



Housing Grants Guidance Notes

Housing Grants Section ☎:045-980480 / ✉ housinggrants@kildarecoco.ie

All Grant Types

1. **Income:**

You are required to submit certified income details for all household members (aged over 18) **for the previous tax year**, this includes evidence of pension payments (state and private). Exemptions apply to full time students under the age of 23.

The following documents are the only acceptable forms of certified income:

- Statement of Liability from Revenue
- Statement from Dept of Social Protection

NOTE: Bank statements / pension slips / post office slips are not acceptable as evidence of income.

2. **Local Property Tax:**

You are required to provide evidence of compliance with the Local Property Tax. You can contact Revenue for a LPT statement or print it from Revenue Online.

3. **Application Form:**

You are required to complete each page of the application form that is applicable and submit the above documents and any additional documents required as detailed below. Failure to do so will render your application invalid and it will be returned to you.

4. **Approval Letters:**

We will issue you with an approval letter detailing the approved works and amount of grant funding awarded. No works are to commence prior to receiving your approval letter. Under no circumstances can retrospective funding be given for works that have already been carried out without receiving prior grant approval.

5. **Payment details:**

You are required to provide bank details as part of your application. They must be in the form of a bank header / statement which clearly states your name, address, BIC and IBAN. Details must be those of the grant applicant and not the contractors.

6. **Tax Clearance:**

You are required to provide tax clearance details to Kildare County Council if the grant payment is above €10,000 or if you have received any funds from KCC in the previous 12 months. You must also send the tax clearance details and itemised quote of your chosen contractor prior to the commencement of works.

Housing Adaptation Grant

- The Housing Adaptation Grant covers works such as stairlifts, bathroom adaptations, ramps / steps, grab rails and extensions for bathrooms or bedrooms.
- As of July 2023, the installation of hoists is now available for funding under this grant scheme.
- Please note that grant funding for extensions is only granted if all other options have been exhausted.
- Only works that have been recommended by an Occupational Therapist can be considered for grant funding.

- To apply for this grant, you are required to have pages 17-18 of the application form completed, signed and stamped by your Doctor.
- Quotes for the following types of work are not required as grant amounts are based off Kildare County Council's Schedule of Payments:
 - ❖ Stairlifts
 - ❖ Bathroom adaptations to an existing bathroom
 - ❖ Grab Rails, Bannisters, Shower seats
- Upon completion of works an inspection will be conducted by Kildare County Council before grants are authorised for payment.
- Please note that Housing Adaptation Grants are ex VAT. You can recoup the VAT portion of the works directly from the Revenue.

Mobility Aid Grant

- The Mobility Aid Grant covers works such as straight stairlifts, grab rails and ramps / steps.
- The household income limit for this grant is €30,000 and the grant is for a maximum of €6,000.
- To apply for this grant, you are required to have pages 17-18 of the application form completed, signed, and stamped by your Doctor.
- Please note that Mobility Aid Grants are ex VAT. You can recoup the VAT portion of the works directly from the Revenue.

Housing Aid Grant for Older People

- This grant is for people aged 66 and over to assist them to do essential repairs to their home.
- The Housing Aid Grant covers works such as replacement windows and doors, heating upgrades, re-wiring, and roof repairs.
- On receipt of a valid application, you will be added to the inspection waiting list. The average waiting time is 2-3 months.
- You are required to supply additional documentation for the following works as part of your application, failure to do so will invalidate your application and it will be returned to you:
 - ❖ **Roof works:** A letter from your insurance company stating that the repairs are not covered under your policy or letter confirming you have no insurance policy.
 - ❖ **Electrical works:** A report from an electrician describing the necessary repairs. The electrician must be registered with Safe Electric.
 - ❖ **Heating upgrades:** A report from a heating contractor stating that the existing heating system is beyond economic repair.
- Quotes are not required for window and door replacements as grant amounts are based off Kildare County Council's Schedule of Payments.
- Upon completion of works a final inspection will be conducted before grants are authorised for payment.



Application Form

Housing Adaptation Grants for Older People and People with a Disability

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.

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 people with disabilities to help make their home safer and easier to get around. The grants are:

1. Housing Adaptation Grant for People with a Disability (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 People with a Disability

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.housing.gov.ie);
- a communal residence – accommodation where people live together in group homes.

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;
- space for wheelchair access;
- an extension (typically for a bedroom and/or bathroom to accommodate a person with a disability).

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;
- an extension.

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

You can get this report from a private occupational therapist. If your grant application is successful, your local authority will pay you up to €250 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. 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 page 8.

The **most** you can get is €30,000 or 95% 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 €60,000, after the disregards and deductions are applied.

If you and the people in your household earn €60,000 or less, after the disregards and deductions are applied, you can read the table below for 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 €30,000	95%	€30,000	€14,500
€30,001 – €35,000	85%	€25,500	€12,325
€35,001 – €40,000	75%	€22,500	€10,875
€40,001 – €50,000	50%	€15,000	€7,250
€50,001 – €60,000	30%	€9,000	€4,350
Over €60,000	No grant payable	No grant payable	No grant payable

What the grant does not cover

It does **not** cover the VAT cost of the work. You can reclaim (get back) 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 50% of the costs of the work to a limit of €15,000. This means that if the work on the home costs €32,000 **excluding VAT**, the grant will **only** cover €15,000 and not €16,000. You can then reclaim 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** people with a disability 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.housing.gov.ie);
- a communal residence – accommodation where people live together in group homes.

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;
- a stair lift.

Occupational therapist assessment

An occupational therapist (OT) will need to assess you if you are applying for 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 €250 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 €6,000 **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 €6,000.

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 page 8.

