

Grant Claim Checklist

When submitting a claim for drawdown of a grant, the following documents are required:

For Feasibility Study / Innovation Grants:

- Letter on business headed paper requesting drawdown of the grant, stating the cumulative net (EX VAT) cost of all items in the claim.
- Supplier invoices for all expenses in your claim
- Receipts for 'payment in full' of the above invoices
- Copy **bank statements** highlighting above payments (NB payment request reports are insufficient)
- Summary Schedule / Breakdown of Expenses, linking each invoice with the corresponding bank statement - for claims in excess of 3 items.
- Confirmation of 3 verbal quotes received for any expenditure of <€5,000
- Evidence of 3 written quotes received for any expenditure of €5,000 - €49,999
- **Tax Clearance Access Number** for grant applicant (i.e., Company, sole trader.....) downloadable from Revenue on a page giving your business name, business tax number and an "access number" to allow 3rd parties (like LEO Fingal) to view your tax position to ensure the business is tax compliant.
- **Feasibility Study Report** outlining in bullet points:
 - (i) Initial objectives of the Feasibility Study.
 - (ii) Progress made and landmark objectives achieved giving photo or video evidence of prototype development where applicable.
 - (iii) Problems encountered during the study with any solutions found and any deviation from the original plan.

(iv) The future plan: When will the product be ready for market?

(v) How LEO Fingal assistance has influenced the project

- Certified statement that all expenditure in the claim was incurred under the terms of the grant agreement, is net (exclusive) of VAT and is exclusive of any expenditure previously claimed.
- Completed Supplier Set-up SEPA form (for all applicants not previously funded by LEO Fingal) - **See template in separate attachment**
- Memorandum and Articles of Association or Company Constitution (not applicable to a sole trader)
- Letter to confirm the company is **NOT** in receipt of **Jobs Plus** funding. This can be incorporated as part of the letter requesting drawdown.