MANDATORY GRANT EXTENSION REQUEST

You can only submit a Mandatory Grant Application Extension Request if you have initiated a Mandatory Grant Application for the Company on CIMS.

1. Log into your SDF Profile, navigate to and click, SDF/ Mandatory Grant Application and click to view/edit the grant for the selected Company.

2. The Mandatory Grant Applications for the Company will be displayed.

3. You will be required to click the Calendar Icon to submit a Mandatory Grant Application extension request for the Company.

4. You will be required to submit a reason for the extension request and click a letter on your company letterhead.

5. Once you have uploaded the letter and captured a reason for the request click submit.

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6. Once you have submitted the Mandatory Grant Application Extension Request for the company, a **green tick** will be displayed in the "Applied for Extension" field.