## TRAINING GRANT CLAIM CHECKLIST

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| --- | --- |
| **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 either the Managing Director or Finance Director or Secretary or two Company Directors |  |  |
| Form 5 – Training 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 |  |  |
| Legal Documents – first claim only | - 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. Freehold or Leasehold. 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. |  |  |
| Special Conditions in Legal Agreement | Some grant approvals have special or performance related conditions included as a pre-condition of payment. Please check the 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.