**(TO BE SUBMITTED ON COMPANY’S HEADED PAPER)**

The Manager

Grants Administration

IDA Ireland

Three Park Place

Hatch Street Upper

Dublin

D02 FX65

Date

Dear Sir/Madam

Re: (State Name of Company)

 Letter of Offer Dated:

 Project No:

In accordance with the above contract under which an Innovate Start Project Grant was approved, we hereby apply for a grant instalment of €………..

The costs included in this claim have been paid, are exclusive of VAT and are in accordance with the books and records of the company.

|  |  |
| --- | --- |
|  | **Fees** |
|  |  |
| Expenditure per this application |  |

**Copies of invoices, bank statement and/or credit card statement and/or suppliers’ statement are attached.**

The costs included in this claim have not been included in previous claims to Enterprise Ireland, any other Government Agency or the EU, for any grants.

The information contained in this claim documentation is true, accurate and complete and all copies of invoices and proof of payment provided are a true copy.

I understand that only one claim can be made against this grant and any grant balance will be cancelled following the processing of this claim.

Yours faithfully

Signed by the Managing Director or 2 Directors