claim has been submitted should appear.

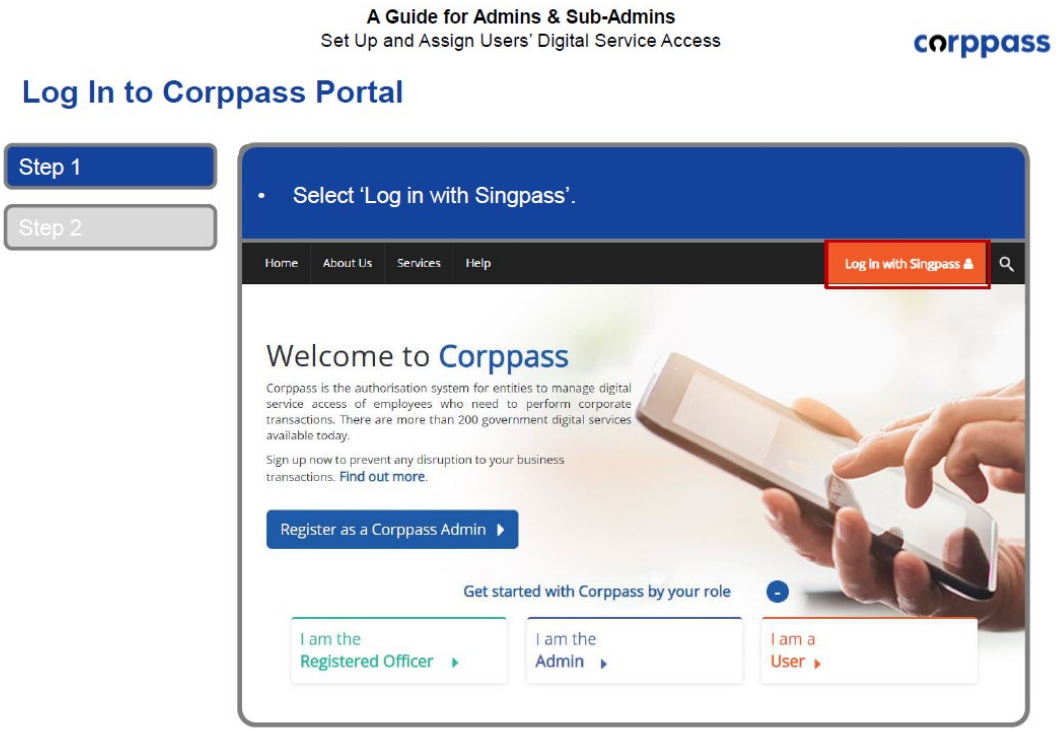


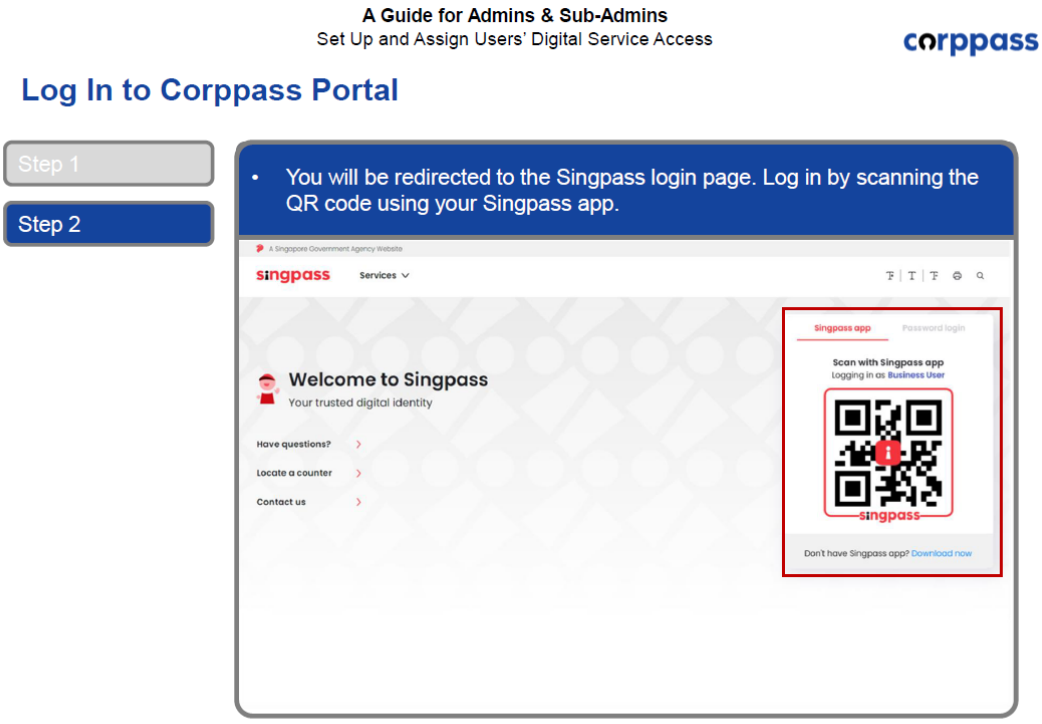
Note: If a report draft was saved previously and you wish to start a new claim from scratch, you can select “delete report draft” and create a new claim



7. Troubleshooting for Corp Pass

7.1 Visit the Corppass portal https://www.corppass.gov.sg, select log in with Singpass and log in.



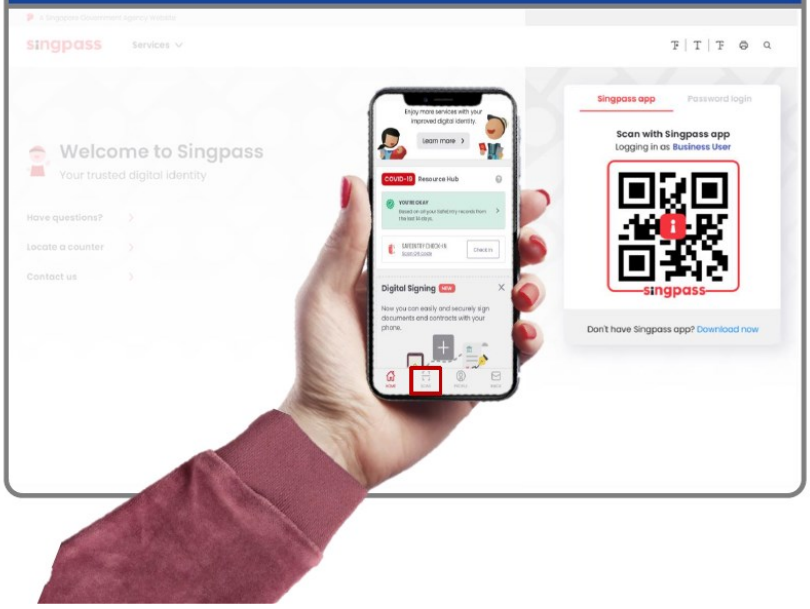


Log In to Corppass Portal

Step 1

Step 2

- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.



