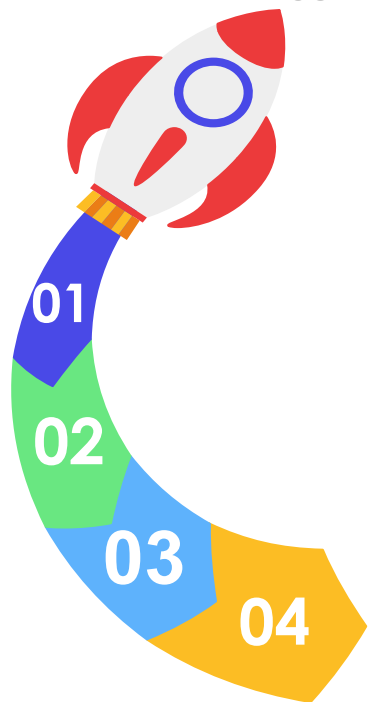


# Process Flow for Grant Application

## SUPPORTING DOCUMENTS



### Course Content

- Indicate Training Programme ID
- Course title registered 100% same in all documents
- Stated certification & duration

### Training Schedule

- Itinerary for the whole training session

### Quotation

- Amount agreed by both parties
- Breakdown the course fee properly
- Course title registered 100% same in all documents
- Stated date & training hours

### Trainer Profile

- Ensure the trainers are included in the course registration.

## PROCESS FLOW



**1**  
Training Provider submit all supporting documents to potential client (HRD Corp registered employer)



**2**  
Employer submit grant application  
*\*Submit prior the commencement of training*



**3**  
Query if the application incomplete  
*(\*Response by providing all documents/information needed by grant officer)*



**4**  
**APPROVAL**  
*\*Approved within 48 hours upon completed submission*