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# Comhairle Contae Chill Dara Kildare County Council

## TENANT SUPPORT SCHEME APPLICATION FORM 2024

Application forms should be completed and returned to **Tenant Support Scheme 2024, Housing Maintenance Department, Kildare County Council, Wolfe Tone House, Wolfe Tone Street, Naas, Co Kildare** prior to close of business on or before **17<sup>th</sup> May 2024**. Applications can also be emailed to [tenantsupportscheme@kildarecoco.ie](mailto:tenantsupportscheme@kildarecoco.ie)

### Applicants Details:

Tenants Name:	
Address:	
Telephone no:	
email address:	

Do you agree to correspondence by e-mail? ----- YES / NO

Details of work for which grant is sought:

Have you availed of a Self-Help Grant<sup>1</sup> previously? ----- YES / NO

If so, for what work and when? \_\_\_\_\_

Is your rent account up to date? ----- YES / NO

**You must attach three quotations from professionally registered contractors**

Tenant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/2024

<sup>1</sup> The Self -Help Grant scheme is now being replaced by the Tenant Support Scheme



# Comhairle Contae Chill Dara Kildare County Council

## Tenant Support Scheme 2024

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### Who qualifies for this scheme?

Kildare County Council tenants who have been living in their homes for 5 years or more and are up to date with their rent are eligible to apply.

### What work is covered under the scheme?

The objective of this scheme is to assist Local Authority tenants to carry out improvement works on their home.

#### Qualifying works:

- Replacement of older gas/oil boiler with new high efficiency condensing boilers.
- Replacement of defective windows and doors which have not been replaced by Kildare County Council in the previous 5 years.
- Replacement of defective internal doors/press doors/hot press doors and skirting.
- Replacement of defective kitchen units (*Minimum standard KCC standard will apply*)
- Repair or replacement of fascias and soffits.
- Installation of new storage shed.
- Replacement of boundary fence/wall.
- Priority will be given to climate action improvements such as new glazing, insulation, heat pumps etc.

#### General Conditions of the scheme:

- Tenants are limited to one grant over a five-year period e.g. tenants in receipt of a grant since 2019 may not be eligible to receive a grant in 2024. Priority will be given to new applicants.
- Tenants must be in their home for a period of at least 5 years in order to qualify for the grant.
- Applications must be received on the official application form within the defined deadline.
- Tenants of leased and enhanced leased properties **will not** be eligible for this grant.
- Applicants must have an up-to-date rent account.
- Only works carried out after the grant is offered will be eligible for payment. Grants will not be paid retrospectively.
- Invoices presented must be for the total cost of the works and must be VAT inclusive.
- All new installations must conform to the current Kildare County Council Specification and comply with planning requirements.
- Improvement works which qualify for other schemes or departmental funding are not eligible under the Tenant Support Scheme.

- **Tenants are responsible for the appointment of contractors and must ensure all appropriate documentation and competencies are in order.**
- All applications will be subject to a site assessment by a technical officer of Kildare County Council to confirm the work is necessary and following completion to confirm compliance with grant.
- Three quotations must be included with each application from three registered contractors.
- Funding for this grant scheme is limited so it may not be possible to offer grants to all applicants.
- Kildare County Council, may, in exceptional cases consider works outside of those listed as qualifying works, if deemed appropriate to the scheme and in consideration of circumstances and need.
- **Grants must be accepted within a defined timeframe. Where grants are not accepted within the specified period, the grant offer may be withdrawn.**
- **Works must be completed, and invoices submitted by 30<sup>th</sup> September 2024.**
- Subject to the availability of funding, applications that are not granted in 2024 may be considered in 2025, subject to continuation of the scheme.

## Appointment of contractors

For the purposes of conformance with the Safety, Health & Welfare at Work Regulations; the tenant will be undertaking the role of “The Client” in terms of tendering and appointing competent contractors. All works must be carried out by competent tradespersons to the satisfaction of the tenant. All requisite plumbing and RECI certificates must be provided.

## How much of a Tenant Improvement Works Grant can I get?

The amount of grant you may be offered will depend on the works involved. The Tenant Support Scheme will **not** cover the full cost of the work.

Up to 90% of the works may be grant aided, to a maximum grant of €5,000. The successful applicant / tenant is liable for all costs which are in excess of above the grant approved.

## Who organises to have the work done?

**It will be a matter for the tenant to arrange to have the work tendered, carried out and certified.**

## Who pays the contractor?

**It is the responsibility of the tenant to arrange payment to the contractor.** Once work is completed the tenant will submit the invoice to Kildare County Council Housing Maintenance Department. Following inspection by a Kildare County Council Technical Officer to confirm the work has been completed, the approved grant payment will be issued to the tenant by means of bank transfer.

## Building Regulation Requirements

All proposed works must comply with the current Building Regulations.

If you have any further queries about the Tenant Support Scheme 2024, please contact the Housing Maintenance Office at (045) 980998.



# Comhairle Contae Chill Dara

## Kildare County Council

### **Data Protection Act 2018 (as amended)**

### **PRIVACY STATEMENT**

#### **Who are we?**

Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Kildare we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

#### **Why do we have a Privacy Statement?**

This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement at

<http://kildare.ie/CountyCouncil/DataProtection/> or you can request a hard copy at 045 980 200.



# Comhairle Contae Chill Dara

## Kildare County Council

### **What is the activity referred to in this Privacy Statement?**

Tenant Support Scheme.

### **What is the basis for making the processing of this personal data lawful?**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016.

### **We require contact details**

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

### **What other types of personal data do we need to undertake this activity?**

To assist with your application we will also require financial information.

### **What will happen if the personal data is not provided?**

KCC will not be able to process your application for the Tenant Support Scheme.

### **Am I the only source of this personal data?**

Yes, you are the only source of the information required.

### **Is personal data submitted as part of this activity shared with other organisations?**

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing does not apply to the Tenant Support Scheme.

### **How long is my data kept for?**

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. The National Record Retention Policy for Local Authority Records is available: <http://kildare.ie/CountyCouncil/DataProtection/>



# Comhairle Contae Chill Dara

## Kildare County Council

**Do you need to update your records?**

Kildare County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.

If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

**Writing to us at:** Kildare County Council, Corporate Services, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F

**Emailing us at** [customercare@kildarecoco.ie](mailto:customercare@kildarecoco.ie)

When making a request to update your records please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc. and proof of your identity

### **Your rights:**

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.

To exercise these rights logon to <http://kildare.ie/CountyCouncil/DataProtection/> , use one of the forms at our Counters or contact us. Completed applications should be returned to:

### **Kildare County Council - Access to Information Officer**

<b>Phone</b>	045 980 200
<b>E-mail</b>	<a href="mailto:dataprotection@kildarecoco.ie">dataprotection@kildarecoco.ie</a> or <a href="mailto:customercare@kildarecoco.ie">customercare@kildarecoco.ie</a>
<b>Postal Address</b>	Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F.



**Comhairle Contae Chill Dara**  
**Kildare County Council**

## Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

<b>Lo Call Number</b>	1890 252 231
<b>E-mail</b>	<a href="mailto:info@dataprotection.ie">info@dataprotection.ie</a>
<b>Postal Address</b>	Data Protection Commissioner Canal House Station Road Portarlinton, Co. Laois. R32 AP23.

**Changes to Privacy Statement:** We may make changes to this Statement. If we make changes they will be posted below.

**LAST UPDATED ON: 30/05/2018.**