

ATTACHMENT 3

EMPLOYMENT GRANT CLAIM CHECKLIST



Project No:		Email Address:
Details of person responsible for company claim		
Name:		Date of Receipt (office use only)
Company:		
Address:		
Telephone:		

❖ Please complete details above and mark each box below to indicate that the required documents are enclosed.

The following should be submitted with your claim

Required Documents	Details	Items Enclosed	Checked By IDA
Independent Accountant's report	A signed independent accountant's report certifying expenditure, submitted in original		
Director's Statement of Claim	Completed on Company's Headed Paper and submitted in original		
General Declaration Form	Submitted in original with signatures of two directors or one managing director.		
Form 9 –Employee Listing	List the names of the employees claimed to date on this project		
Form 16 – Employment Record Form	Details the number of eligible posts in existence each month. Please ensure that the numbers of posts for each month are calculated cumulatively.		
Annual Audited Accounts	The most recent Annual Audited Accounts of the grantee.		
Tax Clearance	Tax Clearance must be valid on submission & payment of grant claim. Please input PPSN/Tax Reference Number (TRN) & Tax Clearance Access Number (TCAN) for verification. PPSN/TRN : _____ TCAN : _____		
Legal Documents –first claim only	<ul style="list-style-type: none"> - Solicitor's confirmation that the company have clear and valid title to the site and buildings where the grant undertaking is being carried out. Details of the nature of the lease should be confirmed. i.e. Leasehold or Freehold. If Leasehold the terms of the lease should be specified. - Solicitor's confirmation that the company has been properly incorporated and is acting within its powers in carrying on the Undertaking contracted for in the Grant Agreement. 		
Insurance Confirmation	Confirmation from you brokers that buildings and machinery are covered. (required if company is involved in manufacturing, research and development)		
Special Conditions in legal agreement	Some grant approvals have special or performance related conditions included as a pre-condition of payment. Please check you legal agreement for non-standard conditions, Enter N/A if not required.		
Fixed Asset Investment Confirmation	Required for every claim, inspection will be done at 50% stage and at 100% stage. Please submit the Fixed Asset Investment Letter with completed forms 2 and 3		
Grant Agreement - first claim only	Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted)		
Equity/ Equity Equivalent Confirmation	A letter from your auditors or solicitors confirming that adequate equity/ equity equivalent is in place with detailed breakdown.		
Checklist	Complete this form for each claim and attach documents		

Please note that this checklist is not a comprehensive list of all documents required for your grant claim. It is intended as an aid in the grant claims process. You may be requested to submit additional documents after your claim has been received.

RD&I GRANT CLAIM CHECKLIST



Project No:	
Details of person responsible for company claim	
Name:	Email Address:
Company:	Date of Receipt (office use only)
Address:	
Telephone:	

❖ Please complete details above and mark each box below to indicate that the required documents are enclosed.

The following should be submitted with your claim

Required Documents	Details	Items Enclosed	Checked By IDA
Independent Accountant's report	A signed independent accountant's report certifying expenditure, submitted in original		
Director's Statement of Claim	Completed on Company's Headed Paper and submitted in original		
General Declaration Form	Submitted in original with signatures of two directors or one managing director.		
Form 14 – Plant & Equipment Expenditure	Itemised list of expenditure claimed, signed by director		
Form 4 –R&D expenditure	Itemised list of expenditure claimed, signed by director		
Tax Clearance	Tax Clearance must be valid on submission & payment of grant claim. Please input PPSN/Tax Reference Number (TRN) & Tax Clearance Access Number (TCAN) for verification. PPSN/TRN : _____ TCAN : _____		
Annual Audited Accounts	The most recent Annual Audited Accounts of the grantee.		
Technical Progress Report	Submit using IDA R&D Technical Report Template in Business Support section of IDA website		
Insurance Confirmation	Confirmation from you brokers that buildings and machinery are covered. (required if company is involved in manufacturing, research and development)		
Legal Documents –first claim only	<ul style="list-style-type: none"> - Solicitor's confirmation that the company have clear and valid title to their site and buildings - Solicitor's confirmation that the company has been properly incorporated and is acting within its powers in carrying on the Undertaking contracted for in the Grant Agreement 		
Special Conditions in Legal Agreement	Some grant approvals have special or performance related conditions included as a pre-condition of payment. Please check you legal agreement for non-standard conditions, Enter N/A if not required.		
Grant Agreement - first claim only	Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted)		
Checklist	Complete this form for each claim and attach documents		

Please note that this checklist is not a comprehensive list of all documents required for your grant claim. It is intended as an aid in the grant claims process. You may be requested to submit additional documents after your claim has been received.