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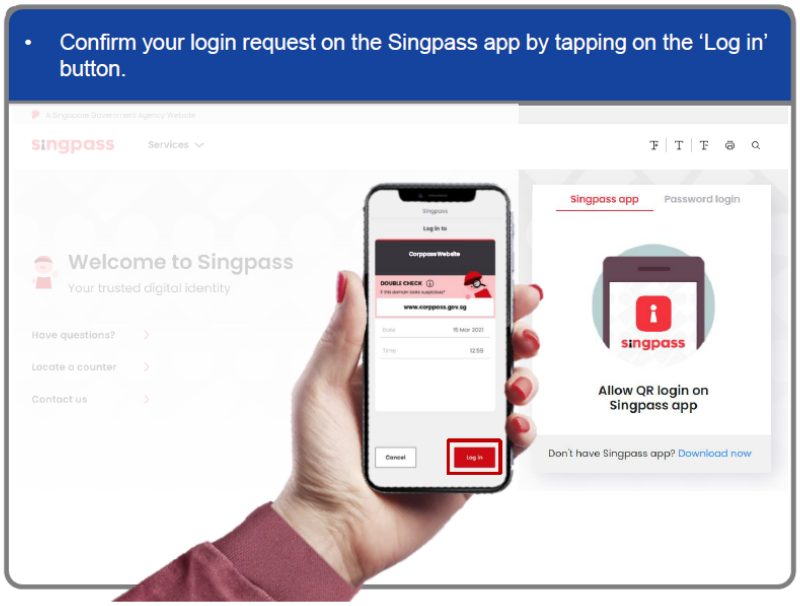
corppass

Log In to Corppass Portal

Step 1

Step 2

- Confirm your login request on the Singpass app by tapping on the 'Log in' button.



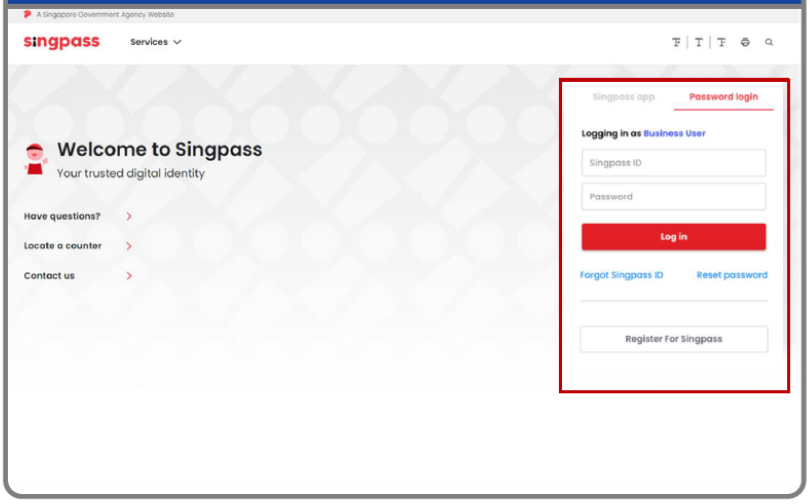
Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity

Log In to Corppass Portal

Step 1

Step 2

- Alternatively, enter your Singpass ID & Password.



Note: If you are a Foreign ID user, this mode of login using Singpass ID or Password is not applicable to you. You can log in using the Singpass app.

A Guide for Admins & Sub-Admins
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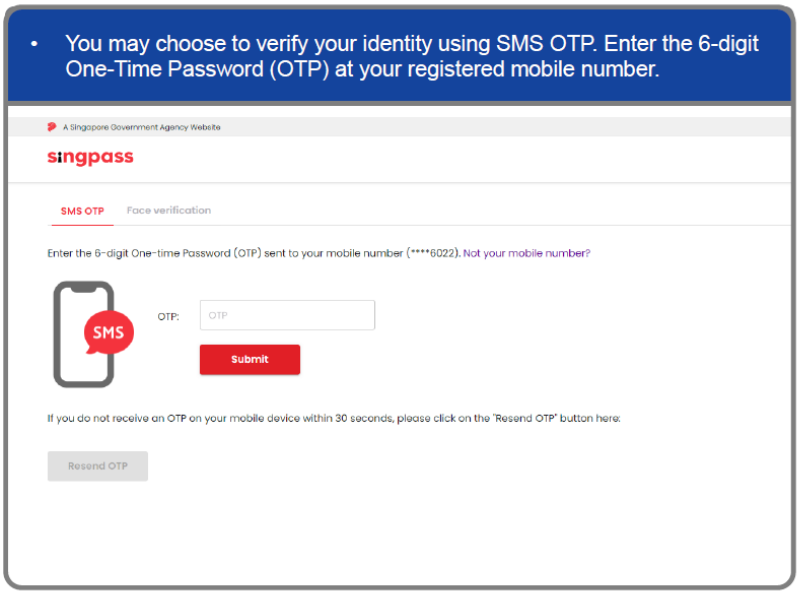
corppass

Log In to Corppass Portal

Step 1

Step 2

- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) at your registered mobile number.

