**Helpful Hints that might make the Claims Inspection Process Easier**

* The following is the standard checklist for all Capital Grants.
* Please read and aim to ensure that these items are at hand, prior to sending in the Claim.
* By completing the Claim Form, the Grantee is confirming that all the financial and technical areas are ready for validation.

**The Process**

The inspection process is divided into two areas: Financial and Technical validation

On receipt of a valid Claim:

* A member of the Grant inspection team will be in contact with the Claim Contact to discuss the Inspection process.
* A validation sheet highlighting the supporting documentation required will be returned to the Claim Contact by the Grant Inspector along with a Calendar invite for a site visit with a link to a OneDrive file share
* Some claims may not require a site visit, and this can be discussed with the Grant Inspector.
* Supporting documentation should be uploaded into the file share and returned for review before the site visit takes place.
* All outstanding documentation should be available for the Grant Inspector to review prior to the visit or on the day of the inspection. Documentation not presented will result in the associated items being disallowed from the current claim and may delay the processing of the Claim.
* If a site visit is required, the Grant Inspector will look to see the Buildings and Machinery that are included on the Claim Form and will request to take photos of them in place (including the Manufacturer’s Plate).
* The progress of the Project will also be discussed. If a change has been made to any of the items of expenditure, it is advisable to contact your Development Advisor who will discuss the next steps with you.
* Post the inspection, the Team will discuss any disallowed items of expenditure with you and will draft an Inspection Report on the Project which is then submitted to the Payments Team.

**What documentation do I need to have ready?**

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| **1.** | **Financial Documentation Needed** |  |
|  | Copies of Invoices which must be in the name of the Grantee.  The Date of the Invoice should be after the Project Start Date and before the Final Claim Date. |  |
|  | Copies of the Headed Bank Statement which must be in the name of the Grantee (Online transaction Reports/Screenshots are not acceptable). The statement must show the Grantee Name as it appears in the Grant Agreement and to include the Address, Bank name and IBAN. |  |
|  | Copies of up-to-date Tax Status (Tax Clearance) for Contractors and sub-contractors where applicable (refer to your Letter of Offer). For overseas contractors, please allow sufficient time for the tax status to be supplied. Refer to Revenue Website. |  |
|  | Confirmation that Capital equipment is not leased. |  |
|  | Copy of final Planning Permission for the Project to include any subsequent planning amendments. |  |
|  | Architect’s Drawings for the Site and Buildings. Please mark clearly on these where Enterprise Ireland investment is taking place. |  |
|  | An approved Fire Safety Certificate (please refer to the relevant Building Regulations). |  |
|  | Copies of the Supplier Quotations, alternative quotations sought and in the case of a tender, details of the tender analysis should include the final contract price. |  |
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| **2.** | **Technical Inspection** |  |
|  | The Machinery must be on-site, installed and ready for operation. |  |
|  | The manufacturer’s plate including Serial numbers/date of manufacture must be visible. |  |
|  | Consider if there have been any changes to the approved expenditure for example, was a different Machine purchased. If so, please do discuss with the assigned Development Advisor or the Grant Inspection Team. |  |

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| **These items are considered ineligible expenditure under a Capital Grant**  **It is advisable to consult the Expenditure Listing that was submitted as part of the Application and the Reference documentation for the Offer as they may vary.**  ***This is not an exhaustive list.*** | |
| **Building Costs** | **Working Examples** |
| 1. Temporary buildings which have Planning Permission for less than ten years. | Portacabins, Sheds |
| 1. Non-essential high standard of works 2. Workmanship of low standard. | Retail outlets/showrooms, residential accommodation. |
| 1. Repairs and maintenance. | Repairs to roofs, electrical/air con system, fire alarms, security systems |
| 1. Company overheads. | Accounting fees, advertising, insurance, interest, legal fees, rent, repairs, supplies, taxes, telephone bills, travel costs, and utilities. |
| 1. Site Costs. | Testing of soil, surveys e.g. Badger/Snail surveys, clearing of ground (not start of works). Planning Application Fees, Fire Safety Application Fees. Costs relating to Health & Safety |
| 1. Legal fees. | Solicitors or other legal fees. |
| 1. Expenditure not approved by the Enterprise Ireland |  |
| 1. VAT, custom charges, freight/carriage costs |  |
| 1. Nonproduction costs | Standalone Warehousing, Car Parks, Resurfacing Car Parks, Fencing, Landscaping, non-essential decorative items e.g. living walls, Gates. |

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| **Plant and Machinery** | **Working Examples** |
| 1. Second-hand or refurbished equipment (if ineligible for the specific EI grant programme or as defined under the EU GBER) |  |
| 2. Canteen/office equipment | Kitchen Presses, white goods, cutlery, tables, chairs, etc. |
| 3. Equipment held outside the State |  |
| 4. External transport | Forklifts, Scissor Lifts, Pallet Trucks, Vans, Cars, Bikes. |
| 5. Consumables, maintenance costs, spares/replacement parts  Consumables are **goods used by individuals and businesses that must be replaced regularly** because they wear out or are used up. | Computer Cables, Batteries, etc. |
| 6. Labour costs –own labour costs used for the Project |  |
| 7. Software which is not related to the project | Hosting services, ongoing maintenance and support, licence, software development. |
| 8. Replacement equipment |  |
| 9. Leased equipment in cases where leasing is not eligible |  |
| 10. VAT, custom charges, freight/carriage costs |  |
| 11. Equipment not on site | Machinery held in another location not stated on the Proposal. |
| 12. Repairs |  |
| 13. Mobile assets | Laptops, tablets, printers, drones, phones, general use Server room equipment including servers. Vehicles e.g. Cars, Vans. |