COMHAIRLE CHONTAE LIATROMA

Áras An Chontae
Cora Droma Ruisc

08th March 2016

Report to Municipal District Meetings on the 2016 Estate Management Grants Scheme

Dear Member,

The Housing Department of Leitrim County Council supports the voluntary work of active Residents Associations in local authority estates in various locations in County Leitrim under the annual Estate Management Grant Scheme. The aim of the scheme, which was developed a number of years ago through the former Housing & Corporate Services SPC and in consultation with the Leitrim Residents Network, and approved by the former Council, is to encourage and support Residents Associations in local authority housing schemes to undertake works which will improve the appearance of their estate and enhance the quality of life of its residents. The Estate Management Grant Scheme consists of a Flat-Rate Contribution to active Residents Associations payable on the following incremental basis:

Estates with up to 30 houses: €400
Estates with over 30 houses: €600

A copy of the application form which includes the guidelines/details of the scheme is attached for information. In order to be considered for payment the completed application form together with the necessary supporting documentation, as outlined hereunder, must be submitted to the Housing Department. A closing date for applications of 31st May, 2016 is proposed. There is provision for direct deduction of the annual insurance premium via the Leitrim Residents Network which most Associations opt for – the earlier closing date of 29th April, 2016 would apply where a Residents Association wishes to avail of this group renewal:

- Fully completed application form signed by the Chairperson of the Residents Association.
- Proof of Public Liability Insurance
- Evidence of a valid Tax Clearance Certificate
- Receipts/Statements showing expenditure for 2015
- Proposed Work Programme for 2016
- Minutes of the last Annual General Meeting of the Residents Association & details of the schedule of meetings for the current year.
- Copy of Residents Associations’ Constitution (where not already submitted).
- Bank details – for payment purposes

It is intended that this flat-rate payment will contribute towards the costs of public liability insurance, maintenance of equipment (service, routine repair, petrol/oil etc), shrubs etc. The Community Development Workers from Leitrim Development Company Ms. Bernie Donoghue and Ms. Teresa Butler also assist the Residents Associations directly in organising their work programmes and submitting the completed application forms to the Housing Department for payment of the grant.
In 2015, a total of 16 Residents Associations applied for and were approved for the Flat-Rate Contribution under the scheme. In 2016 it is anticipated that demand for the Scheme will remain and in this regard the projected output for expenditure in 2016 is estimated at up to €12,000 across 21 Residents Associations. The agreed General Municipal Allocation in this regard, based on the number of Residents Associations involved, is as follows:

Ballinamore MD – €3,000  
Carrick on Shannon MD - €4,000  
Manorhamilton MD - €5,000

Application forms will issue directly from the Housing Department to the individual Residents Associations and we will also correspond directly with the Residents Network in relation to the operation of the scheme for 2016. In the event that the Municipal District(s) considers that the Scheme requires review this can be referred to the SPC for consideration and development of an amended scheme as part of their 2016 Work Programme with any revised scheme to operate from 2017.

Each Municipal District has also been allocated €2,000 to be used to fund particular Local Authority estate works within the Municipal District agreed at the Municipal Area Meetings.

It should be noted that Leitrim County Council also supports the work of the Community Employment Scheme in local authority estates. In addition to the funding allocated to the Estate Management Grant Scheme the Council also provides €5,000 in match-funding to the CE Scheme. The CE Scheme workers are responsible for attending to the maintenance of public spaces and green areas e.g. grass cutting, litter picking in a number of local authority estates throughout the County.

Yours Sincerely,

Shane Tiernan  
Senior Executive Officer,  
Housing & Corporate Services.
Leitrim County Council

Application for Payment of Flat-Rate Contribution to Residents Associations – 2016

Closing Date for Applications – 31st May, 2016

Name of Residents Association: 

Number of Houses in Estate/ Represented by Residents Association: 

Amount of Grant Aid Available: 

On behalf of the above Residents Association we wish to apply for payment of the flat-rate contribution by Leitrim County Council to active Residents Associations for 2016.

In accordance with the terms of the Scheme we have attached the following:

Please tick

☒ Authorisation Form – (To approve direct deduction of € _________ from the Estate Management Grant 2016, to pay the annual insurance fee. Payment to be paid directly to Leitrim Integrated Development Company - Forms to be returned by 29th April 2016

☒ Invoice/Receipts/Statement showing expenditure for 2015

☒ Minutes of the Annual General Meeting & details of dates of meetings from April 2015 to April 2015.

☒ Copy of our Constitution (where not already submitted)

☒ Bank Details (Account Number & Sort Code)

☒ Proposed Work Programme for 2016

☒ Evidence of a current valid Tax Clearance Certificate
  (Revenue requirement – application form attached)

Activities for 2015:

Please detail all expenditure incurred by the group for 2015 i.e. purchase of equipment, insurance costs etc. Proof of expenditure in the format of receipts is also required.