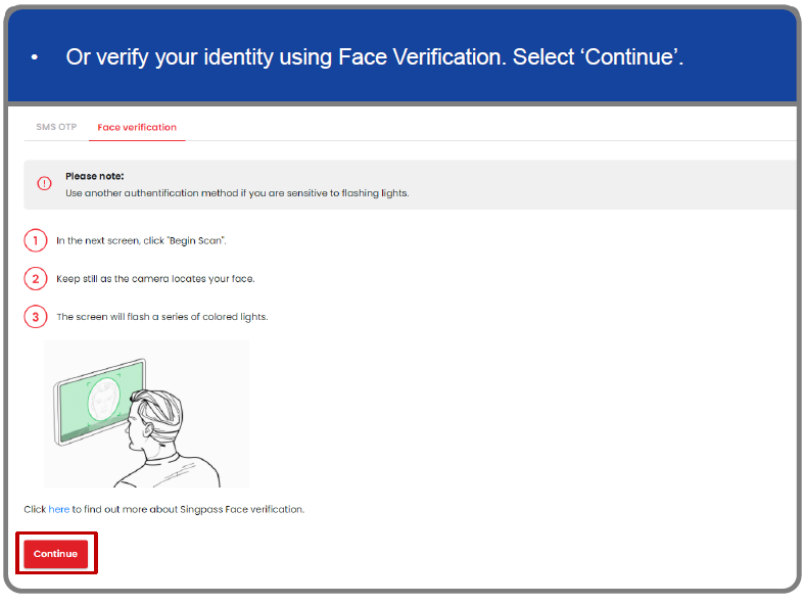


Log In to Corppass Portal

Step 1

Step 2

- Or verify your identity using Face Verification. Select 'Continue'.



A Guide for Admins & Sub-Admins
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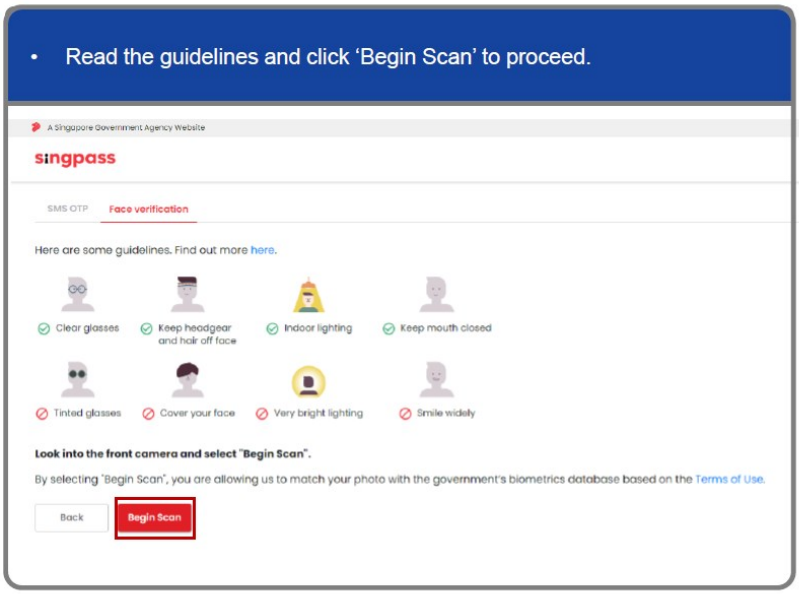
corppass

Log In to Corppass Portal

Step 1

Step 2

- Read the guidelines and click 'Begin Scan' to proceed.

