

**TO BE SUBMITTED ON AUDITOR'S HEADED PAPER**

The Secretary  
Industrial Development Agency  
Wilton Park House  
Wilton Place  
Dublin 2

Dear Sir

**Re:**     *(State Name of Company)*  
          *Grant Contract Dated*  
          *Claim No.*

*IDA Ref No.*

*Date of Audit:*

In accordance with the above contract under which an **Employment Grant** amounting to €\_\_\_\_\_ was approved for the above mentioned Company, we hereby apply for a grant instalment amounting to €\_\_\_\_\_ calculated as follows:

**Total Eligible Posts\***

**Less: Paid to Date**

**Now Due**

<i>No of Eligible Posts</i>	<i>Approved Grant per Post €</i>	<i>Total Grant Claimed €</i>

We confirm that the details on the attached Employment Grant Claim Form No. 9 and the Employment Grant Record Form No. 16 are correct.

Yours faithfully,

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\* An eligible post is a post that has been created for the purposes as set out in the grant agreement and that is currently (at date of claim) filled by an employee(s) for a period of at least one month. Employees filling eligible posts must be subject to Irish taxation.

Eligible posts may be:

- (a) Full-time permanent posts.
- (b) Full-time contract posts where the contract of employment is two years or greater.
- (c) Full-time equivalent posts. These are part-time posts (permanent or contract > 2yrs.) which are converted to full-time equivalent posts based on the number of hours worked as a proportion of the company's standard working week e.g. 20 hrs/wk = 0.5 full-time equivalent post..

Temporary posts or posts with employment contracts of less than two years are not eligible.

The number of posts claimed as defined at (b) and (c) above is limited to a combined total of 20% of the number of eligible posts.

