



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 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.

Proof of Income – Please provide complete Income details for the applicant and his / her spouse for the period 01/01/2024 – 31/12/2024 inclusive. Please include a Statement of Liability from Revenue for 2024 for the applicant and his/her spouse. If you are declaring that you are not in receipt of a private pension, please complete Income Declaration form enclosed.

Local Property Tax – Please provide a 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.

The majority of grant funding allocations are based on standardised costings 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. Quotes are needed for some works namely Roof Repairs, Re-Wiring and Ramps.

Should you receive grant approval you have 6 months for the works 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 Failure to do this will result in the Grant funding being withdrawn.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 have a waiting list of people seeking funding

Please be advised we have a large volume of applications to process and appreciate your patience. The process from start to finish in cases can take up to six months.

Kind Regards

Miriam Ibrahim

A/Staff Officer





An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage



An Ghníomhaireacht
Tithíochta
The Housing Agency

Application Form Housing Adaptation Grants for Older People and Disabled People

About this form

We want to help you apply for the grant or grants you need using this form. To help you do this, we will first tell you about four things:

- a) Grants you can apply for using this form;
- b) Requirements for the grants;
- c) Checklist for documents to send with this form;
- d) Where to send your completed form.

Note: The grant application must be approved before any work can begin on the home.

It is worth reading this form carefully **before** you fill it in. Why? Because it will save you time and help us to process your application faster. You can fill in the form yourself or get help from someone you know and trust to fill out this form for you. However, you will have to sign and declare all information is correct and true on page 19.

Questions? If you, or the person filling out this form, have any questions contact your local authority and they can help.

a) Grants you can apply for using this form

There are three grants available for older people and disabled people to help make their home safer and easier to get around. The grants are:

1 Housing Adaptation Grant for Disabled People (page 3-4)

2 Mobility Aids Grant (page 5)

3 Housing Aid for Older People Grant (page 6-7)

b) Requirements for the grant

The person who the grant is for must:

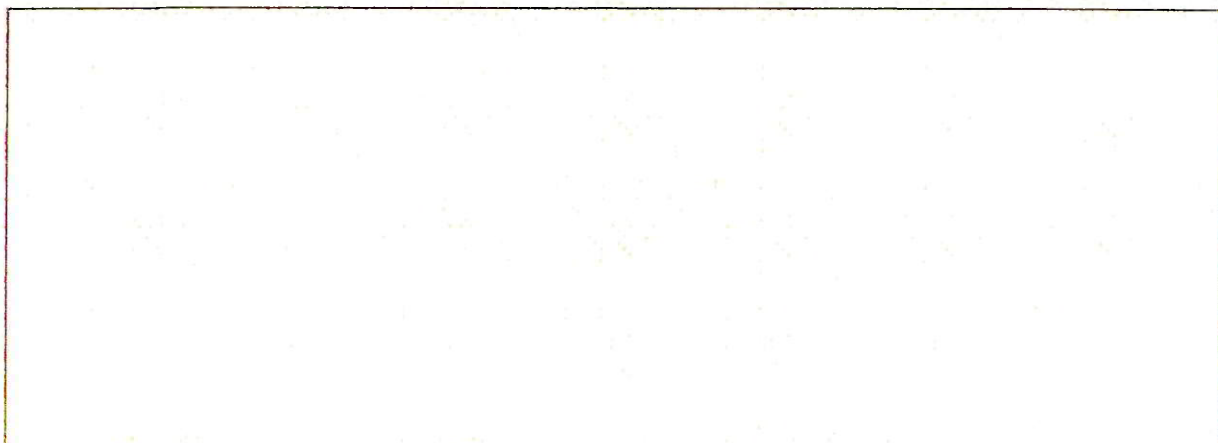
- have the grant application approved before the work starts on the home;
- live in the home when the work is completed;
- have their tax affairs in order;
- have tax clearance from Revenue if the grant is for more than €10,000;
- show that the Local Property Tax for the home is in order.

c) Checklist for documents to send with this form

To make it easier for you to see all the documents you need to send with this form, there is a **checklist** on page 20. Remember, you must send proof of income to see what amount of grant you can get. For grants **1** and **2** you must get a doctor to fill out the Doctor's Certificate section on page 17-18. Read this checklist – ideally before you start filling out the form – and make sure you send all the documents along with your completed application form.

d) Where to send your completed form

You have to apply to your **local authority** using this form for any of these grants. You can fill out this form once and use it to apply for more than one grant. If you have any questions, you should contact your local authority and they can help.



