# GreenPlus Project Grant Claim Checklist

|  |  |
| --- | --- |
| **Project No:** |  |
| **Details of person responsible for company claim** |
| **Name:** | **Email Address:** |
| **Company:** |
| **Date claim received:** |
| **Address:** |  |
|  |
|  |

**Note: Only one claim can be made in respect of this grant once assignment is completed**

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

* **Documents should be attached to the checklist in the order listed below.**

### Failure to submit any of the required documents will result in the claim being returned with the missing items marked.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The following should be submitted with your claim.** | | |
| **Required Documents** **Checklist** | **Details** | **Items**  **Enclosed** | **Checked**  **By IDA** |
| **Checklist** | Complete this form for each claim and attach documents |  |  |
| **Directors Statement** | Completed on Company’s Headed Paper, download from www.idaireland.com |  |  |
| **General Declaration Form** | Submitted in original with signatures of either the Managing Director or Finance Director or Secretary or two Company Directors |  |  |
| **Grant Claim Form and Back-up Documentation** | - **Consultant/Trainer Fees**:  Copy of External Consultant’s/External Trainer’s Invoice (invoices must clearly state the work undertaken, daily rate and number of days). Proof of payment i.e. bank statement or company credit card statement. (Note invoices marked paid or suppliers statements are not acceptable proof of payment)  **- Internal Project Champion:**  Grantee Company Bank Statement showing payment to employee(s) for period of payslip(s) supplied with this claim. For batch payments, a payroll listing clearly showing company name and date along with staff members name being claimed, all net amounts as per payslips and overall batch total will also be required. The bank statement provided should show this overall batch total. |  |  |
| **Confirmation of Payment** | Copy of Bank Statement/ Credit Card Statement. (Note Invoices marked paid or Suppliers Statement are not acceptable as proof of payment.) |  |  |
| **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** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Project Reports** | Complete Progress Report using template provided. Return as a pdf document attached to the email containing your claim. |  |  |
| **Annual Audited Accounts** | A copy of the most recent Annual Audited Accounts |  |  |
| **Bank EFT Form** | IDA Ireland makes all payments by Electronic Fund Transfer (EFT).Bank details are required if it is the first time to submit a claim or if existing Grantee Company EFT details have changed. |  |  |
| **Letter of Offer** | Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted) |  |  |