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<tr>
<th>Activities 2015</th>
<th>Actual Cost</th>
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Proposed Work Programme for 2016:

Please outline a summary of the proposed activities and anticipated costs for your association for 2016.

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<th>Work Programme 2016</th>
<th>Estimated Cost</th>
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Bank Account Details:

Account Name: 

Account Number: 
Sort Code: 

Name/Address of Bank: 

We confirm that the payment will be used solely for the benefit of the housing estate.

Signed: ____________________________

Chairperson

Signed: ____________________________

Secretary

Date: ______________________________

Contact Telephone Number: ______________________________

Email Address: ______________________________

Closing date: (Late applications will not be accepted other than in extenuating circumstances or my agreement in advance with the Housing Department.)

Completed forms should be returned to:-
Housing Department, Leitrim County Council, Aras an Chontae Carrick on Shannon, Co. Leitrim.
Telephone No. 071 9620005 Ext. 268 / Email: amoran@leitrimcoco.ie
(Electronic versions are available on request)
1. **Aims & Objectives of the Scheme**
   The aim of the scheme is to encourage and support Residents Associations in local authority housing schemes to undertake works which will improve the appearance of their estate and enhance the quality of life of its residents.

2. **Eligibility**
   Residents Associations based in and undertaking works/projects in local authority housing estates in County Leitrim are eligible to apply for funding under this scheme. Proposals from individuals will not qualify.

3. **Levels of Grant Aid**
   Subject to the availability of finance and compliance with the conditions of the scheme, funding will be made available to Residents Associations which will contribute to the achievement of the aims and objectives set out as No. 1 above.

   **The Estate Management Grant Scheme for 2016 consists of a Flat rate contribution** to active Residents Associations payable on the following incremental basis:

   - **Estates with up to 30 Houses** €400
   - **Estates with over 30 houses** €600

In order to be considered for payment the enclosed application form together with all of the supporting documentation as outlined hereunder must be submitted:

- Fully completed valid application form signed by the Chairperson of the Residents Association
- **Authorisation Form** – (To approve direct deduction of €_______) from the Estate Management Grant 2016, to pay the annual insurance fee. Payment to be paid directly to Leitrim Integrated Development Company. **Forms to be returned by 29th April 2016.** Evidence of a valid Tax Clearance Certificate
- Receipts/Statements showing expenditure for 2015
- Proposed Work Programme for 2016
- Minutes of the last Annual General Meeting of the Residents Association & details of the schedule of meetings for the current year.
- Copy of Residents Associations’ Constitution
- Evidence of a current Tax Clearance Certificate
- Bank details – for payment purposes

It is intended that this flat-rate payment will contribute towards the costs of public liability insurance, maintenance of equipment (service, routine repair, petrol/oil etc), shrubs etc.

4. **Application, Approval and Payment Process**
   - Completed application forms must be submitted to the Housing Officer, Housing Department, Leitrim County Council, Áras an Chontae, Carrick on Shannon, Co. Leitrim, by
   - Assistance will be provided through the Housing Office in completing the application form(s) as necessary.
   - Only Valid Applications submitted with all the relevant documentation will be processed.
   - All applications will be acknowledged. Residents Associations may be requested to submit additional information in support of their application.
   - All applications will be determined by the Housing Department.
   - Payments will be made directly to the Residents Association’s Bank Account.

**Late applications will not be accepted other then in extenuating circumstances or my agreement in advance with the Housing Department. Any unallocated funding under the Estate Management Grant Scheme, will be re-allocated to other estate management works.**
Leitrim County Council – Estate Management Grant Scheme  
Insurance  
Payment Authorisation Form

Authorisation to Leitrim County Council to deduct the amount of the annual renewal cost for insurance directly from the Estate Management Grant and paid directly to Leitrim Residents Network.

Name of Residents Association: ____________________________________________

On behalf of ______________________ Residents Association, I authorise Leitrim County Council to deduct the relevant amount from the Estate Management Grant in relation to the annual insurance costs for our Residents Association and to arrange to pay this amount on our behalf directly to Leitrim Residents Network.

Please indicate the relevant amount by selecting the relevant option:

1. €140 Public Liability Insurance (€135 renewal cost + €5 administration fee).

   Or

2. €180 Public Liability Insurance + cover for storage shed (€175 renewal cost + €5 administration fee).

Signed: ___________________________  Date: ___________________________

Chairperson

Contact Telephone Number: ________________________________

Email Address: ________________________________

The payment of the Insurance amount is subject to the Residents Association satisfying the general eligibility criteria for grant-aid under the Estate Management Grant Scheme.

Closing dates:
29th April, 2016 - The closing date for returning of the Insurance Authorisation Form  
31st May, 2016 - The closing date for receipt of applications for the Estate Management Grant 2016

Completed forms should be returned to:-
Housing Department, Leitrim County Council, Aras an Chontae Carrick on Shannon, Co. Leitrim.  
Telephone No. 071 9620005 Ext. 268 / Email: amoran@leitrimcoco.ie

(Electronic versions are available on request)