1 Housing Adaptation Grant for Disabled People

Who is this grant for?

This grant is for people with a physical, sensory, mental health or intellectual disability. It is for big changes you need to make to your home.

What type of home is this grant for?

Your home can qualify for this grant **if** it is any of the following:

- privately owned (you or your family own it);
- rented from a landlord with a current tenancy agreement registered with the Residential Tenancies Board (RTB) **and** you have the landlord's permission to make the changes;
- provided by an Approved Housing Body (a list of these can be found at www.ahbregulator.ie);
- a communal residence – accommodation where people live together in group homes with support.

What can I use this grant for?

You can use this grant to improve access in your home like adding:

- a ramp or other ways to access your home;
- grab rails;
- bathroom facilities like an accessible shower or a downstairs toilet;
- a stair lift or through floor lift;
- fixed track hoists (excluding any servicing, maintenance and training costs);
- space for wheelchair access;
- an extension (typically for a bedroom and/or bathroom to accommodate a disabled person).

Occupational therapist assessment

An occupational therapist (OT) will need to assess you if you are applying for any of the following:

- a big change to the use of a room in your home;
- a stair lift or through floor lift;
- a fixed track hoist;
- an extension.

This is to make sure the right work is done in the home to suit your needs.

You can get this assessment report from a private occupational therapist. If your grant application is successful, your local authority will pay you up to €300 towards the cost of this assessment as part of the grant.

If you **have not** been assessed by an occupational therapist, your local authority can arrange an assessment for you after your application is received.

How much is the grant for?

It depends. The grant covers **some** of the cost of the work needed, but not all of it. The amount of money you get depends on your household income for the previous tax year (or the current tax year in some special cases – see page 16). You need to supply this information on this form on page 14. There are some disregards and deductions that can reduce the amount of household income that your local authority takes into account. We explain these on pages 8-9.

The **most** you can get is €40,000 or 100% of the total cost of the work approved by your local authority (whichever is less).

Note: A grant is **not available** if the household income is more than €75,000, after the disregards and deductions are applied.

If the owner (and their spouse) of the home earn €75,000 or less, after the disregards and deductions are applied, the table below shows information on how much of a grant you can get.

Yearly household income	Percentage of costs	Maximum grant for homes built more than 12 months ago	Maximum grant for homes built within the last 12 months
Up to €37,500	100%	€40,000	€20,000
€37,501 – €43,750	85%	€34,000	€17,000
€43,751 – €50,000	75%	€30,000	€15,000
€50,001 – €62,500	50%	€20,000	€10,000
€62,501 – €75,000	30%	€12,000	€6,000
Over €75,000	No grant payable		

What the grant does not cover?

It does **not** cover the VAT cost of the work. You may be able to reclaim (get back) some of the VAT from Revenue after you have paid for the work (see www.revenue.ie for more information).

Example

If your household income for the previous tax year is €45,000 after the disregards and deductions are applied, and your home was built more than a year ago, your grant is 75% of the costs of the work to a limit of €30,000. This means that if the work on the home costs €32,000 **excluding VAT**, the grant will **only** cover €24,000 and not €30,000. You may be able to reclaim (get back) some of the VAT of €4,320 (13.5% of €32,000) from Revenue.

2 Mobility Aids Grant

Who is this grant for?

This grant is for older people and/or disabled people who find it hard to move around their home due to mobility issues.

What type of home is this grant for?

Your home can qualify for this grant if it is any of the following:

- privately owned (you or your family own it);
- rented from a landlord with a current tenancy agreement registered with the Residential Tenancies Board (RTB) and you have the landlord's permission to make the changes;
- provided by an Approved Housing Body (a list of these can be found at www.ahbregulator.ie);
- a communal residence – accommodation where people live together in group homes with support.

