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| --- | --- |
| **Project Number:** |  |
| **Details of person responsible for company claim** |
| **Name:** | **Date claim received by Enterprise Ireland** |
| **Company:** |
|  |
| **Email Address:** |
| **Address:** |

* Please complete details above and mark each box below to indicate that the required documents are enclosed.
* Failure to submit any of the required documents will result in the claim being returned with the missing items marked.
* **Documents should be attached to this completed checklist in the order listed below and submitted by email to** [IndustryGrantClaims@enterprise-ireland.com](mailto:IndustryGrantClaims@enterprise-ireland.com)

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| --- | --- | --- | --- |
| **Required Documents** | **Details** | **Items**  **Enclosed** | **Checked**  **By E.I.** |
| **HPSU Feasibility Grant Claim Form and associated documents** | Ensure that the claim form is completed, and that each entry is given a sequential “item no.”.  Supporting documents, such as invoices and associated proof of payment\*, must be clearly marked with the corresponding “item no.” as listed on the claim form.  **N.B. All proof of payment for each item, must be in the Grantee Company name.**  **\*N.B. When printing out online bank statements as proof of payment, please ensure that the account number and the Grantee’s name are clearly showing on the statement.** |  |  |
| **Please note the Claim Form is available in Excel – there are 6 worksheets in the excel claim form covering the type of eligible expenditure.**  **Please refer to your Letter of Offer to confirm what expenditure has been approved.** | **1.Salaries:** For each employee claimed, you must attach  a copy of the most recent **payslip for the employee**, corresponding **proof of payment** i.e. bank statement (for batch payments, payroll listing is also required).  **Overheads:** Ensure that the overhead rate you are claiming is in line with the approved rate as per your Letter of Offer. |  |  |
| **2. Foreign Travel and Subsistence:** Please ensure that details of travel  (i.e. person/destination/departure & return dates/type of travel e.g. air, ferry/train/mileage) are entered on the claim form.  If ticketed travel is booked by an agent, please provide the related invoice and proof of payment to this agent. Otherwise, a printed e-ticket can be submitted. No proof of payment is required for e-tickets. All Airline tickets must state: name, destination, travel dates and costs.  All other tickets must confirm an outward and return journey in order to calculate appropriate subsistence for each journey. Domestic travel costs are not eligible.  **N.B. Subsistence to be claimed based on related travel. Do not submit any receipts or proof of payment relating to subsistence**.  Submit invoice and proof of payment for car hire. Or claim relevant overseas mileage on private car. |  |  |
| **3. Trade Fair Costs:** Please include details in the claim form for Trade Fair attendance/Exhibition fees, stand set up costs and attach copy of invoices with proof of payment. |  |  |

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|  | **4. Consultancy Fees: Copy invoices, all invoices must clearly state the work undertaken, daily rate and number of days.**   1. Proof of payment (i.e. bank statement or company credit card statement). 2. Ensure each invoice and proof of payment is marked to highlight its corresponding “Item No.” on the claim form. |  |  |
| **5.Prototype & Materials**: Submit copy invoices and proof of payment. Please ensure both documents are marked with the corresponding “item no.” on the claim form. |  |  |
| **6. Business Accelerator Fees: Only Enterprise Ireland approved Business Accelerators can be claimed.** Ensure thatcopyinvoices are submitted along with proof of payment (i.e. bank statement or company credit card statement). Please ensure each invoice and proof of payment is marked to highlight its corresponding “Item No.” on the claim form. |  |  |
| **Directors Statement** | Completed and signed by MD or one Director on Grantee Company’s Headed Paper. |  |  |
| **Tax Clearance** | **Tax Clearance for the Grantee Company must be valid on submission and at payment of grant claim**. Please input PPSN/Tax Reference Number (TRN) **and** Tax Clearance Access Number (TCAN) for verification.  **PPSN/TRN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TCAN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Progress Report** | A progress report details the work undertaken as part of the feasibility study and will be sent to your DA for sign-off. Progress Report template is available on the HPSU Feasibility Claim Forms webpage. |  |  |
| **Bank Details** | Enterprise Ireland makes all payments by Electronic Fund Transfer (EFT).  Required if:   * First time to submit a claim, or * Existing Grantee Company EFT details have changed, or * If the Grantee Company have not verified their Bank Details to us within the last 2 years.   Does the Grantee Company need to submit EFT details to Enterprise Ireland?  If yes, please email [bank.confirmation@enterprise-ireland.com](mailto:bank.confirmation@enterprise-ireland.com) attaching a redacted bank statement, which clearly shows:   1. Grantee Company Name (as per Letter of Offer) 2. Bank Name 3. IBAN   Noting that, a member of our Finance Team may contact you to confirm the last 4 digits of your IBAN. | **Ensure that email is forwarded as instructed if applicable** | |

**Note: A maximum of 3 claims are allowed under this Grant.**

**Is this the Final Claim?** Yes or No