



Comhairle Contae Chill Dara

Kildare County Council

Dear Housing Grant Applicant,

Please find enclosed Housing Grant Application form to be completed. We would ask that you take the time to read the application form carefully, complete it fully and take note of all the supporting documentation we require.

We cannot deem your application valid until all supporting documentation is received. Incomplete application forms will be returned immediately and the Grant process will not commence until we receive a valid Application Form.

Proof of Income– Please provide complete Income details for the applicant and his / her spouse for the period 01/01/2025 – 31/12/2025 inclusive.

If in Employment or receiving a Private Pension, please include a Statement of Liability from Revenue for 2024 (From 01/03/2026 a Statement of Liability for 2025 will be required for the applicant and his/her spouse.)

If you are declaring that you are not in receipt of a Private Pension, please complete the Income Declaration form enclosed.

Self-Assessed/Self- Employed individuals -Please include a copy of your Self-Assessment Chapter 4 of Part 41A TCA 1997 Income Tax assessment which Revenue will provide.

If in receipt of a Pension from the Department of Social Protection you will need to get statement showing how much you received in the previous tax year.

Local Property Tax – Please provide a detailed Statement of LPT from Revenue showing you are LPT Compliant. If there are arrears on your account, please provide proof that you have a payment plan in place.

Housing Aid Application Requirements:

Applications for Roof Repairs – Please provide a letter from your House Insurance provider stating that they will not cover the necessary works.

Rewiring Applications – Please provide a Periodic Inspection report from an electrician who is registered with Safe Electric.

Heating Applications – Please provide a letter from a Heating Contractor that your current heating system is beyond economic repair. The Grant does not provide for Gas or Oil boilers, we advise discussing climate friendly options with your Heating Contractor.

Windows and Doors Applications – Grants will only be given where the works are deemed essential, and the grant will cover windows in habitable rooms only. This suite of works is extremely popular and the budget for same is limited.

Once we receive a valid application we will refer the case to one of our Inspectors who will call out and carry out an assessment and ascertain whether the works are



essential. Depending how busy they are this assessment can take a number of weeks.

Housing Adaptation Applications

Once we receive a valid application including a completed Doctors Certificate we will refer your application to an Occupational Therapist. They will schedule a visit and assess you in your own home, your case will be given a Priority Status. We will deal with all Priority 1s first, Priority 2's will go on a waiting list. Priority 3s are refused due to budget constraints.

The majority of grant funding allocations are based on standardised costs therefore it is beneficial that you shop around and get the best price as you will be liable for the shortfall should the cost of the works exceed the grant funding awarded. With regards to Housing Adaptation Grants Kildare County Council do not pay the Vat element.

Two Quotes are needed for certain works namely Heating Works, Roof Repairs, Re-Wiring, Ramps, Railings, Extensions and Conversions. In the case of Extensions and Conversion we require drawings and itemized quotes.

Should you receive grant approval you have 6 months for the work to be completed. If for any reason the timeframe is expected to be longer than this, please contact the Grants Office on 045 980480 to request an extension.

Failure to do this will result in the Grant funding being withdrawn. Every year our Grant applications exceed budget availability therefore we cannot hold funding for applicants past the 6-month timeframe. We always have a waiting list of people seeking funding.

If we write out to you and receive no response, the application will be closed. We continuously have a large volume of applications to process and appreciate your patience.

The process from start to finish and depending on Priority status in cases can take up to six months.

If you are coming in to speak to a member of the Grants Team, please make an appointment otherwise we cannot guarantee there will be someone available to meet you.

We run a daily Phone Clinic and can be contacted on 045 980480 from 10.30am and 12.30pm Monday to Friday, we can also be contacted via email housinggrants@kildarecoco.ie.

Kind Regards Housing Grants Team



Comhairle Contae Chill Dara
Kildare County Council

Date:

Re: Kildare County Council Housing Grant Income Declaration

Dear Housing Grant Applicant,

Please complete the following declaration if you are not in receipt of Private Pension.

I _____ (Applicant Name(s))

PPS Number(s) (1) _____ (2) _____

of _____ (Address) declare that I/We are not in receipt of a Private Pension.

Should you need to discuss this we operate a daily Phone Clinic between 10.30am and 12.30pm, Mon to Fri, Phone 045-980480 for Housing Grants queries or we can be contacted by emailing housinggrants@kildarecoco.ie

Those in receipt of a Private Pension must forward a Statement of Liability for 2024.

Failure to declare all income for the Housing Grant applicant and his /her spouse will result in Grant withdrawal.

Kind Regards

Miriam Ibrahim

Staff Officer

Housing Grants



Dear Sir/Madam,

If you are aged 65 or over, and require assistance in completing your grant application form, your local Healthy Age Friendly Homes (HAFH) Coordinators in Kildare can assist you.

HAFH is an independent body to the County Council but work together to provide assistance where required.

Your HAFH coordinator can also help you, by assisting and providing information on further supports which may help you remain safely at home.

This is a free service in every county to those over age 65.

HAFH Head Office is Meath CoCo but there are coordinators in every county.

To register with this programme

Healthy Age Friendly Homes National Office

PHONE NO 046 9248899

Or Email

healthyagefriendlyhomes@meathcoco.ie

Address

Kells Civic Office, Headfort Place, Kells, Co Meath, A82 2R3
