

# Comhairle Chontae Laoise



## Laois County Council

If you require any  
further information  
please contact:

Community Section,  
Áras an Chontae,  
JFL Ave.,  
Portlaoise,  
Co Laois.

Tel No: 057 8689392 or  
Email:  
communitygrants@laoiscoco.ie



## Community Environmental Grant Scheme 2024

### Guidance Information

Applications are invited from interested not for profit bodies, groups, committees and organisations (excluding sporting organisations) who intend to engage in environmental/amenity works during 2024. Any works for which funding is sought must be of benefit to the community. All work must be carried out in an environmentally sustainable manner and comply with all relevant legislation. Satisfactory arrangements for future management and maintenance must also be in place.

### TYPE OF PROJECTS THAT WILL QUALIFY

Projects designed to improve and/or protect amenities or for the enhancement of the appearance of an area will be considered along with environmental and amenity initiatives that will benefit the local community.

For example, amenity works including landscaping, development of open spaces (planting trees & shrubs, flowerbeds etc) and/or purchase of equipment to maintain/improve/clean up areas/open spaces i.e. lawnmowers.

### SUBMISSION OF APPLICATIONS TO LOCAL AUTHORITY

All applications must be completed **IN FULL** and returned to:

**Community Section, Áras an Chontae, JFL Avenue, Portlaoise, Co. Laois.**

- The application form **must** be accompanied with the following:
- A copy of minutes of a meeting held by the applicant body within the past 6 months.
- A detailed estimate/quotation for 2024 of the cost of the proposed works. Please include a written quotation for goods and services. (it is important that cost estimates should be as accurate and realistic as possible).
- Be Revenue compliant and provide TRN / Revenue Number for your group/committee, this must be applied for through from Revenue.
- New Committees or those who have changed their details must also request a supplier set up form from the Community Section or download online to complete bank payment details.

### GENERAL CONDITIONS

- All receipts relating to the application **must** be submitted when works are completed and registered with Revenue.
- Include before and after photographs together with completion report.
- Community Grants are available to non profit bodied groups and organisations only.
- All works carried out **must** comply with Planning Legislation and all Local Authority requirements. Applicants should liaise with relevant Local Authority sections and it is recommended that all bodies, groups, committees and organisations arrange adequate and suitable insurance cover and provide for maintenance and upkeep after the works are completed subject to the satisfaction of Laois County Council.
- If proposed works (e.g. landscaping etc) are on private property (i.e. not Council owned) written permission must be given by landowner and copy supplied.
- The maximum grant will be determined based on the number of complete and valid applications received.

**Closing date for receipt of completed applications is  
1st March 2024 at 4pm, no exceptions.**

### PLEASE NOTE THAT:

- INCOMPLETE APPLICATIONS WILL BE RETURNED
- FAILURE TO SUBMIT ALL RELEVANT DETAILS BY THE CLOSING DATE WILL RESULT IN THE APPLICATION BEING REFUSED
- **TIDY TOWN GROUPS ARE NOT ELIGIBLE FOR THIS GRANT**
- APPLICANTS THAT DID NOT RETURN RECEIPTS/INVOICES/COMPLETED REPORT SHEETS FOR 2023 MAY NOT BE ELIGIBLE TO APPLY

# COMMUNITY SECTION—COMMUNITY GRANTS SCHEME 2024

## Application Form

Name of Applicant Body: \_\_\_\_\_

*Please ensure that the "Name of Applicant Body", is the same name which is registered with Revenue.*

Address for correspondence: \_\_\_\_\_

Revenue / TRN Number: \_\_\_\_\_ *required by all groups for payment, there are no exemptions, it is a standard Revenue requirement. Failure to provide same will result in non payment of grants.*

Contact Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_ Date of Commencement of works: \_\_\_\_\_

Date of expected completion: \_\_\_\_\_

Have you received any other grants for this project: \_\_\_\_\_

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/organisation established	
What is the purpose of group/organisation	

Please confirm that you are aware that you may not qualify for further Grants if you do not return copies of receipts, invoices, photos and completed report sheet.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please forward completed application form and relevant documents to:  
Community Section, Áras An Chontae, JFL Avenue, Portlaoise, Co Laois.

### Checklist (PLEASE TICK)

Only completed applications will be accepted, any applications that are incomplete or without the relevant documentation will not be considered. The onus is on all applicant(s) to ensure that your application is complete and returned by the closing date.

- Completed contact details \_\_\_\_\_
- Minutes of meeting \_\_\_\_\_
- Quotations \_\_\_\_\_

*I confirm that I have reviewed the checklist and all details requested are provided.*

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### New Committees

- New Committees must complete a Supplier Set up Form (Payment Details) available from the Community Section (please ensure to provide your Revenue number on this form). Submitted: \_\_\_\_\_
- Revenue / TRN Number must be applied for from Revenue directly, this form is available from the Community Section.



**Comhairle Chontae Laois**  
**Laois County Council**  
**COMMUNITY ENVIRONMENTAL GRANT**  
**SCHEME 2024**  
**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?**

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**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?**

Community Environmental Grant Scheme 2024 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?

- Name of Applicant Body
- Address of Applicant Body
- Tax reference number/TRN Number
- Contact telephone/mobile number of Applicant Body
- E-mail address
- Description of Project
- Location of Project
- Total Estimated Cost
- Date of commencement of works
- Date of expected completion
- Details of previous funding received for the same project
- Group / organisation PPN Registration Number (if applicable)
- 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.