Note: A grant is **not available** if the household income for the previous tax year is more than €30,000 after the disregards and deductions are applied.

What the grant does not cover

It does not **not** cover the VAT cost of the work. You can reclaim (get back) 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;
- provide central heating (where there is no central heating or it is broken beyond economic repair).

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 report from an electrician describing the necessary repairs. This electrician must be registered with Safe Electric.
3 Upgrade the existing central heating system	... a report from a heating contractor stating that the existing heating system is beyond economic repair. This means that it is more cost-effective to replace than repair.

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. 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 page 8.

The most you can get is €8,000 **or** 95% 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 €60,000, after the disregards and deductions are applied.

If you and the people in your household earn €60,000 or less, after the disregards and deductions are applied, you can read the table below for information on how much of a grant you can get.

Yearly household income	Percentage of costs	Maximum grant
Up to €30,000	95%	€8,000
€30,001 - €35,000	85%	€6,800
€35,001 - €40,000	75%	€6,000
€40,001 - €50,000	50%	€4,000
€50,001 - €60,000	30%	€2,400
Over €60,000	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 50% of the costs of the work to a maximum of €4,000. This means that if the work on the home costs €10,000 **including VAT**, the grant will **only** cover €4,000 and not €5,000.

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. When working the amount out, **your local authority will consider the income earned by:**

- a) all the people living in the home aged 18 years or over **except for** those in full-time education that are aged under 23 years; **and**
- b) the registered property owner (and their spouse if it applies) **except if** your home is one of the following:
 - 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.housing.gov.ie); **or**
 - a communal residence – accommodation where people live together in group homes.

Information on disregards

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

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

Information on deductions

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

1. **A deduction of €5,000 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 €5,000 applies if a relative is caring full-time for the person who the grant is for.**

Example:

Family with a household income of €45,000 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 €45,000, and this includes child benefit of €1,680.

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 **€43,320**. (Here's why: $€45,000 - €1,680 = €43,320$)

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 €5,000 for **each** of these dependants, so this adds up to €10,000.

The household income now taken into account by the local authority is **€33,320**. (Here's why: $€43,320 - €10,000 = €33,320$)

- 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 €5,000 from the total household income.

The household income now taken into account by the local authority is **€28,320** (Here's why: $€33,320 - €5,000 = €28,320$)

Final income taken into account

The final household income taken into account by the local authority is **€28,320** 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 People with a Disability	<input type="checkbox"/>
Mobility Aids Grant	<input type="checkbox"/>
Housing Aid for Older People Grant	<input type="checkbox"/>

Please answer all of the following questions using BLOCK CAPITALS.

Details of who the grant is for

Name	<input type="text"/>		
Address	<input type="text"/>		
Eircode	<input type="text"/>		
Date of Birth	<input type="text" value="DD/MM/YYYY"/>	PPS Number	<input type="text"/>
Email Address	<input type="text"/>		
Contact Phone Number	<input type="text"/>		

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

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

☐

**Housing Adaptation Grant for
People with a Disability**

☐

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

Details of the home where the work will be done

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 or your family own it
- ☐ A landlord
- ☐ An Approved Housing Body

Please tick the box that describes the home.

☐ Detached

☐ Semi-detached

☐ Terraced

☐ An apartment

Was the home built in the last 12 months?

☐ Yes

☐ No

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 the online record, which will show:

- that this tax is paid; **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

[Please refer to the Guidance Notes regarding additional requirements for certain Housing Aid works.](#)

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 people in the household:

Please include evidence of income for the year **2022** for all household members. All income must be declared, this includes pensions.

In the table below, please include the income details for the previous tax year of:

- a) all the people living in the home aged 18 years or over **except for** those in full-time education that are aged under 23 years; **and**
- b) the registered property owner (and their spouse if it applies) **except if** your home is one of the following:
- 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.housing.gov.ie); **or**
 - a communal residence – accommodation where people live together in group homes.

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	Income (money earned) from previous tax year
				€
				€
				€
				€
				€

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	Name of school or college (if it applies)

Details of your income

When you are applying for a grant, you **must** send proof of your **household income** for the previous tax year with your application. We will now describe what documents you must send to your local authority for the following types of income.

1. PAYE workers

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 1890 306 706 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 Employment Affairs and Social Protection (DEASP)

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

4. State pensioners

Please include one of the following for the previous tax year:

- a statement of payment from DEASP; **or**
- ~~a pension slip; or~~
- ~~a bank statement.~~

Doctor's Certificate

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

- **Housing Adaptation Grant for People with a Disability; 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:

Are they 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 fully/mainly dependent on family or a carer; **or** ☐
- Adaptations to the home would help them leave 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 independent, but they need special facilities to improve their quality of life such as a separate bedroom or living space. ☐

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 we 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).

Include proof for the previous tax year of all income earned by:

- all the people living in the home aged 18 years or over **except for** those in full-time education that are aged under 23 years; **and**
- the registered property owner (and spouse if it applies), **except if** the home is rented from a landlord, provided by an Approved Housing Body or is a communal residence.

☐ **Comply with Local Property Tax** (see page 12 for details).

Include proof that the home complies with Local Property Tax.

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** by 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 People with a Disability**, **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 People with a Disability** 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 or adding an extension. If you cannot provide this report, your local authority can arrange an assessment for you.

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

☐ **Occupational therapist report if ...**

... you are applying for a grant to put in 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 report from an electrician describing the necessary repairs. This electrician must be registered with Safe Electric.

☐ **For central heating system:** If you need to upgrade an existing central heating system, you need to include a report from a heating contractor stating that the existing heating system is 'beyond economic repair'. This means that it is more cost-effective to replace the heating system than repair it.

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;
- 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 1890 306 706, 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.