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

The Manager

Financial Management – Grants Administration

IDA Ireland

3 Park Place

Hatch Street Upper

Dublin 2

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 Leadership for growth was approved, we hereby apply for a grant instalment of €………..

The costs included in this claim have been paid to date, are exclusive of VAT, Employer’s PRSI and are in accordance with the books and records of the company.

|  |  |
| --- | --- |
| **Category** | **Amount Claimed****€** |
| External Consultant/ Training Provider |  |
| Internal Trainer/ Project Champion Salary Costs |  |
| Amount of grant payable ( %) |  |
| Instalment now being claimed |  |

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 consultant’s invoice, most recent payslips and bank statements and/or credit card statement are attached.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by the Managing Director or 2 Directors