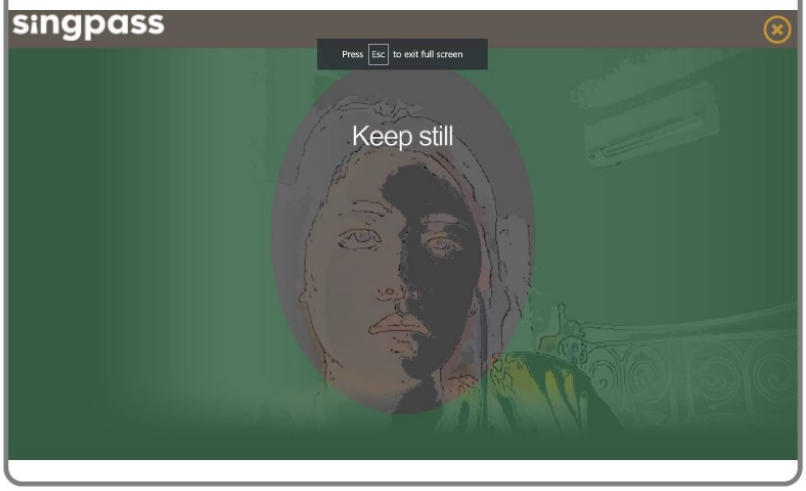


Log In to Corppass Portal

Step 1

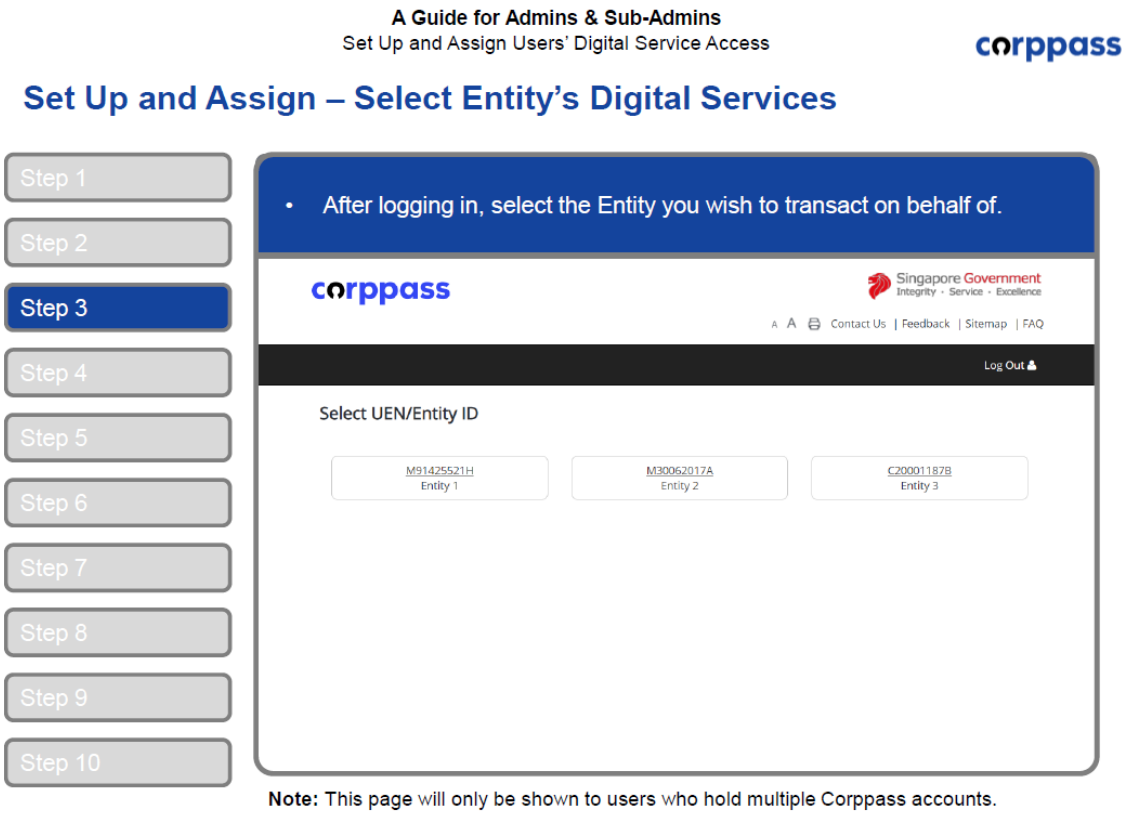
Step 2

- Follow the instructions provided while the scanning takes place.



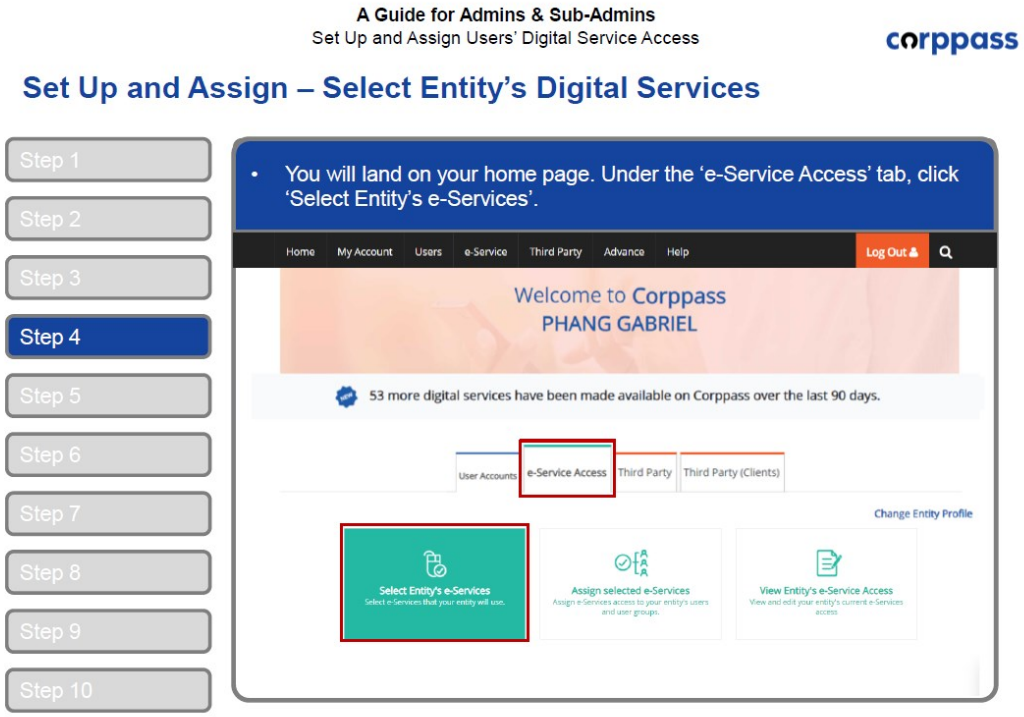
Note: Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

7.2 Select Entity's Digital Services and select the entity that you wish to transact on behalf of.



Note: This page will only be shown to users who hold multiple Corppass accounts.

7.3 Select Entity's e-Services & assign the digital service. You may filter by MCCY and select the Our Singapore Grants Portal. Click next and submit.



Set Up and Assign – Select Entity's Digital Services

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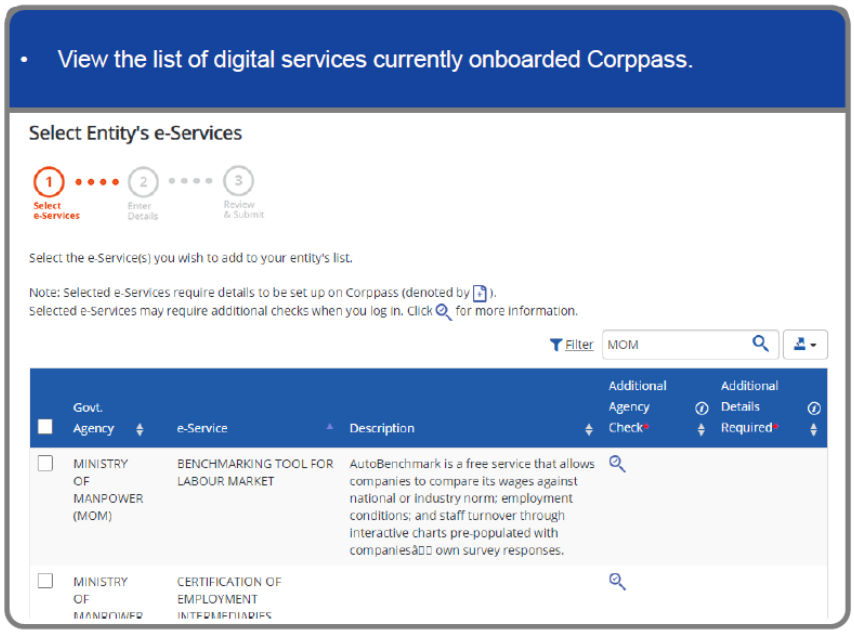
- View the list of digital services currently onboarded Corppass.



