|  |  |
| --- | --- |
| **Project No:** |  |
| **Details of person responsible for Company/Public Body claim** |
| **Contact Name:** | **Date claim received by Enterprise Ireland** |
| **Company/Public Body Name:** |
| **Address:** |
| **Email:** |
| **Tel:** |

* Please complete details above and mark each box below to indicate that the required documents are enclosed.
* Failure to submit any of the required documents will result in the claim being returned with the missing items marked.
* **Documents should be attached to this completed checklist in the order listed below and submitted by email to** IndustryGrantClaims@enterprise-ireland.com

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The following should be submitted with your claim.** |  |  |
| **Required Documents** | **Details** | **Items****Enclosed** | **Checked****By E.I.** |
| **Directors Statement** | Completed and signed by Authorised Signatories of the Grantee Company/Public Body on the report template provided. |  |  |
| **Please note the Claim Form is available in Excel** | **Please refer to your Letter of Offer to confirm what expenditure has been approved.**Ensure that the relevant **claim form** is completed in the excel template provided. Each entry is given a sequential “item no.” This “item no.” should be written on all the corresponding supporting documents, to show a clear audit trail. |  |  |
| 1. Rental Costs

**Supporting documents to be submitted with this claim**.* A copy of the lease agreement,
* Supporting invoices and
* Bank statements in the Grantee Company/Public Body name as proof of payment.
 |  |  |
| 1. Rental Costs associated with New Build Costs / Renovation and Refurbishment Costs

**Do not submit the supporting documents listed below with this claim.**Supporting invoices, statements, quotations Auctioneer’s valuation report’and bank statements in the Grantee Company/Public Body name in respect of this claim should be available electronically for inspection on request from the Grant Inspection Unit Team. Due to the ongoing Covid 19 Pandemic, no site inspections will take place. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tax Clearance** | **Tax Clearance for the Grantee Company must be valid on submission and at payment of grant claim**. Please input PPSN/Tax Reference Number (TRN) **and** Tax Clearance Access Number (TCAN) for verification.**PPSN/TRN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TCAN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Bank Details** | Enterprise Ireland makes all payments by Electronic Fund Transfer (EFT). Required if:* First time to submit a claim, or
* Existing Grantee Company/Public Body EFT details have changed, or
* If the Grantee Company/Public Body have not verified their Bank Details to us within the last 2 years.

Does the Grantee need to submit EFT details to Enterprise Ireland?If yes, please email bank.confirmation@enterprise-ireland.com attaching a redacted bank statement, which clearly shows:1. Grantee Company/Public Body name (as per Letter of Offer)
2. Bank Name
3. IBAN

Noting that, a member of our Finance Team may contact you to confirm the last 4 digits of your IBAN. | Email sent to bank.confirmation@enterprise-Ireland.comYes:No: |