CAPITAL GRANT CLAIM CHECKLIST



Project No:	
Details of person responsible for company claim	
Name:	Email Address:
Company:	Date of Receipt (office use only)
Address:	
Telephone:	

❖ Please complete details above and mark each box below to indicate that the required documents are enclosed.

The following should be submitted with your claim

Required Documents	Details	Items Enclosed	Checked By IDA
Independent Accountant's report	A signed independent accountant's report certifying expenditure submitted in original		
Director's Statement of Claim	Completed on Company's Headed Paper and submitted in original		
General Declaration Form	Submitted in original with signatures of two directors or one managing director.		
Form 2 –Buildings and Site Expenditure	Itemised list of expenditure claimed, signed by director		
Form 3– Equipment	Itemised list of expenditure claimed, signed by director		
Tax Clearance	Tax Clearance must be valid on submission & payment of grant claim. Please input PPSN/Tax Reference Number (TRN) & Tax Clearance Access Number (TCAN) for verification. PPSN/TRN : _____ TCAN : _____		
Annual Audited Accounts	The most recent Annual Audited Accounts of the grantee.		
Insurance Confirmation	Confirmation from you brokers that buildings and machinery are covered.		
Special Conditions in legal agreement	Some grant approvals have special or performance related conditions included as a pre-condition of payment. Please check you legal agreement for non-standard conditions. (enter N/A if not required)		
Grant Agreement	Signed and dated acceptance of the Grant Agreement (if not already submitted)		
Legal Documents – first claim only	<ul style="list-style-type: none"> - Solicitor's confirmation that the company have clear and valid title to their site and buildings - Solicitor's confirmation that the company has been properly incorporated and is acting within its powers in carrying on the Undertaking contracted for in the Grant Agreement 		
Equity/ Equity Equivalent Confirmation	A letter from your auditors or solicitors confirming that adequate equity/ equity equivalent is in place with detailed breakdown.		
Checklist	Complete this form for each claim and attach documents		

Please note that this checklist is not a comprehensive list of all documents required for your grant claim. It is intended as an aid in the grant claims process. You may be requested to submit additional documents after your claim has been received.

TRAINING GRANT CLAIM CHECKLIST



Project No:	
Details of person responsible for company claim	
Name:	Email Address:
Company:	Date of Receipt (office use only)
Address:	
Telephone:	

❖ Please complete details above and mark each box below to indicate that the required documents are enclosed.

The following should be submitted with your claim

Required Documents	Details	Items Enclosed	Checked By IDA
Independent Accountant's report	A signed independent accountant's report certifying expenditure submitted in original		
Director's Statement of Claim	Completed on Company's Headed Paper and submitted in original		
General Declaration Form	Submitted in original with signatures of two directors or one managing director		
Form 5 –Training Expenditure			
Tax Clearance	Tax Clearance must be valid on submission & payment of grant claim. Please input PPSN/Tax Reference Number (TRN) & Tax Clearance Access Number (TCAN) for verification. PPSN/TRN : _____ TCAN : _____		
Annual Audited Accounts	The most recent Annual Audited Accounts of the Grantee		
Special Conditions in legal agreement	Some grant approvals have special or performance related conditions included as a pre-condition of payment. Please check you legal agreement for non-standard conditions, Enter N/A if not required.		
Legal Documents –first claim only	<ul style="list-style-type: none"> - Solicitor's confirmation that the company have clear and valid title to their site and buildings - Solicitor's confirmation that the company has been properly incorporated and is acting within its powers in carrying on the Undertaking contracted for in the Grant Agreement 		
Training Progress Report	<u>A report containing an overview of training completed to date and an evaluation of the impact of training must be submitted with each claim.</u> A final report on the completed Training Programme and the impact on the ability of the company to undertake new initiatives must be submitted at the final claim stage.		
Bank Details	Details of account for payment		
Grant Agreement - (first claim only)	Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted)		
Checklist	Complete this form for each claim and attach documents		

Please note that this checklist is not a comprehensive list of all documents required for your grant claim. It is intended as an aid in the grant claims process. You may be requested to submit additional documents after your claim has been received.