

PRIMING/BUSINESS EXPANSION GRANT: DRAWDOWN CHECKLIST

Signed Acceptance of Offer

Supplier set up form and Bank statement header – [to set you up for EFT payment transfer]

Claim form

Original Invoices [Invoices must be in the name & address of the Grant aided client]

Bank Statement [only relevant transactions should be visible, all other transactions redacted]

Quotations [confirmation that value for money was achieved]

- Contracts less than €5000 - at least one verbal quote documented.
 - Contracts between €5,000 and €25,000 - a minimum of three written quotations is required.
 - Contracts above €25,000 - formal tendering on www.etenders.ie or five quotations sought/at least three received.
 - Documented reason for selection e.g. if lowest quotation not accepted.
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Tax Clearance Certificate details [apply online at www.ros.ie]

Insurance [if grant aid was awarded for Capital items, the insurance policy should be updated to include new capital items]

Approvals [necessary statutory approvals e.g. planning permission/fire certificates in the case of building renovations and health authority approval for food businesses, etc.]

Publicity [acknowledging ERDF/Exchequer funding on display in the business premises and on the website]

Repayable Aid Standing Order Form [To be submitted with final claim]