

**Laois Federation of Tidy Towns – Application for Tidy Town Grant 2025**  
**Completed application forms can be submitted online or by post.**

\*When completing this application form, please read the accompanying General Conditions and Notes (at the end of this form) to ensure that your project is suitable for grant funding, and that necessary requirements are being met.

**1. Applicant Details – please include all relevant contact details here**

Name of Group (as per tax clearance certificate)	
Address	
Municipal District	Portlaoise Borris-in-Ossory/Mountmellick Graiguecullen/Portarlinton
Contact name	
Telephone number	
E-mail	
Website	
Tax Registration Number	
Project start date	
Estimated project end date	

Has your Organisation / Group registered with the relevant local Public Participation Network (PPN)? **YES**  **NO**

If **NO**, please consider registering with the relevant PPN.

Year group established	
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## 2. Project Title and Description

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## 3. What theme will your project link in with the national competition

Please tick all those that apply to your project		
Community – Your Planning and Involvement	<input type="checkbox"/>	Streetscape and Public Places
Green Spaces and Landscaping	<input type="checkbox"/>	Nature and Biodiversity in your locality
Sustainability – doing more with less	<input type="checkbox"/>	Tidiness and Litter Control
Residential Streets and Housing Areas	<input type="checkbox"/>	Approach Roads, Streets and Lanes
Climate Action	<input type="checkbox"/>	

#### 4. Grant Details:

Please outline your expenditure	
Description	Cost

#### 4. Have you any other funding partners/arrangements for your specified project? If so, please list here

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## 5. Applicant's Authorisation for Assessment, Audit and Data Retention

- All particulars as entered above, and any supplementary materials supplied in support of this application, are correct as of the date of this signature.
- I consent that my application form will be assessed based on the attached criteria and understand that it may or may not receive a funding allocation.
- I consent that if my application is successful, my full application form will be held by the relevant Local Authority in line with appropriate data retention policies (currently 7 years).
- I consent that if my application is unsuccessful, my full application form outlining my contact details will be kept in line with appropriate data retention policies (currently 2 years).
- To ensure appropriate governance, I acknowledge that my application may be subject to audit. It should be noted that this form and any subsequent correspondence may be subject to release under the Freedom of Information Acts and under the European Communities (Access to Information on the Environment) Regulations.
- ***To ensure transparency of funding allocations, a completion report must be provided before 31st October 2025 (completion report form will be provided in October 2025).***

Signed: \_\_\_\_\_  
(on behalf of your Committee)

Date: \_\_\_\_\_

**I/We have read and understood the terms of the Tidy Town Grant Scheme 2025 and agree by signing this application I/We give consent to sharing our data as outlined in the attached Privacy Statement.**

**Please return your grant application by **Friday 28<sup>th</sup> February 2025 (4pm)****

Completed manual application forms should be returned to  
Patricia O'Rourke / Tidy Towns Administrator,  
Laois County Council, Community Section, Áras an Chontae, Portlaoise, Co Laois.

Or

Online at <https://submit.link/2rB>

If you have any queries/comments, please contact Patricia O'Rourke on 057 864000 / 086 0657864 or email: [porourke@laoiscoco.ie](mailto:porourke@laoiscoco.ie)

## General Conditions & Notes

### General Conditions:

- A. Please include at least **one** quotation for all works included in your application.
- B. Completed application forms should be returned by **4pm, Friday 28<sup>th</sup> February, 2025** at the latest. Groups must be tax compliant.
- C. Progress on projects should be monitored and all successful applicants are required to furnish **receipts/photos and return a completion report by 31 October 2025**.
- D. To ensure that the fund prioritises locally identified environmental needs, all projects should complement a minimum of one of the various categories of the National Tidy Towns competition. However, your committee can still apply for a grant irrespective of your involvement in the national competition.
- E. Applicants must ensure that relevant projects (i.e. if your project is engaging children in an activity) are carried out in accordance with all Child Protection Policies and Procedures currently in place by Laois County Council.
- F. By completing this form, The Tidy Towns Committee:
  - Confirms that the funding provided will only be used for the purposes outlined in this application form and that no cost, or part thereof, for the activities outlined in this application form has not already been spent nor goods or services purchased.
  - Confirms that individual Tidy Town Committee members or volunteers will not be paid any part of the grant awarded in return for goods or services.
  - Confirms that the Tidy Towns Committee shall acknowledge the support of Laois County Council on all publicity material, social media and in events associated with this funding.

