# Innovate Programme 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:** |  |
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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** |
| **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 |  |
| **Claim Form and Back-up Documentation** | - **Innovation Advisor/Mentor**  Copy of Innovation Advisor/Mentor Invoice (invoices must clearly state the work undertaken, daily rate and number of days).  **- Internal Innovation Champion:**  A copy of the most recent payslip for the employee |  |
| **Confirmation of Payment** | **Invoice** - 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)  **Payroll** - Proof of payment i.e. Company Bank Statement (for batch payments payroll will also be required) |  |
| **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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Grant Drawdown Reports** | Download from www.idaireland.com |  |
| **Letter of Offer** | Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted) |  |
| **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. |  |

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