# GreenStart 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.IDA-ireland.ie |  |  |
| **General Declaration Form** | Submitted in original with signatures of either the Managing Director or Finance Director or Secretary or two Company Directors |  |  |
| **Invoices** | Copy of Consultant’s Invoice – **invoices must clearly state the work undertaken, daily rate and number of days** |  |  |
| **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 1 report’  ✓ ‘Final report’  ✓Targets Achieved  ✓Case Study |  |  |
| **Annual Audited Accounts** | A copy of the most recent Annual Audited Accounts |  |  |
| **Letter of Offer** | Signed and dated acceptance of the Letter of Offer duly executed (if not already submitted) |  |  |
| **Bank Details** | IDA Ireland endeavours to make all payments by Electronic Fund Transfer (EFT). Complete the Bank Details form and submit if the details have not already been provided. The name of the bank account MUST be the same as the name of the grantee. Mark N/A if already submitted. |  |  |

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