



# Housing Grants Guidance Notes

Housing Grants Section :045-980480 / \* [housinggrants@kildarecoco.ie](mailto:housinggrants@kildarecoco.ie)

## All Grant Types

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### 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, public and private). Exemptions apply to full time students under the age of 23.

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

- If your only source of income is the state pension, then please submit a Statement from the Dept of Social Protection. Contact number: 0818-405060
- If you are in employment, or are receiving any private or public sector pensions, rental income etc. then you are required to submit a Statement of Liability or Form 11 from Revenue. Contact number 01-7383636

**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. You can contact Revenue on 01-7383626.

### 3. 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.

### 4. 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.

### 5. 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.

### 6. Schedule of Costings:

Kildare County Council operates off a set Schedule of Costings for specific works under all grant types. Please contact the Housing Grants section for further information.

## Housing Adaptation Grant & Mobility Aids Grant

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- Under the Housing Adaptation Grant, the maximum household income limit is €60,000 and the grant is for a maximum of €30,000 (income dependent).
- Under the Mobility Aids Grant, the maximum household income limit is €30,000 and the grant is for a maximum of €6,000.

- As of July 2023, hoists are now eligible for grant assistance under both schemes.
- Grant assistance for extensions is only granted if all other options have been exhausted.
- **Do not** send in quotes unless you are requested to do so.
- Upon completion of works an inspection will be conducted by Kildare County Council before grants are authorised for payment.
- Housing Adaptation Grants are ex VAT. You can recoup the VAT portion of the works directly from the Revenue.
- **All OT specifications issued to you must be followed. The onus is on the applicant to ensure that your chosen contractor complies with the specifications. Failure to do so could result in the loss of the grant.**

### **Housing Aid Grant for Older People - CLOSED**

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- **THIS GRANT SCHEME IS NOW CLOSED TO NEW APPLICANTS. ONLY REQUESTS FOR EMERGENCY WORKS WILL BE CONSIDERED ON A CASE BY CASE BASIS. EMERGENCY WORKS ARE CONSIDERED AS FOLLOWS:**
  - **Failure of a heating system**
  - **Emergency structural repairs**
  - **Emergency electrical works**
- 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 and is no longer operational.
- **Do not** send in quotes unless you are requested to do so.
- Upon completion of works a final inspection will be conducted before grants are authorised for payment.