

Leitrim County Council

Application for Payment of Flat-Rate Contribution to Residents Associations – 2023

Closing Date for Applications – 31st May, 2023

Name of Residents Association:

Number of Houses in Estate/
Represented by Residents Association:

Amount of Grant Aid Available:

On behalf of the above Residents Association we wish to apply for payment of the flat-rate contribution by Leitrim County Council to active Residents Associations for 2023.

In accordance with the terms of the Scheme we have attached the following:

Please tick

- Authorisation Form** – (To approve direct deduction of € _____ from the Estate Management Grant 2022, to pay the annual insurance fee. Payment to be paid directly to Leitrim Integrated Development Company - **Forms to be returned by 31st May, 2023**)
- Invoice/Receipts/Statement showing expenditure for 2022**
- Minutes of the Annual General Meeting & details of dates of meetings from April 2022 to April 2023.**
- Copy of our Constitution** (where not already submitted)
- Bank Details** (Account Number & Sort Code)
- Proposed Work Programme for 2023**
- Evidence of a current valid Tax Clearance Certificate**

Activities for 2022:

Please detail all expenditure incurred by the group for 2021 i.e. purchase of equipment, insurance costs etc. Proof of expenditure in the format of receipts is also required.

Activities 2022

Actual Cost

Proposed Work Programme for 2023:

Please outline a summary of the proposed activities and anticipated costs for your association for 2023.

Work Programme 2023

Estimated Cost

Work Programme 2023	Estimated Cost

Bank Account Details:

Account Name

Account Number: Sort Code:

Name/Address of Bank:

We confirm that the payment will be used solely for the benefit of the housing estate.

Signed: _____
Chairperson

Signed: _____
Secretary

Date: _____

Contact Telephone Number: _____

Email Address: _____

Closing date: **31st May 2023 (Late applications will not be accepted other than in extenuating circumstances or by agreement in advance with the Housing Department.)**

Completed forms should be returned to:-

Housing Department, Leitrim County Council, Aras an Chontae
Carrick on Shannon, Co. Leitrim.

Telephone No. 071 9620005 / Email: Brian.odonnell@leitrimcoco.ie
(Electronic versions are available on request)

COMHAIRLE CHONTAE LIATROMA
LEITRIM COUNTY COUNCIL



**Housing Estate Management Grant Scheme 2023
Guidelines for Residents Associations**

1. Aims & Objectives of the Scheme

The aim of the scheme is to encourage and support Residents Associations in local authority housing schemes to undertake works which will improve the appearance of their estate and enhance the quality of life of its residents.

2. Eligibility

Residents Associations based in and undertaking works/projects in local authority housing estates in County Leitrim are eligible to apply for funding under this scheme. Proposals from individuals will not qualify.

3. Levels of Grant Aid

Subject to the availability of finance and compliance with the conditions of the scheme, funding will be made available to Residents Associations which will contribute to the achievement of the aims and objectives set out at No. 1 above.

The Estate Management Grant Scheme for 2023 consists of a Flat rate contribution to active Residents Associations payable on the following incremental basis:

Estates with up to 30 Houses	€400
Estates with over 30 houses	€600

In order to be considered for payment the enclosed application form together with all of the supporting documentation as outlined hereunder must be submitted:

- Fully completed valid application form signed by the Chairperson of the Residents Association
- **Authorisation Form** – (To approve direct deduction of €_____ from the Estate Management Grant 2023, to pay the annual insurance fee. Payment to be paid directly to Leitrim Integrated Development Company – **Forms to be returned by 10th May, 2023**)
- Evidence of a valid Tax Clearance Certificate
- Receipts/Statements showing expenditure for 2022
- Proposed Work Programme for 2023
- Minutes of the last Annual General Meeting of the Residents Association & details of the schedule of meetings for the current year.
- Copy of Residents Associations' Constitution
- Evidence of a current Tax Clearance Certificate
- Bank details – for payment purposes

It is intended that this flat-rate payment will contribute towards the costs of public liability insurance, maintenance of equipment (service, routine repair, petrol/oil etc), shrubs etc.

4. Application, Approval and Payment Process

- Completed application forms must be submitted to the **Housing Officer, Housing Department, Leitrim County Council, Áras an Chontae, Carrick on Shannon, Co. Leitrim, by Monday, 31st May 2023**

Assistance will be provided through the Housing Office in completing the application form(s) as necessary.

- Only Valid Applications submitted with all the relevant documentation will be processed.
- All applications will be acknowledged. Residents Associations may be requested to submit additional information in support of their application.
- All applications will be determined by the Housing Department.
- Payments will be made directly to the Residents Association's Bank Account.

Late applications will not be accepted other than in extenuating circumstances or my agreement in advance with the Housing Department. Any unallocated funding under the Estate Management Grant Scheme, will be re-allocated to other estate management works.

Leitrim County Council – Estate Management Grant Scheme Insurance Payment Authorisation Form



Authorisation to Leitrim County Council to deduct the amount of the annual renewal cost for insurance directly from the Estate Management Grant and paid directly to Leitrim Residents Network.

Name of Residents Association:

On behalf of _____ Residents Association, I authorise Leitrim County Council to deduct the relevant amount from the Estate Management Grant in relation to the annual insurance costs for our Residents Association and to arrange to pay this amount on our behalf directly to Leitrim Residents Network.

Please indicate the relevant amount by selecting the relevant option:

1. €_____ Public Liability Insurance (€_____ renewal cost + €5 administration fee).

Or

2. €_____ Public Liability Insurance + cover for storage shed (€_____ renewal cost + €5 administration fee).

Signed: _____
Chairperson

Date: _____

Contact Telephone Number: _____

Email Address: _____

The payment of the Insurance amount is subject to the Residents Association satisfying the general eligibility criteria for grant-aid under the Estate Management Grant Scheme.

Closing dates:

10th May 2023 - The closing date for returning of the Insurance Authorisation Form

31st May 2023 - The closing date for receipt of applications for the Estate Management Grant 2022

Completed forms should be returned to:-

Housing Department, Leitrim County Council, Aras an Chontae

Carrick on Shannon, Co. Leitrim.

Telephone No. 071 9620005 / Email: Brian.odonnell@leitrimcoco.ie

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