What can I use this grant for?

You can use this grant to improve access in your home like adding:

- grab rails;
- a ramp;
- an accessible shower;
- fixed track hoists (excluding any servicing, maintenance and training costs);
- a stair lift.

Occupational therapist assessment

An occupational therapist (OT) will need to assess you if you are applying for a fixed track hoist or a stair lift. You can get this report from a private occupational therapist. If your grant application is successful, your local authority will pay you up to €300 towards the cost of this assessment as part of the grant. If you have not been assessed by an occupational therapist, your local authority can arrange an assessment for you after your application is received.

How much is the grant for?

It depends. The most you can get is €8,000 or the total cost of the work approved by your local authority (whichever is less). This grant can cover 100% of the cost of the work, up to a maximum of €8,000. There are some disregards and deductions that can reduce the amount of household income that your local authority takes into account. We explain these on pages 8-9.

Note: A grant is **not available** if the household income for the previous tax year (or the current tax year in some special cases – see page 16) is more than €37,500. This is after the disregards and deductions are applied.

What the grant does not cover?

It does **not** cover the VAT cost of the work. You may be able to reclaim (get back) some of the VAT from Revenue after you have paid for the work (see www.revenue.ie for more information).

3 Housing Aid for Older People Grant

Who is this grant for?

This grant is for people 66 years old or more to do essential repairs, so that they can continue to live in their own home. Sometimes this grant can be paid to people under 66 years old, but only in cases of hardship.

What type of home is this grant for?

A home that is privately owned where the older person:

- owns the home; or
- has a right to live in the home (right of residence) where the work will be done.

What can I use this grant for?

You can use this grant to do essential repairs. This could be to:

- help repair or replace the roof;
 - upgrade the electrical wiring;
 - repair or replace doors and windows;
 - Repair heating where it is broken or provide heating where there is no heating.
- Grants are not available to buy new fossil fuel boilers, for example oil or gas boilers.

Special requirements for this grant

No medical documents are needed for this grant, as it is based on the condition of your home, and how urgently the repairs are needed. However, if your application is urgent due to a medical condition, you will need to complete the Doctor's Certificate section of this application form on pages 17-18.

If you need to:	you need to send your local authority ...
1 Repair or replace your roof	... a letter from your insurance company stating that the repairs are not covered under your policy.
2 Upgrade the electrical wiring	... a Periodic Inspection Report from an electrician describing the condition of the existing wiring. This electrician must be registered with Safe Electric.
3 Repair or provide heating	... a report from a heating contractor describing the condition of the existing heating system.

How much is the grant for?

It depends. The grant covers **some** of the cost of work needed, but not all of it. The amount of money you get depends on your household income for the previous tax year (or the current tax year in some special cases – see page 16). You need to supply this information on this form on page 14. There are some disregards and deductions that can reduce the amount of household income that your local authority takes into account. We explain these on pages 8-9.

The most you can get is €10,700 or 100% of the total cost of the work approved by your local authority (whichever is less). This grant **can** go towards the total cost of the work including the VAT.

Note: A grant is **not available** if the household income is more than €75,000, after the disregards and deductions are applied.

If the owner (and their spouse) of the home earn €75,000 or less, after the disregards and deductions are applied, the table below shows information on how much of a grant you can get.

Yearly household income	Percentage of costs	Maximum grant
Up to €37,500	100%	€10,700
€37,501 - €43,750	85%	€9,095
€43,751 - €50,000	75%	€8,025
€50,001 - €62,500	50%	€5,350
€62,501 - €75,000	30%	€3,210
Over €75,000	No grant payable	No grant payable

Example

If your household income for the previous tax year is €45,000 after the disregards and deductions are applied, your grant is 75% of the costs of the work to a maximum of €8,025. This means that if the work on the home costs €15,000 **including VAT**, the grant will **only** cover €8,025 and not €11,250.

Important information about income

How your household income will affect the grant

If your application is successful, the amount of grant you can get depends on your household income for the previous tax year (or the current tax year in some special cases – see page 16). When working the amount out, your local authority will consider the income earned by the owner (and their spouse if it applies) if you or your family own the home.

