**(On Company Letterhead)**

The Manager

Grants Administration

IDA Ireland

Three Park Place

Hatch Street Upper

Dublin

D02 FX65

## Directors’ Statement of Claim

## RD&I Grant

Dear Sir

**Re: (State Name of Company)**

**Letter of Offer Dated**

**Claim No. IDA Ref No. Date:**

In accordance with the above contract under which a **RD&I Grant** amounting to € \_\_\_ was approved for the above mentioned Company, we hereby apply for a grant instalment amounting to €\_\_\_\_\_\_\_ (state amount).

The following amounts (as detailed on the attached Claim Form 4), have been paid to date, are exclusive of Value Added Tax and Employer's contribution to Pay Related Social Insurance, and are in accordance with the books and records of the Company.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Materials*** | ***Salaries & Wages*** | ***Fees*** | ***Travel & Subsistence*** | ***Over-***  ***heads*** | ***Total*** |
| Total expenditure per last application dated (state date) | (1) |  |  |  |  |  |  |
| **Less:** Disallowed expenditure to date | (2) |  |  |  |  |  |  |
| Sub-Total (1) - (2) | (3) |  |  |  |  |  |  |
| Expenditure per this application | (4) |  |  |  |  |  |  |
| Total Expenditure | (5) |  |  |  |  |  |  |
| Amount of grant payable  ( % of (5)) | (6) |  |  |  |  |  |  |
| Amount of grant already received | (7) |  |  |  |  |  |  |
| Instalment now being claimed (6) - (7) | (8) |  |  |  |  |  |  |

We confirm that any amounts payable in foreign currencies have been translated at exchange rates applicable at payment date.

Supporting invoices, statements, quotations etc. in respect of this application can be inspected at the Company's premises at \_\_\_\_\_\_\_\_\_\_ .

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director