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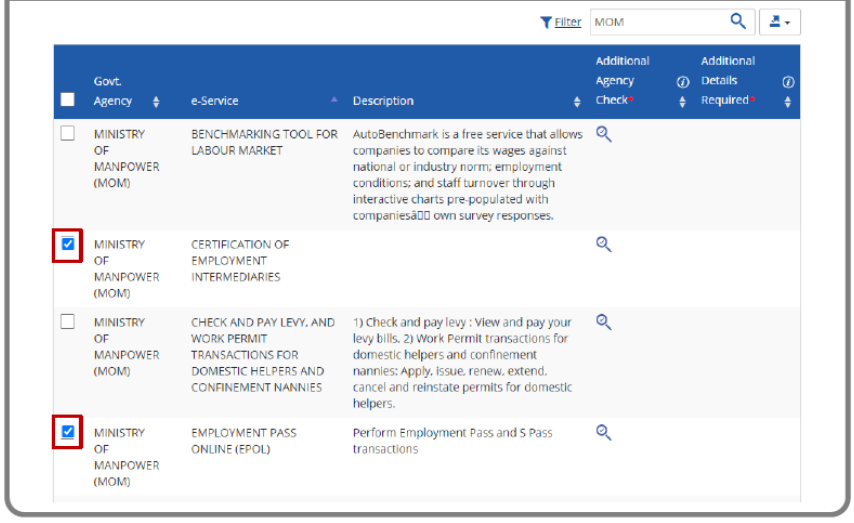
- Select the digital service(s) your entity would like to transact with.



Set Up and Assign – Select Entity's Digital Services

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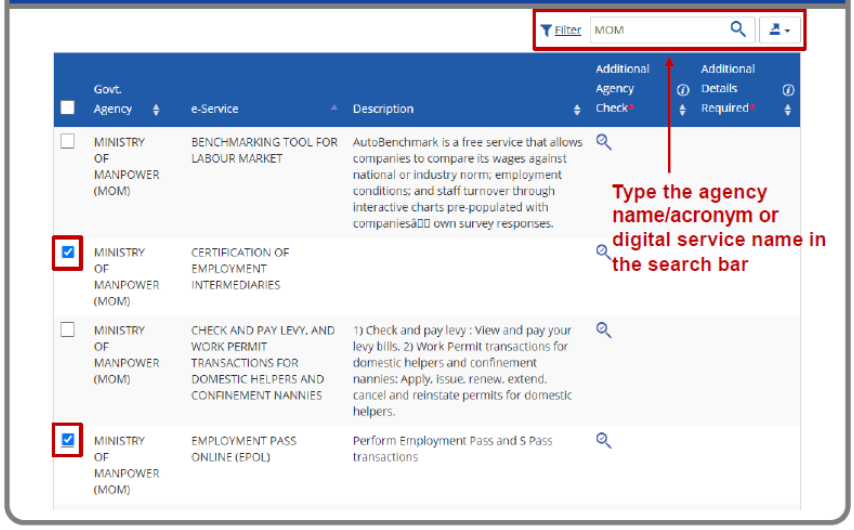
- You may use the search bar to search for a specific digital service.



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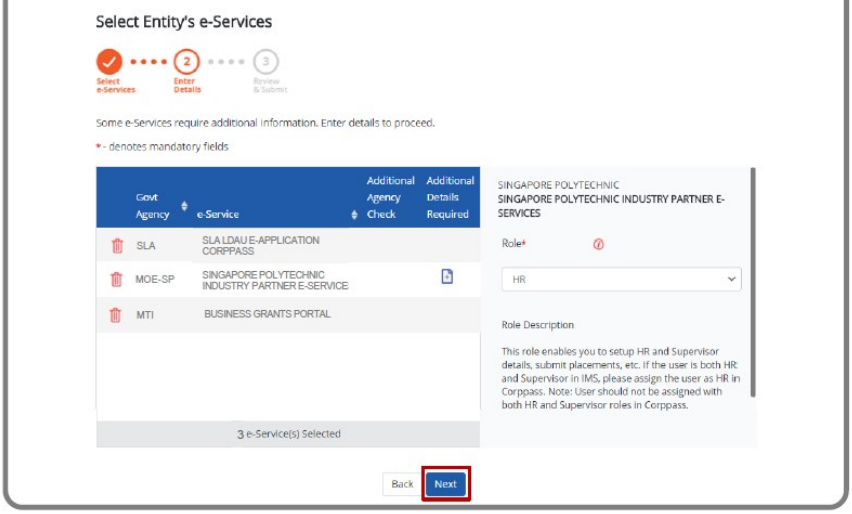
- Click 'Next' to proceed.



Set Up and Assign – Select Entity's Digital Services

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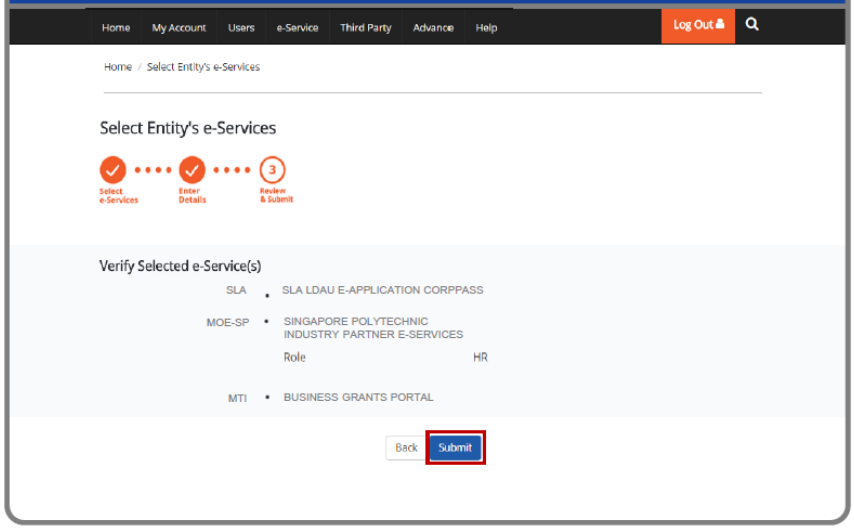
- Review details of the digital service(s) you have selected, and click 'Submit' to proceed.