### General Notes to Applicants:

1. Projects should complement the ongoing work of the committee in a minimum of one of the National Tidy Town's competition areas (*please see section 3 on application*).
2. All appropriate insurances and ongoing maintenance plans should also be in place prior to funding being secured.
3. Laois County Council reserves the right to request a completion report from successful applicants. Failure to supply this may result in future applications not being considered.
4. It should be noted that this form and any subsequent correspondence may be subject to release under the Freedom of Information Acts and under the European Communities (Access to Information on the Environment) Regulations.
5. Finally, it is the responsibility of all Groups to ensure they comply with all relevant legislation and guidelines regarding Health & Safety. Laois County Council will not be liable to the Tidy Towns Committee or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from the subject matter of this application form.



**Comhairle Chontae Laois**

**Laois County Council**

**TIDY TOWNS GRANT SCHEME 2025**

**PRIVACY STATEMENT**

**Who we are and why do we require your information?**

Laois County Council seeks to promote the economic, social and cultural development of the Council and in doing so contribute significantly to improving the quality of life of the people of County Laois.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of Laois County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of the county we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by the general data protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may

be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

### **Why do we have a privacy statement?**

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of Laois County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

### **Data Protection Policy**

Laois County Council has a detailed Data Protection Policy which outlines how we as a public body are committed to ensuring the security of any personal data you provide to us <https://laois.ie/wp-content/uploads/Agreed-Laois-County-Council-revised-Data-Protection-policy-2.pdf>.

### **What is the activity referred to in this Privacy Statement?**

Tidy Town Grant Scheme 2025 applications through third party platform submit.com

### **What is the basis for making the processing of this personal data in this activity lawful?**

In accordance with Article 6.1 (e) of the GDPR, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Laois County Council in conjunction with the following legislation: Section 66 Local Government Act 2001

In accordance with Article 6.1 (a) of the GDPR the data subject has given consent to the processing of his or her personal data for one or more specific purposes, i.e., for the use of submit.com to process the grant application.

## Contact Details

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

## What other items of personal data do we need to undertake this activity?

1. Name of Applicant Body
2. Address of Applicant Body
3. Municipal District
4. Tax reference number/TRN Number
5. Contact telephone/mobile number of Applicant Body
6. E-mail address
7. Description of Project
8. Total Estimated Cost
9. Date of commencement of works
10. Date of expected completion
11. Details of previous funding received for the same project
12. Group / organisation PPN Registration Number (if applicable)
13. Group / organisation bank account details (mandatory if successful)

## Is the personal data submitted as part of this activity shared with other organisations?

Laois County Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required Laois County Council shall have regard to the security and integrity of the data and will minimise the data shared.

In this process, the data will be shared with the following recipients:

N/A
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In this activity, if the personal data is to be transferred to a different country, it will be transferred to the following countries (if there are no countries listed, it is not intended to transfer the personal data abroad):

Data is not transferred to another country.

**How long is this personal data held by Laois County Council?**

Laois County Council has a detailed record retention policy which goes into more detail of the time period for which your personal data will be retained by Laois County Council and what will happen to it after the required retention period has expired. The data processed as part of this activity will be retained for the following period(s):

7 Years for successful applications and 2 years for unsuccessful applications

**What will happen if the requested personal data is not provided?**

In some cases, you may decline to provide us with your personal data. If we believe that we require relevant personal data to effectively and properly manage our contractual relationship, we may not be able to continue our relationship with you.

**Your Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Laois County Council. You also have the right to data portability. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you.

To exercise these rights, you should contact Laois County Council Data Protection Officer at the following:

Phone: - 057 8664000

E-mail: [dataprotection@laoiscoco.ie](mailto:dataprotection@laoiscoco.ie)

Postal Address: - Data Protection Officer, Áras an Chontae, Portlaoise, Co. Laois

Right of Compliant to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Laois County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their office at:

Lo Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois. R32 AP23.