



Kilkenny County Council,
County Hall,
John Street,
Kilkenny.

Comhairle Chontae Chill Chainnigh,
Halla an Chontae,
Sraid Eoin,
Cill Chainnigh.

AMENITY GRANTS SCHEME, 2019
Closing Date – Friday, 15th March, 2019

1. Name of Applicant Body _____

2. Description of Project _____

3. Location of Project (Please ensure “before” photographs are attached or emailed to

lisa.bourke@kilkennycoco.ie)

4. If this grant is sought for maintenance of open spaces within a private housing estate (**strictly one application per estate**), please indicate the number of houses, apartment etc within the estate _____

5. Approximate total cost of proposed project? _____

6. Amount of Amenity Grant 2019 being sought? _____

7. Date of commencement (anticipated) _____

8. Date of expected completion _____

9. Name, Address, Telephone and email to which correspondence is to be sent

Email: _____ Telephone No. _____

10. Will the amenity be available free of charge for the use and enjoyment of the general public? **(this grant is not payable to private clubs where a membership fee is applicable for use of the facilities)** _____

11. (a) Have you received an Amenity Grant before? _____

(b) If so, please give details _____

12. (a) Has grant assistance been received or sought for this proposal from any other source? _____

(b) Do you intend to apply for funding for this proposal from another source? _____

13. Have you obtained planning approval to the scheme where necessary?

Yes No

If the answer to the above question is yes, please quote the planning reference number

Signed: _____ **Date:** _____

Position Held _____

Footnotes:

If successful in your application, receipts relating to purchases and payments must be submitted prior to grants being paid out.

Completed application forms should be returned to:
Lisa Bourke, Parks Department, Kilkenny County Council, County Hall, John St., Kilkenny.

Tel: 056 7794441

E-mail: lisa.bourke@kilkennycoco.ie

Webpage: www.kilkennycoco.ie

Please read attached notes carefully.

Grants for Works of Public Amenity: Memorandum of Information for Voluntary Bodies Etc.

1. BASIC CONDITIONS

- For a project to qualify under the scheme, the facilities to be provided/maintained must be available for the use and enjoyment of the general public.
- The facilities must be accessible free of any charge, club membership fees or admission fees.
- Satisfactory arrangements for future management and maintenance must be made i.e. there must be an on-going commitment to maintaining the project.
- Only works which start after grant approval has been received from the Local Authority are eligible, works which have started prior to the awarding of the grant are not eligible for inclusion in the scheme.

2. TYPE OF SCHEME THAT WILL QUALIFY

The scheme is intended to improve outdoor community facilities, to protect or improve natural or man-made amenities and enhance the appearance of the area concerned. Works that will qualify include:

- Improvements to or maintenance of parks and open spaces
- Means to access areas of recreational or amenity value
- Works for the conservation or protection of natural or manmade amenities
- Scenic walks, nature trails etc.
- Planting of trees, shrubs, plant containers etc.
- Purchase of plant and machinery for the maintenance of open spaces e.g. mowers, trimmers etc

3. SUBMISSION OF APPLICATIONS TO LOCAL AUTHORITY

Application forms for Amenity Grants may be obtained from and returned to the Lisa Bourke, Parks Department, Kilkenny County Council, County Hall, John Street, Kilkenny. The application **must** be accompanied by the following:-

1. A detailed estimate/quote of the cost of the works proposed
2. “Before” photographs of the location of the proposed works.
3. A detailed description of the proposed works.
4. Where structural works are involved – a scale drawing and a brief specification.

The Local Authority will need to be satisfied as to the eligibility and suitability of the scheme generally, arrangements for management and maintenance and the ownership of the land. Works will also be assessed on their safety. Where works are proposed near a road or a road junction the Council’s Area Engineers will have to be satisfied of its suitability and safety prior to any grant being considered.

N.B. In some cases a local group may wish to be satisfied about the eligibility of a project before detailed plans are prepared. Where this question arises it is open to the group to seek approval in principle to the project from the Local Authority before going any

further.

4. COST ESTIMATES: DESIGN OF SCHEMES ETC.

It is important that cost estimates should be as accurate and realistic as possible. If a group requires assistance, the Parks Department of the Local Authority are available to advise.

5. MAINTENANCE ARRANGEMENTS

The Local Authority will have to be satisfied about arrangement for the future maintenance of schemes carried out with grant assistance. Promoting bodies will be expected to have ownership or effective control of the land and/or building affected and to be legally constituted to ensure continuity of responsibility.

6. PLANNING PERMISSION

Applicant bodies are reminded that where planning permission is required for any project proposed to be carried out under the scheme, such permission must be obtained before the work can be legally commenced. The Local Authority will advise on the procedure to be followed.

7. CHANGES TO APPROVED GRANTS

If for any reason an applicant body proposes to carry out works which are different from or at a different location to those approved, written agreement must be obtained from the Parks Department, Kilkenny County Council before works begin. Grants will not be paid where the works or location of works are different from those approved without the prior written agreement of the Parks Department.

8. PAYMENT OF GRANTS

Approved grants **will only be paid on submission of paid invoices for works completed together with “after” photographs of the site(s).** “Before” and “After” photographs can be submitted via email to: lisa.bourke@kilkennycoco.ie

Footnote:

The group/association must have Public Liability insurance in place for all works to be carried out by themselves. If the group/association employs a contractor, the contractor must have their own public liability insurance in place. Kilkenny County Council will not reimburse costs for public liability insurance under the application.

The Kilkenny County Council must be satisfied that the project can be undertaken safely by the group and that it will not pose any hazard to either the group themselves or the general public during construction/planting works or during later use of the site.

NB. All groups/applicants should have a minimum number of members to ensure they are representing the local area effectively. **A minimum number of 5 would be acceptable. Associations or groups with only a single member will not be considered as effectively representing their area and only in exceptional circumstances will a grant be considered.**

DATA PROTECTION CONSENT FORM

Data Protection Acts 1988 & 2018 as amended

I, _____ consent to the collection and processing of the data provided by me by Kilkenny County Council and the sharing of this data with the Revenue Commissioners for the purposes of making payments to me for services provided and tax compliance.

Any personal information which you provide may be shared/exchanged with the Revenue Commissioners in accordance with the law and will be used by Kilkenny County Council and the Revenue Commissioners to carry out our legal obligations, in relation to compliance with relevant tax legislation.

Kilkenny County Council will treat all information and personal data you give us as confidential. We will retain your data for no longer than is necessary for the purpose of making payments to you and in accordance with the Council's Retention Policy.

Signed: _____ Date: _____

Name: _____

(in Block Capitals)

I do not consent to my data being processed, shared and stored by Kilkenny County Council for the purposes outlined above.

Signed: _____ Date: _____

Name: _____

(in Block Capitals)