

Proof of Concept

CLAIM FOR PAYMENT OF PROOF OF CONCEPT GRANT

- *To be made on University headed paper*
- *Should be accompanied by a report/certificate from the Universities' auditors when grant exceeds £25,000*



I apply on behalf of (*name of university*) for payment of Proof of Concept grant under the terms and conditions of the Letter of Offer ("the LOO") number POC _____ & dated _____.

- the claim is made against grant paragraph 1,
- the claim relates to the period _____ to _____ and is claim number _____ in the series,
- the expenditure detailed on the schedules attached to this claim was incurred for the purpose of the undertaking at (*address*),
- the university has paid the sums stated and totalling £ _____,
- no costs included in this claim have been included in any previous claim,
- all current reporting information required under the terms and conditions of the LOO has been provided to Invest NI,
- the Project is being pursued in accordance with the Business/Project Plan,
- the information provided on this claim may be made available to other departments/agencies for the purposes of preventing or detecting crime,
- I understand that Invest NI may disclose information included in this claim to HM Revenue & Customs and I authorise HM Revenue & Customs to disclose to Invest NI information relating to this claim.

Signed _____ (Project Manager) Date _____

Claim prepared by (*name in block capitals*) _____

Signed _____

**ALL COMPLETED CLAIMS SHOULD BE SENT TO:
INVEST NORTHERN IRELAND, CLAIMS INSPECTORATE, 4TH FLOOR,
BEDFORD SQUARE, BEDFORD STREET, BELFAST, BT2 7ES**

**REPORT/CERTIFICATE OF INDEPENDENT ACCOUNTANT –
TO ACCOMPANY ALL CLAIMS WHERE THE GRANT
EXCEEDS £25,000**

- *To be made on auditor's headed paper*
- *The independent accountant must be qualified under Part 42 of the Companies Act 2006. Under that Act, to be eligible for appointment as a company auditor, an individual or firm must be a member of a recognised supervisory body.*

I/we the undersigned being the auditors/accountants of:

_____ (*name of claimant*)

have examined the books and records of the claimant relative to the claim submitted to Invest NI in accordance with the terms and conditions of the Letter of Offer number POC _____ dated _____. I/we have carried out such tests for evidence of purpose of expenditure, evidence of payment and existence of assets as I/we have considered necessary. As a result of this examination and from the information and explanation given to me/us by the management of the claimant concerned:

I/we report that in my/our opinion

- ◆ the expenditure detailed in the claimant's application was in respect of expenditure incurred at the undertaking at:

_____ (*address*)

and the expenditure is net of all discounts and allowances (*and, in the case of any items indicated as being under hire purchase or other payment arrangements, net of increase of other charges for deferred payment*) and totalling £_____.

A expenditure totalling £_____ comprising labour has been vouched to internal records (payroll) and for the amount of overhead totalling £_____, the agreed _____% has been applied,

B self supply does not apply in this instance,

C adequate confirmation has been obtained that expenditure on goods or services supplied by any concern associated with the claimant directly or indirectly through common control has been on terms no less favourable than those allowed by the associated concern when making similar supplies to third parties,

D associate company expenditure does not apply in this instance,

E apportionment has been made on a reasonable basis of any items of expenditure only partly relevant to the claim,

F apportionment does not apply in this instance.

Delete A, B, C, D, E or F as appropriate

- ◆ No asset included in this claim or in any previous claim under the present Letter of Offer has been sold or disposed of in any way (*including transfer under a hire purchase agreement*).
- ◆ No expenditure included in this claim has been included in any previous claim.

I/we certify that to the best of my/our knowledge and belief each item on the claim (*which includes all third party transactions and labour but not overheads or subsistence*), and totalling £_____ has been paid for by the claimant.

SUMMARY	
• Labour	£
• Overhead	£
• Subsistence Costs	£
• Third party transactions (certified)	£
• Non certified payments	£
TOTAL incurred costs	£

Signed _____ Date _____

Qualification (*see note at start of report*) _____

PROJECT REFERENCE NO: POC

SUBHEAD: SUBSISTENCE

ITEM NO	DETAILS OF 24 HOUR VISIT	NAME/S OF UNIVERSITY STAFF	SUBSISTENCE COSTS CLAIMED