Guidelines
for

Drehid Grant Scheme 2026

1.0	Guidelines for Drehid Grant Scheme	pg. 2
2.0	Conditions of Drehid Grant Scheme	pg. 3
3.0	General Information	pg. 6
4.0	Privacy Statement	pg. 7

1.0 Guidelines for Drehid Grant Scheme

1.1 Introduction

Kildare County Council and BnM wish to invite applications for the Drehid Community Grant Scheme for 2026. The purpose of the scheme is to provide financial assistance to community organisations located within the geographical scope of Drehid Community Grant Scheme to fund environmental, recreational and community projects which will mitigate the impact of the landfill facility on the local community.

Geographical Scope

A 9km radius from the Drehid Waste Management Facility is the main subject area for the purpose of this scheme. For 2026, the liaison committee has agreed that where applications are received for grant funding from groups which are located just outside the 9km boundary, they can be considered on a case-by-case basis. No commitment to funding any such applications will be entered into.

1.2 Important points to remember when applying

If you have any difficulty or questions when completing the online application, you can email drehidgrants@kildarecoco.ie or call Colin at 045 980763 for assistance.

The following must be adhered to:

Qualifying groups/organisations must be located or carry out the bulk of their activities within the geographical scope as detailed above.

All applications must be made on the using the official online application form. This form can be found at:

https://kildarecoco.ie/AllServices/Community/CommunityGrants/DrehidCommunityGrantScheme/

Closing date for applications is 5.00 p.m. Friday 13th March. Late applications will not be considered.

Recognition must be given to Kildare County Council and Drehid Waste Facility/BnM in any promotional material associated with the project. Please submit copies of promotional material and photographs when submitting final report. Kildare County Council/Drehid - BnM plaques are available for collection from Economic, Community & Cultural Development Department, Level 7, Áras Chill Dara, Devoy Park, Naas, Co. Kildare W91 X77F.

If a group has not returned proof of spend for grants received in previous years any monies awarded will not be paid out until file has been reconciled.

A copy of the group's bank/credit union details is required.

2.0 Conditions of Drehid Grant Scheme

2.1 Applications

- Consideration will be given to applications for grant support for projects which are undertaken over a number of years or are going through preparation, planning, design and implementation stages or are proceeding through a phased implementation approach e.g. building a community centre.

- Applications will be considered from groups which require matching funding to access national funding schemes such as the sports capital programme.

2.2 Who/what is not included in the scheme

- Applicant's who have not drawn down Drehid funding prior to and including 2024 will not be eligible to apply for funding in 2026.
- Grants are not available to individuals/organisations that are engaged in business for profit activities.
- Operational expenses e.g. rent, energy costs, insurance costs are not eligible for funding under the terms of the scheme.
- Expenditure incurred prior to grant approval will not be funded.
- Push lawnmowers, generators, annual plants, entertainment expenses, training costs, Christmas parties, outings, travel costs and clothing are not funded.
- In relation to schools or Parent Teacher Associations - works, projects or equipment which are deemed the financial responsibility of the Department of Education and Skills.

2.3 Assessment & Appeal Process

- Each application will be assessed against set criteria and allocated marks by the Drehid Community Liaison Committee. The final amount granted will be representative of the percentage of marks allocated to the applicant.
- Once assessment is completed recommendations will be sent to the Clane/Maynooth municipal district for approval.
- Applicants will be informed in writing of the decisions after the Clane/Maynooth municipal district meeting.
- Applicants may submit a written appeal on any decision notified to them by Kildare County Council within the allocated time frame. The Director of the Economic, Community & Cultural Development department will review their application in consultation with the Drehid Community Liaison Committee. A decision on an appeal will be notified to each applicant within two weeks of appeal hearing date.

2.4 Responsibility of Applicant

- Groups availing of a grant must be formally established and must produce the following if requested:
  - Articles of Association/Constitution or minutes of last AGM.
  - Committee membership.
  - Income & Expenditure account.
  - Banking /Credit Union documentation.
  - Confirmation of registration from Governing Body if applicable.
  - Registration with PPN.
  - Insurance documents (if applicable).
  - Tax clearance certificate for grants over €10,000.