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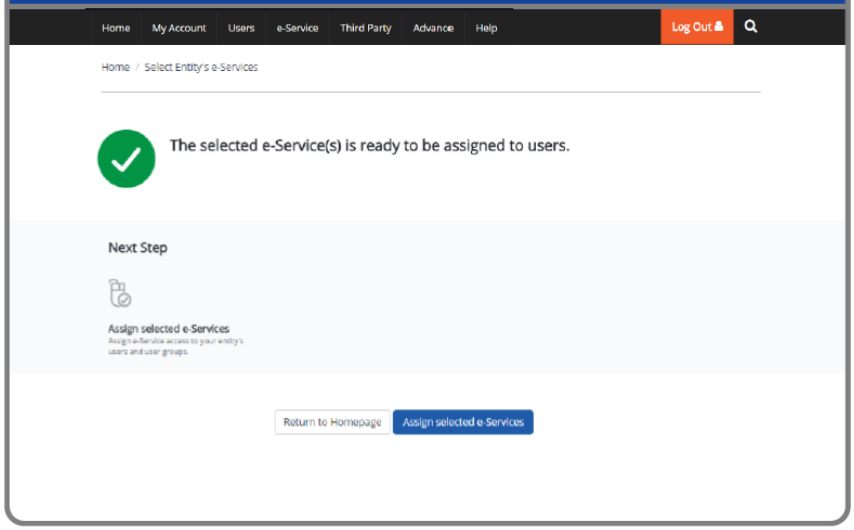
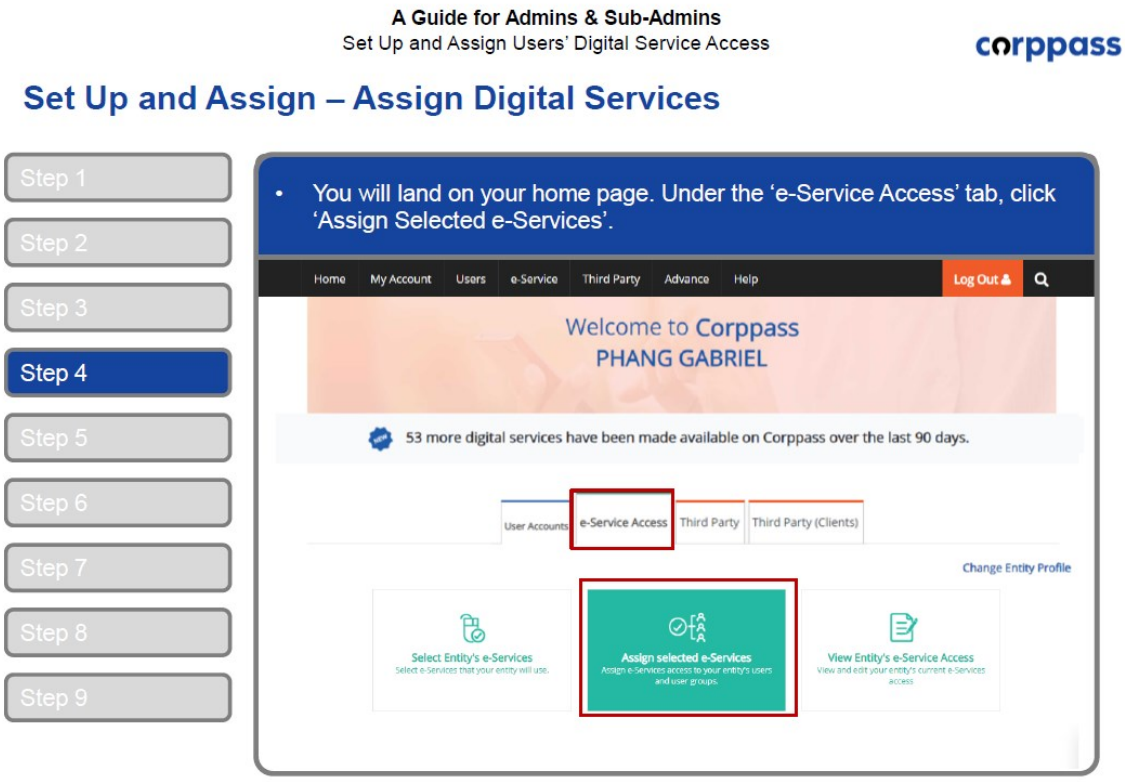
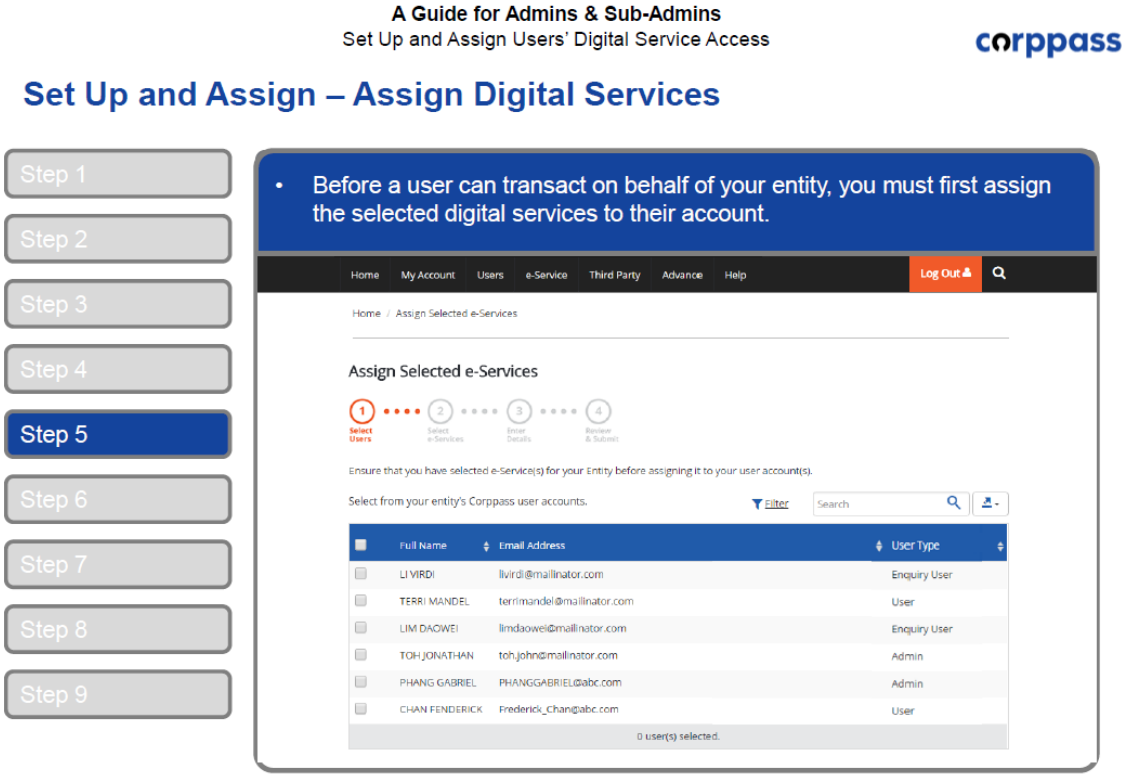
- A confirmation message will indicate that you have selected your entity's digital services. You may now assign these digital services to your users.