If your home is one of the following, your local authority will only consider the income earned by the tenant (and their spouse if it applies), and not the owner:

- rented from a landlord, and you can provide a current tenancy agreement registered with the Residential Tenancies Board (RTB); or
- provided by an Approved Housing Body (a list of these can be found at www.ahbregulator.ie); or
- a communal residence – accommodation where people live together in group homes with support.

Information on disregards

There are some payments from the Department of Social Protection (DSP) that are **not** taken into account when working out your household income. These are called disregards, and they include:

- | | |
|-------------------------------|------------------------------|
| • Carer's Benefit / Allowance | • Fuel Allowance |
| • Carer's Support Grant | • Household Benefits Package |
| • Child Benefit | • Living Alone Increase |
| • Domiciliary Care Allowance | • Working Family Payment |
| • Foster Care Allowance | |

Information on deductions

There are five types of deductions that reduce the amount of household income that your local authority takes into account. They are:

1. A deduction of €6,250 applies for each member of the household who is:
 - aged under 18 years; or
 - aged under 23 years if in full-time education.
2. A deduction of €6,250 applies if a relative is caring full-time for the person who the grant is for.
3. A deduction of up to €6,250 applies for housing costs such as rent or mortgage repayments for the home where the works will be done.
4. A deduction of up to €12,500 applies if the owner is paying the residential care fees of a:
 - spouse; or
 - other owner of the home.

5. A deduction of up to €12,500 (or up to €6,250 if deduction 2 is also claimed) where the owner is paying for homecare fees for:
- their own care; or
 - a spouse; or
 - another person living in the home.

Example

Family with a household income of €60,000 a year

This is an example of how the disregards and deductions apply to a family.

The Ryan family has a household income for the previous tax year of €60,000, and this includes child benefit of €1,680. They are also paying €8,000 each year in mortgage repayments.

What is disregarded (ignored by the local authority)

- a) The local authority will disregard (ignore) the child benefit of €1,680 when working out how much of a grant to pay the Ryan family.
The household income taken into account by the local authority is reduced to €58,320.
(Here's why: €60,000 - €1,680 = €58,320)

Deductions

- b) The Ryan family have one son aged 12 in primary school and a daughter who is 20 in full-time education. There is a deduction of €6,250 for **each** of these dependants, so this adds up to €12,500.
The household income now taken into account by the local authority is €45,820.
(Here's why: €58,320 - €12,500 = €45,820)
- c) There is also a relative caring for the person who the grant is for on a full-time basis. This means there is another deduction of €6,250 from the total household income.
The household income now taken into account by the local authority is €39,570
(Here's why: €45,820 - €6,250 = €39,570)
- d) The Ryan family have paid €8,000 in mortgage repayments last year. This means there is another deduction of €6,250 from the total household income.
The household income now taken into account by the local authority is €33,320
(Here's why: €39,570 - €6,250 = €33,320)

Final income taken into account

The final household income taken into account by the local authority is €33,320 when awarding the grant. This means this family will be able to get the highest grant possible.

Application Form

Please tick ✓ the box beside the grant you want to apply for. If you do not know which grant to apply for, you can contact your local authority for help.

You can use this form to apply for more than one grant at the same time.

Remember to include all necessary information and documents.

Housing Adaptation Grant for Disabled People

☐

Mobility Aids Grant

☐

Housing Aid for Older People Grant

☐

Please answer all of the following questions using BLOCK CAPITALS.

Details of who the grant is for

Name

Address

Eircode

Date of Birth

PPS Number

Email Address

Contact Phone Number

Details of who is completing this application form

(If different from the person who the grant is for)

Name

Address

Eircode

Email Address

Contact Phone Number

Relationship to the person who the grant is for

Application Form Housing Adaptation Grants for Older People and Disabled People

Please tick the box if any of these grants have been paid before for the same home or person.

☐ Housing Adaptation Grant for Disabled People

☐ Mobility Aids Grant

☐ Housing Aid for Older People Grant

Is a relative caring full-time for the person who the grant is for?

