



**PLEASE READ THIS DOCUMENT CAREFULLY
BEFORE COMPLETING THE GRANT APPLICATION FORM**

**AGREEMENT FOR THE PROVISION OF
ESTATE MANAGEMENT GRANTS**

- In order to avail of an Estate Management Grant, the following conditions must be adhered to:
- Completed Applications must be submitted by **29th of February 2024**.
- A Residents' Association must be in place, with at least three members. Members should also live in the housing estate or neighbourhood, committee members must not be related or from the same household.
- A **Bank A/C** must be open in the name of the Residents' Association with two residents acting as co-treasurers. If your Residents' Association currently has a Credit Union or Post Office Account it must be changed to Bank A/C before Grant Application form is submitted.
- A **completed** application form must be submitted and **Signed** by the Chairperson of the Residents' Association.
- Grants may be provided for the following purposes:-
 - ❖ Amenity works including landscaping, provision of trees, shrubs and flowers.
 - ❖ Purchase of equipment to maintain amenity areas
 - ❖ Purchase of amenity structures eg. Seating
 - ❖ Organising play days for children of Estate
 - ❖ Organising Social outings to develop a sense of community between the residents
- Applications must include **quotations** when seeking grant approval and invoices/receipts when claiming grants.

- Applicants must **indicate their contribution** to the costs of proposed projects. A copy of their **bank A/C's statements** must be included with application.
- In order for grants to be paid a detailed copy of Accounts **(Income/Expenditure/Receipts)** has to be submitted with Grant Application Form.
- It will be a condition of acceptance of the grant that on completion of the project, evidence of the works carried out will be supplied, e.g. before and after pictures, receipts for all purchases.
- Amenity works to be carried out in an environmentally friendly manner. Projects carried out must comply with Local Authority Guidelines.
- When equipment is being purchased, suitable storage must be available and a resident must accept responsibility for it.
- Each Grant Application will be looked at on its own merits. On receipt of the Grant Application the **volume of Social Housing** in the estate will also be a deciding factor in order to process the application.
- Where work is carried out on a regular basis, e.g. grass cutting, a **record** of when work is done and payment made must be kept.
- The Housing Department of Laois County Council reserves the right to determine the amount if any, of any grant payable.
- All grants to Residents' Associations are solely for the purpose stated on grant application form

RESIDENTS ASSOCIATION MEMBERS FORM - 2024

PLEASE ENSURE TO COMPLETE THE FOLLOWING DETAILS AND RETURN IT
WITH YOUR COMPLETED GRANT APPLICATION FORM

IMPORTANT DOCUMENT

**Name of Residents
Association:**

Chairperson

Name:

Address:

Telephone Number:

Secretary

Name:

Address:

Telephone Number:

Treasurer

Name:

Address:

Telephone Number:



**Laois County Council
Estate Management Grant 2024 Application Form**

IF A COPY OF THE 2023 ACCOUNTS (INCOMINGS & OUTGOINGS) ARE NOT ATTACHED, NO GRANT WILL BE ALLOCATED FOR 2024.

Name of Residents Association:

Chairperson:

Secretary:

Treasurer:

Contact Name:

Telephone Number:

Email Address:

Outline of proposed projects for 2024:

4:

Details of costs involved in these projects:

Please ensure to attach Quotations to the application form.

Total Estimated Cost:	€
Source of Funds:	
Residents contribution/collections:	€
Grant Amount required to complete works:	€
Bank Details:	IBAN:
	BIC:
Current Bank Balance (Please submit copy of Accounts etc.)	€
Name & Address of Bank	
Signed By:	
Position:	

Please send your **completed** application form on or before the
29th of February 2024 to:

**Ms Stephanie Kelly, Assistant Staff Officer, Estate Management Section,
Housing Department, County Hall, Portlaoise, Co. Laois.**

Phone: 057 86 89330 Email: estatemanager@laoiscoco.ie