

**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 have to be submitted by **3rd April, 2019**. A Residents Association must be in place, with at least three members.
- 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.
- Due to budget constraints the Estate Management Grants may be **cut back** considerably for 2019. 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.