Yes ☐ No ☐

If yes, please provide details of the caring relative

Name

Relationship to the person who the grant is for

How much is the rent or mortgage repayments each month for the home where the works will be done?

€

Is there any part of the rent or mortgage repayments paid by the Government?

If so how much is paid each month?

€

Is a member of the household currently living in residential care?

Yes ☐ No ☐

If yes, please provide details of the person

Name

Relationship to the person who the grant is for

How long have they been living in residential care?

How much does it cost each month?

€

Is a member of the household currently paying for homecare?

Yes ☐ No ☐

If yes, please provide details of the person

Name

Relationship to the person who the grant is for

How long have they been getting homecare?

How much does it cost each month?

€

Details of the home where the work will be done

(If different from the person who the grant is for)

Name of the owner

Address of the home
where the work will
be done

Eircode

How long has the person who the grant is for been
living here?

Will the person who the grant is for be living here when the work is completed?

This is a condition of the grant.

Yes ☐ No ☐

Who owns the home? ☐ You own it
☐ A landlord

☐ Your family own it
☐ An Approved Housing Body

Is this grant for a home that you plan to build?

Yes ☐ No ☐

Please tick the box that describes the home.

☐ Detached
☐ Terraced

☐ Semi-detached
☐ An apartment

Was the home built in the last 12 months?

Yes ☐ No ☐

Application Form Housing Adaptation Grants for Older People and Disabled People

Is the home compliant with Local Property Tax?

Yes ☐ No ☐

You will need to send your local authority proof that Local Property Tax is up to date on the home where the work will be done. This can be a letter from Revenue or a printout of your LPT Profile page and the full online payment record page, which will show:

- that this tax is paid for all years; or
- deferral of payment (Local Property Tax will be paid later); or
- exemption (Local Property Tax does not have to be paid).

Please tell us the number of different rooms in the home:

	Bedrooms	Bathrooms	Living	Dining	Kitchen	Other
Upstairs						
Downstairs						

You should get professional advice before you complete the next section.

List the details of the work you want to get done in your home:

How much do you think the work will cost including VAT? €

Can you pay for any extra cost that is not covered by the grant?

Yes ☐ No ☐

Home owners should be aware of their responsibilities under Safety, Health and Welfare at Work (Construction) Regulations 2013 (see www.hsa.ie for details).

If you are approved for a grant and have not already installed them, you will need:

- at least two smoke/heat alarms – self-contained and with a 10-year-battery
- a carbon monoxide detector if you use fossil fuel heating like gas or coal. The carbon monoxide detector must meet the standard – EN 50291 (marked on box).

How many alarms are already installed in the home where the work will be done?

Smoke/heat alarms

Carbon monoxide detectors

Income details of the household:

In the table below, please include the income details for the previous tax year (or the current tax year in some special cases – see page 16) of the registered property owner (and their spouse if it applies) if you or your family own the home.

If your home is one of the following, please include only the income details for the previous tax year (or the current tax year in some special cases – see page 16) of the tenant (and their spouse if it applies), and not the owner:

- rented from a landlord, and you can provide a current tenancy agreement registered with the Residential Tenancies Board (RTB); or
- provided by an Approved Housing Body (a list of these can be found at www.ahbregulator.ie); or
- a communal residence – accommodation where people live together in group homes with support.

Name	Relationship to the person who the grant is for	Date of Birth DD/MM/YYYY	PPSN	Income (money earned including pension from previous tax year)*
				€
				€
				€
				€
				€
				€

* Income from the current tax year may be listed here in some special cases – see page 16

Details of dependants in the household:

In the table below, please include the details of all dependants living in the household who are:

- aged under 18 years; or
- aged under 23 years if in full-time education.

Please include the person who the grant is for (if it applies).

Name	Relationship to the person who the grant is for	Date of Birth DD/MM/YYYY	PPSN	Name of school or college (if it applies)

Details of household income

When you are applying for a grant, you **must** send proof of your **household income** for the previous tax year with your application.

