**(TO BE SUBMITTED ON COMPANY’S HEADED PAPER)**

The Manager

Grants Administration

IDA Ireland

Three Park Place

Hatch Street Upper

Dublin

D02 FX65

Date

Dear Sir/Madam

Re: (State Name of Company)

 Letter of Offer Dated:

 Project No:

In accordance with the above contract under which a **LeanStart** Project Grant was approved, we hereby apply for a grant instalment of €………..

The costs included in this claim have been paid, are exclusive of VAT and are in accordance with the books and records of the company.

|  |  |
| --- | --- |
|  | **Fees** |
|  |  |
| Expenditure per this application |  |

Foreign currency amounts have been converted to € using the rate of exchange at the date of payment and thus represent the actual € cost paid.

The information contained in this claim documentation is true, accurate and complete and all copies of invoices and proof of payment provided are a true copy.

**Copies of invoices, bank statement and/or credit card statement and/or suppliers’ statement are attached.**

Yours faithfully

Signed by the Managing Director or 2 Directors