## EMPLOYMENT 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 9 –Employee Listing | List the names of the employees claimed to date on this project |  |  |
| Form 16 – Employment Record Form | Details the number of eligible posts in existence each month. Please ensure that the numbers of posts for each month are calculated cumulatively. |  |  |
| Annual Audited Accounts | The most recent Annual Audited Accounts of the grantee. |  |  |
| 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 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., Leasehold or Freehold. 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. |  |  |
| Insurance Confirmation | Confirmation from your brokers that buildings and machinery are covered (Fixed Asset Investment per 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. |  |  |
| Fixed Asset Investment Confirmation | Required for every claim, inspection will be done at 50% stage and at 100% stage. Please submit the Fixed Asset Investment Letter with completed forms 2 and 3 |  |  |
| Grant Agreement -  first claim only | Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted) |  |  |
| Equity/ Equity Equivalent Confirmation | A letter from the company auditors or solicitors confirming that adequate equity/ equity equivalent is in place with detailed breakdown. |  |  |
| 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.