- All applications €1,500 or under must include one quotation. Applications for between €1,501 & €7,500 must supply two quotations. Applications for over €7,501 must include three quotations. Information/detail given to suppliers requesting a quotation must be identical and must be clear in the body of the quotation received.

- Quotations will be required if the value of any one item exceeds €1,000.

- Submission of invalid quotations may affect the outcome of your application.

- All applicants requesting over €7,500 must supply an overview of your group's plans for the next three years.

- Grants over €7,500 will only be paid once the project has been completed and proof of spend submitted. Part-payment (maximum five payments) will be considered on large projects where staged/phased work is required.

- Any monies unspent must be returned to Kildare County Council.

- Applicants must provide information on who will manage the project and proof of experience of how the group has managed similar sized projects.

- Documentation, including photographic evidence, evidence of fundraising and other sources of funding, report and proof of spend must be produced as evidence of goods purchased, works carried out or contracts entered into.

- On completion of the project, official proof of spend documentation must be submitted with a full project report detailing how the grant was utilised and how it benefitted the group including photographs and a statement of income and expenditure.

- Invoices marked paid with company stamp showing a zero balance are acceptable as proof of spend. Till receipts are accepted. All proof of spend must correspond with final project costs submitted for agreed work. Documentation must be produced by 31st October 2026.

- All successful applicants will receive a **Letter of Award**. This letter, together with the Grant Agreement signed by the group at the time of application, constitutes a contract with the council.

- Groups awarded monies under €7,500 will be paid before works are carried out. For groups awarded over €7,500 monies will be paid out when proof of spend for completed work are submitted.

- For Biodiversity projects, a species list is to be provided. If groups require additional assistance on this in advance of lodging an application, please contact the Kildare County Council Environmental Awareness Officer.

3.0 General Information

- Any decision to provide grant aid to a project does not indicate a commitment to provide further grant aid in the future.
- If a proposed project impacts on the work of any department within Kildare County Council, the works must be agreed in advance with the relevant department and evidence of this agreement provided.
- In general, except in special circumstances, a group/organisation shall not receive a grant for the same purpose more than once in any twelve-month period.
- The applicant shall obtain any necessary employer's liability insurance, public liability insurance and insurance against fire damage to equipment or facilities invested in by Kildare County Council/BnM under the terms of this grant. This grant is made on the understanding that Kildare County Council and BnM are indemnified against any claim arising from the activities of the supported project. Proof of this insurance must be provided to Kildare County Council upon request.

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 (link below) or you can request a hard copy at 045 980 200.

Privacy Statement - Kildare County Council

What is the activity referred to in this Privacy Statement?

Drehid Grant 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. Specifically, the lawful basis for this process is **consent** (applications for grant funding from the Drehid Grant Scheme in accordance with Conditions 16 & 17 of Planning Ref 04/371 Pl.09.212059).

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?

Bank details to facilitate payment.
Tax clearance to facilitate payments over €10,000.
Lease agreements to verify tenure of property if relevant.

What will happen if the personal data is not provided?

Grants cannot be processed or paid if you do not complete the application form in full.

Am I the only source of this personal data?

In some instances, to assist with the delivery of the activity or to comply with regulatory or legislative requirements, personal data is sourced from a third party.
This does not apply to this activity.

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. Online applications may be hosted by external organisations where your data is protected by a non-disclosure agreement. Data is not transferred outside the European Union.

Applications are shared with Members of the Drehid Community Liaison Committee in order to allow assessment for approval of funding in accordance with the Drehid Grant 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:

https://kildarecoco.ie/YourCouncil/GovernanceandCompliance/DataProtection/DataProtectionStatement/

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

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.

Subject to certain conditions being met, you have the right to also 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:

https://kildarecoco.ie/YourCouncil/GovernanceandCompliance/DataProtection/DataProtectionStatement/

Alternatively, you can use one of the forms at our counters or contact us. Completed applications should be returned to:

Kildare County Council - Access to Information Officer

Phone	045 980 200
E-mail	dataprotection@kildarecoco.ie or customercare@kildarecoco.ie
Postal Address	Áras Chill Dara, Devoy Park, Naas, Co Kildare, W91 X77F.

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** or you can contact their Office at:

Number	01 7650100 / 1800437 737
E-mail	info@dataprotection.ie
Postal Address	21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland

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

LAST UPDATED ON: January 2026.