**(On Company Letterhead)**

The Manager

Grants Administration

IDA Ireland

Three Park Place

Hatch Street Upper

Dublin

D02 FX65

# Directors’ Statement of Claim

## Business Asset Grant

Dear Sir

**Re: (State Name of Company)**

 **Grant Contract Dated**

 **Claim No. IDA Ref No. Date:**

In accordance with the above contract under which a **Capital Grant** amounting to €\_\_\_\_\_\_was approved for the above mentioned Company, we hereby apply for a grant instalment amounting to €\_\_\_\_\_\_\_ (state amount).

The following amounts (as detailed on the attached Claim Forms 3), are exclusive of Value Added Tax, have been paid to date and are in accordance with the books and records of the Company. We confirm that any amounts payable in foreign currencies have been translated at exchange rates applicable at payment date.

|  |  |  |
| --- | --- | --- |
|  |  | ***Plant & Equipment*** |
| Total expenditure per last application dated (state date) | (1) |  |
| **Less:** Disallowed expenditure to dated | (2) |  |
| Sub-Total (1) - (2) | (3) |  |
| Expenditure per this application | (4) |  |
| Expenditure on which this application is based (3) + (4) | (5) |  |
| Amount of grant payable(% of (5)) | (6) |  |
| Amount of grant already received | (7) |  |
| Instalment now being claimed (6) - (7) | (8) |  |

Details of the expenditure in respect of the present application are attached.

Supporting invoices, statements, quotations etc. in respect of this application can be inspected at the Company's premises at \_\_\_\_\_\_\_.

Yours faithfully,

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

Director