



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.