# Leadership4Growth Project Grant Claim Checklist

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

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| --- | --- | --- | --- |
|  | **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 |  |  |
| **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:**  A copy of the most recent payslip for the employee and proof of payment i.e. Company Bank Statement (for batch payments payroll will also be required) |  |  |
| **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** | Reports Required:  ✓ ‘Day 3 report’  ✓ ‘Interim report’  ✓ ‘Final report’  ✓ Targets Achieved  ✓ Case Study |  |  |
| **Letter of Offer** | Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted) |  |  |