Special cases apply if the person who the works are for is also the owner (or their spouse) and:

- They have had a sudden and big change in income because of illness, injury or disability, and
- Their income will be reduced for a long time.

You will need to contact your local authority if you think this applies. They will tell you what proof of your household income they will need for the current tax year.

We will now describe what documents you must send to your local authority for the following types of income.

1. PAYE workers or people getting a private pension

Please include a Statement of Liability for the previous tax year. You can view and print your Statement of Liability online. You first need to create an account on Revenue's website (www.revenue.ie).

To register, each applicant needs:

- a PPS number;
- date of birth;
- mobile number or landline number;
- addresses: home and email addresses.

No email? If you do not have an email or internet access, ring 01 738 3636 and ask for a "Form 12 Return of Income" to be posted to your address. You will have to complete this form and return it to your local Revenue office to get a Statement of Liability.

2. Self-assessed/Self-employed individuals

Please include a copy of your "Self-Assessment – Chapter 4 of Part 41A TCA 1997" Income Tax Assessment.

This document is sent to you by Revenue when you submit a "Form 11 Return of Income", either online at www.ros.ie or by submitting a paper version of the form to your local tax office.

3. People who receive income from the Department of Social Protection (DSP)

This income is usually included on a Statement of Liability or Income Tax Assessment. If your income from DSP is not included, you will need to get a statement from DSP instead showing how much you received in the previous tax year. You can get this from www.welfare.ie or your local DSP office.

Doctor's Certificate

Your **Doctor** must complete this section if you are applying for a:

- **Housing Adaptation Grant for Disabled People**; and/or
- **Mobility Aids Grant**.

If you are applying for a **Housing Aid for Older People Grant** (see page 6), you **do not** have to complete this section, unless your application is urgent due to a medical condition.

Details of the person who the grant is for

Please answer all of the following questions using **BLOCK CAPITALS**.

Name

Address

Condition(s) person
suffers from

Nature and degree of
disability or mobility
problem:

Is the person a full-time wheelchair user?

Yes ☐ No ☐

Doctor's Certificate (continued)

To help decide how urgent the application is, please tick ✓ the appropriate box:

Priority 1:

- The person is terminally ill or primarily dependent on family or a carer; or ☐
- Adaptations to the home would support them leaving hospital/residential care. ☐

Priority 2:

- The person is mobile, but they need help to access washing, toilet facilities, bedroom, and so on; or ☐
- The person's ability to function independently would be harder without the adaptations. ☐

Priority 3:

- The person is currently independent, but needs adaptations to future proof their home so they can live there independently. ☐

Details of Doctor:

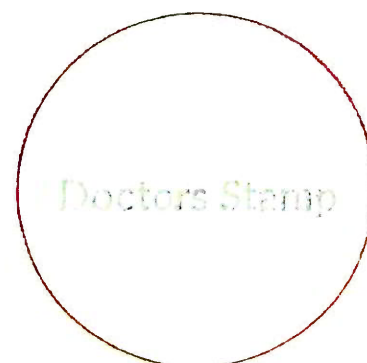
Name of Doctor

Address

Phone

Signed:

Date:



Data Protection

By law, applicants must provide certain personal data in this form, so we can do our work. We treat all information and personal data provided as confidential. We do this in line with the General Data Protection Regulation and Data Protection legislation.

To process this application, please note that your local authority may share your personal data (information) with the Department of Housing, Local Government and Heritage and with occupational therapists.

You can read the details of our Data Protection Policy and Privacy Statements on your local authority website. The policy explains how and why we will use personal data, and provides information about your rights as a data subject. The policy is also available in paper format if you request it from your local authority office.

Declaration

I declare that the information and details I have given on this application are true and correct.

Signature of person who the grant is for:

Date:

Signature of person who helped with this form:
(if it applies)

Date:

If it applies, I permit my local authority to discuss this application with the person who completed this form on my behalf.

Please tick to show you agree with this:

Yes ☐ No ☐

Checklist for what to include with this form

Your application will be **delayed** if details and documents are missing. This checklist will help you to send in all the documents needed to deal with your application.

All applications will need the following:

☐ This form. Fully completed.