7.4 Select e-service access & the list of the entity's corp pass user accounts will appear.





7.5 Select e-service access & the list of the entity's corp pass user accounts will appear.

Set Up and Assign – Assign Digital Services

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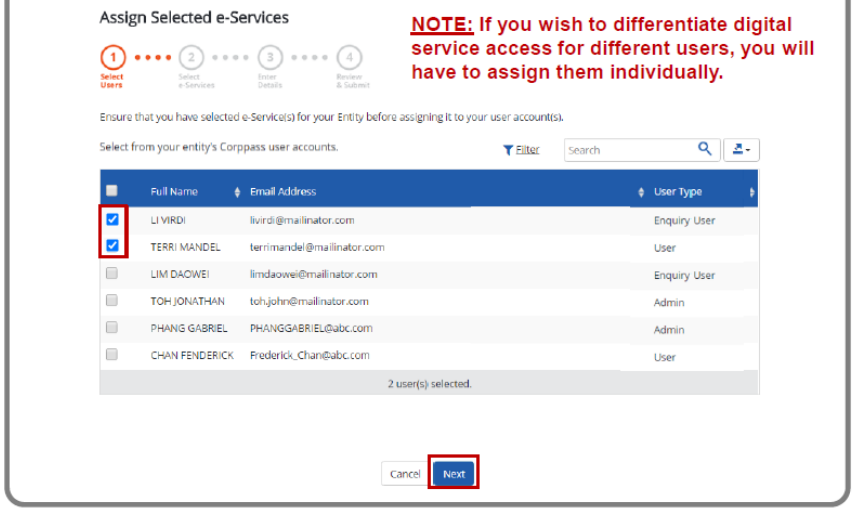
- Select the user(s) you wish to assign the access to. These users will be granted access to the digital services you select in the next step. Click 'Next' to proceed.



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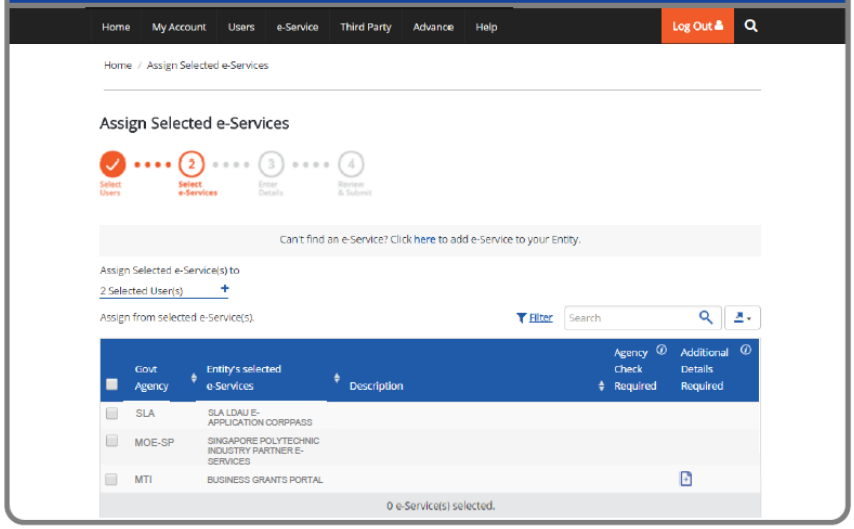
- You will be directed to the list of digital services you have selected for your entity (this was done in the first section 'Select Entity's Digital Services').



Set Up and Assign – Assign Digital Services

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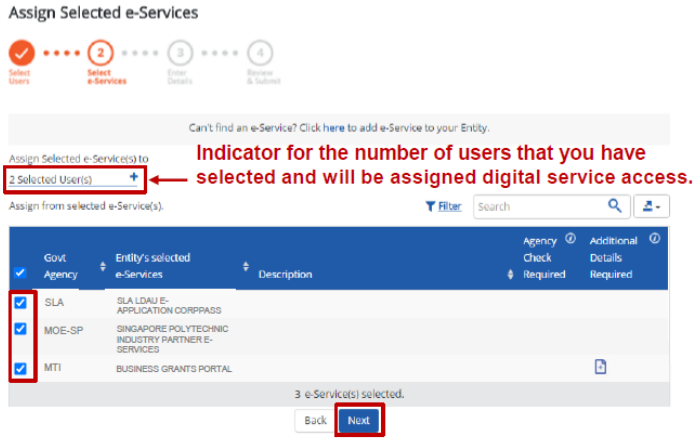
- Select the digital services you wish to assign to the selected users. Click 'Next' to proceed.



Note: Sub-Admins with restricted access can only assign users access to digital services within his or her assignment profile

7.6 Select the list of users and assign the relevant roles. Set the date of authorisation as the date you would like the user's role to take effect and click submit. If Corppass is used to apply for the grant, only your organisation's Acceptor in Corppass can accept the Letter of Award. Preparers and Submitters are not authorised to accept the Letter of Award.