☐ **Evidence of income** (see page 16 for details).

If you or your family own the home include proof for the previous tax year (or the current tax year in some special cases – see page 16 for details) of all income earned by the registered property owner (and their spouse if it applies).

If the home is rented from a landlord, provided by an Approved Housing Body or is a communal residence, only include proof for the previous tax year (or the current tax year in some special cases – see page 16 for details) of all income earned by the tenant (and their spouse if it applies), and not the owner.

☐ **Comply with Local Property Tax** (see page 13 for details).

Include proof that the home complies with Local Property Tax, showing the name of the owner and the address of the home where the work will be done.

If the home is rented, you will need to send the following from the landlord:

- evidence home complies with Local Property Tax, **and**
- a current tenancy agreement registered with the Residential Tenancies Board (RTB), **and**
- a letter of permission to do the work.

If the **home is rented** from an Approved Housing Body or is a **communal residence**, you will need to send the following:

- evidence home complies with Local Property Tax, **and**
- a letter of permission to do the work.

☐ **Completed Doctor's Certificate** (page 17-18 stamped and signed by your doctor).

This is **required** for both:

- **Housing Adaptation Grant for Disabled People**, **and/or**
- **Mobility Aids Grant**.

The Doctor's Certificate is **not required** for a **Housing Aid for Older People Grant** unless your application is urgent due to a medical condition.

Some applications need extra documents, we will tell you about these on the next page.

Checklist (continued)

Applications for **Housing Adaptation Grant for Disabled People** also need to include:

- ☐ Occupational therapist report if ...
... you are applying for a big change to the use of a room in the home, installing a stair lift, through floor lift, fixed track hoist or adding an extension. If you cannot provide this report, your local authority can arrange an assessment for you.

Applications for **Mobility Aids Grant** also need to include:

- ☐ Occupational therapist report if ...
... you are applying for a grant to put in a fixed track hoist or a stair lift. If you cannot provide this report, your local authority can arrange an assessment for you.

Applications for **Housing Aid for Older People Grant** also need to include:

- ☐ For roof repairs: You need to include a letter from your insurance company stating repairs are not covered under your policy.
- ☐ For upgrading electrical wiring: You need to include a Periodic Inspection Report from an electrician describing the necessary repairs. This electrician must be registered with Safe Electric. Further information can found at: www.safeelectric.ie
- ☐ For heating: If you need to repair or provide heating, you need to include a report from a heating contractor describing the condition of the existing heating system.

What happens next?

What happens when I send in my application?

Your local authority will:

1. check to make sure it is complete and schedule a time to visit the home;
2. send a technician to visit the home to make sure it is possible to do the work, and that it is suitable for your needs;
3. write to you to let you know if your application has been successful and tell you how much of a grant has been approved;
4. ask you to send in information from the contractor(s) doing the work such as a quote and their tax reference number to check their tax clearance details;
5. ask for the bank account details where the grant will be paid when the work is completed.

Further information your local authority may need

Your local authority may ask you to send in some extra documents such as the following:

- a letter from school or college to confirm a household member's attendance;
- additional proof of income;
- evidence of housing costs paid, residential care or homecare fees paid;
- a letter confirming right of residency in the home;
- evidence of planning permission or a certificate of exemption under the Planning Acts.

For grants over €10,000

If the approved grant is over €10,000, you will need to get tax clearance from Revenue. You can apply for tax clearance using Revenue's online service at www.revenue.ie. If you do not have access to the internet, ring Revenue on 01 738 3663, and ask for a "TC1" application form to be posted to your address.

You must send your completed application form for tax clearance to Customer Services, Collector General's Division, Sarsfield House, Francis Street, Limerick, V94 R972.

If you do not get the grant, you can appeal the decision

Sometimes an application to your local authority for a grant will not be successful. If your application is not successful, you can write to your local authority to appeal the decision. You must write **within three weeks of the date of the original decision**, and clearly explain why you are appealing. A local authority official who was not involved with the original assessment will then assess this appeal and contact you with the result. This could take up to six weeks.

Thank you for filling out this form.

If you have any questions, please contact your local authority.