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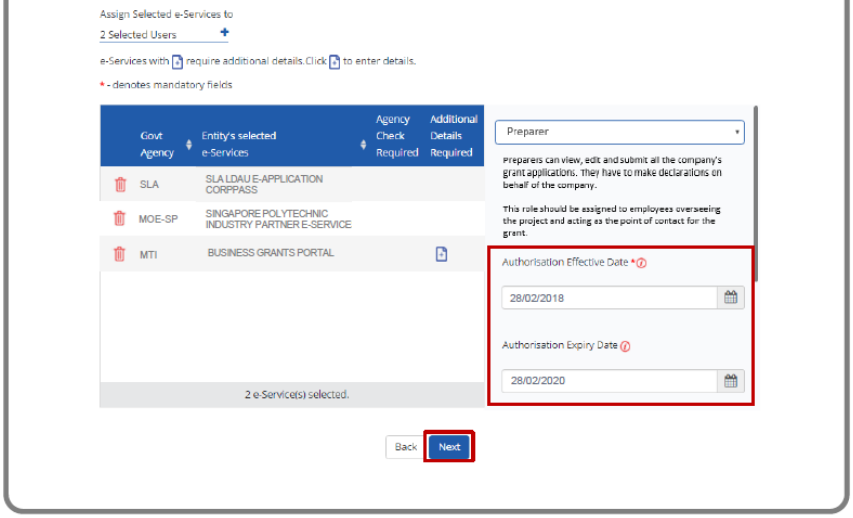
- Set a period for this authorisation, with minimally an Effective (or start) Date. Leave the Expiry Date blank if you would like the assignment to last indefinitely. Click 'Next' to proceed.



Note: Authorisation Effective Date is a mandatory field for all digital service assignments.

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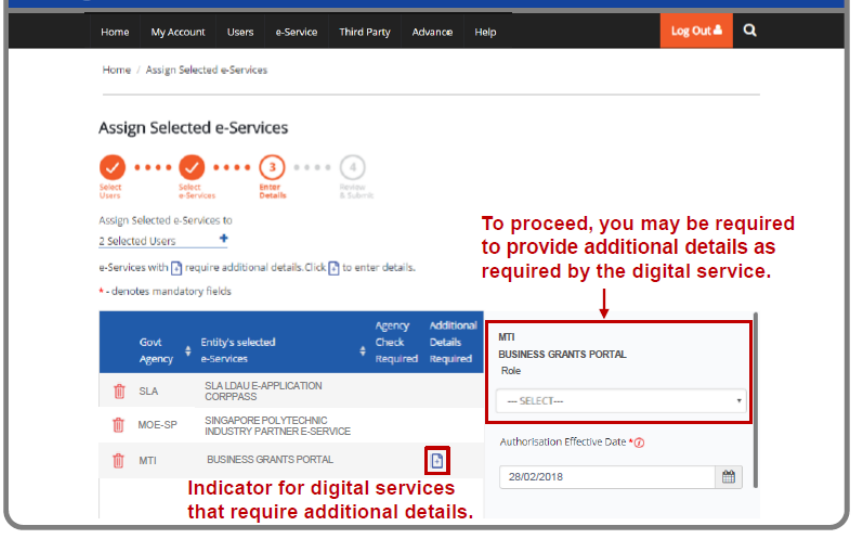
- Selected digital services may require additional details such as roles, CSN, Vendor ID, GSTN etc. that you have pre-defined during selection of digital services.



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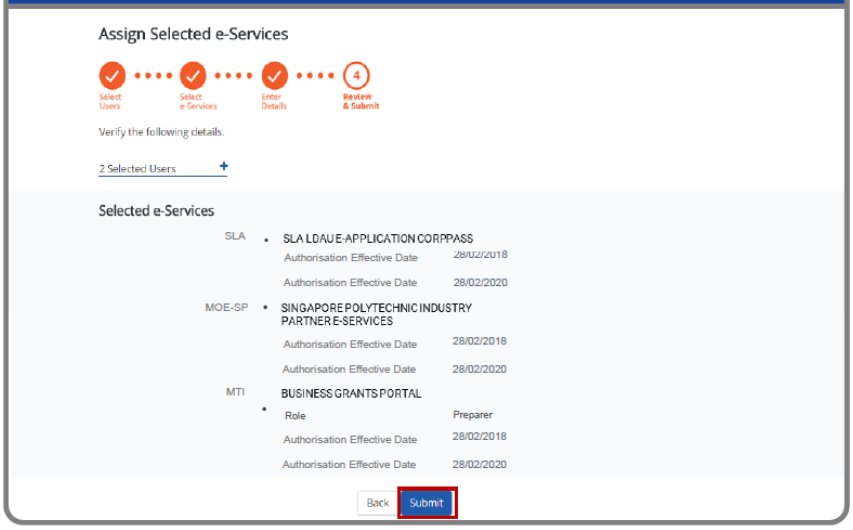
- Review details of the assigned digital services, then click 'Submit'.



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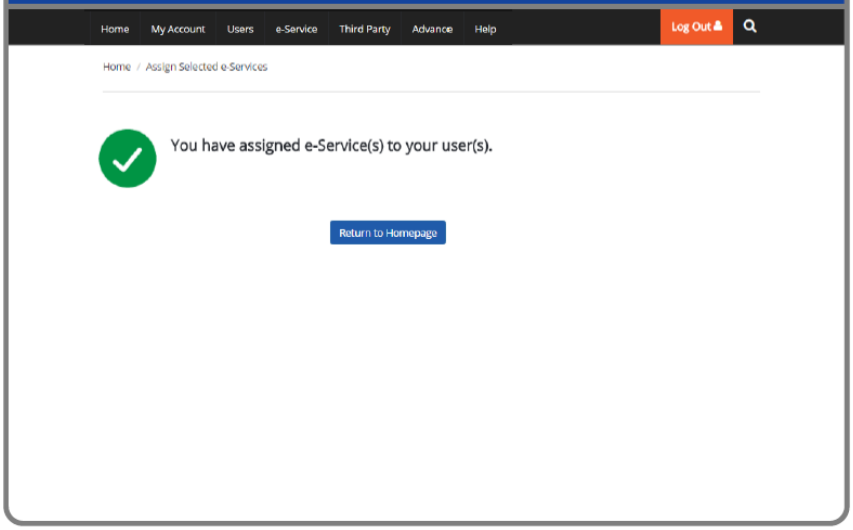
- A confirmation message will indicate that you have successfully assigned digital service access to your selected users.