

**COMHAIRLE CHONTAE LIATROMA
LEITRIM COUNTY COUNCIL**



**Housing Estate Management Flat-Rate Contribution 2025
Guidelines for Residents Associations**

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 Flat-Rate Contribution

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 at No. 1 above.

The Estate Management Contribution for 2025 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 from the Estate Management Flat-Rate Contribution 2025, to pay the annual insurance fee. Payment to be paid directly to Leitrim Integrated Development Company – **Forms to be returned by Wednesday, 16th April, 2025**)
- Receipts/Statements showing expenditure for 2024 where available.
- Proposed Work Programme for 2025
- Copy of Residents Associations' Constitution – if it is your first-time application
- Bank details – for payment purposes if not provided in the last 12 months

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 **Amanda Hoey, Staff Officer, Housing Capital, Leitrim County Council, Summerhaven House, Carrick on Shannon, Co. Leitrim, by Wednesday, 16th April 2025**

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.

Leitrim County Council

**Application for Payment of Flat-Rate Contribution to
Residents Associations – 2025**

Closing Date for Applications – 16th April, 2025

Name of Residents Association:

**Number of Houses in Estate/
Represented by Residents Association:**

Amount of Flat-Rate Contribution 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 2025.

In accordance with the terms of the Scheme we confirm:

- The contribution provided by Leitrim County Council in 2024 was used by this residence association for incurred expenditure by the group towards estate enhancements
- Invoice/Receipts/Statement showing expenditure for 2024 will be provided to Leitrim County Council if requested
- An Annual General Meeting of the residents association has taken place
- The Residents Association has a valid Constitution in place

Expenditure for 2024:

Please detail all expenditure incurred by the group for 2024 i.e. purchase of equipment, insurance costs etc.

Expenditure 2024

Cost

Proposed Work Programme for 2025:

Please outline a summary of the proposed activities and anticipated costs for your association for 2025.

Expenditure 2025	Estimated Cost

Bank Account Details:

Account Name

IBAN

Name/Address of Bank:

We confirm that the Residents Association hold an Annual General Meeting each year & the payment for 2025 will be used solely by the resident's association to undertake works which will improve the appearance of the estate and enhance the quality of life of its residents.

Signed: _____
Chairperson

Signed: _____
Secretary

Date: _____

Contact Telephone Number: _____

Email Address: _____

Closing date: **16th April, 2025**

Completed forms should be returned (preferably by email) to: -

amanda.hoey@leitrimcoco.ie

Or by post to:

Amanda Hoey, Housing Capital, Leitrim County Council, Summer Haven House

Carrick on Shannon, Co. Leitrim.

Telephone No. 071 9620005 (ext: 256)

**Leitrim County Council –
Estate Management Flat-Rate Contribution 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 Flat-Rate Contribution 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 Flat-Rate Contribution 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. €_____ Public Liability Insurance.

Or

☐

2. €_____ Public Liability Insurance + cover for storage shed.

☐

Please indicate if you have a polytunnel, communal garden or allotment Yes

☐

No

☐

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 the Flat-Rate Contribution under the Estate Management Flat-Rate Contribution Scheme.

Closing dates:

16th April, 2025 - The closing date for receipt of applications for the Estate Management Grant & the Insurance Authorisation Form.

Completed forms should be returned to: -

Email: amanda.hoey@leitrimcoco.ie

Or

**Amanda Hoey, Housing Capital, Leitrim County Council, Summer Haven House,
Carrick on Shannon, Co. Leitrim.**

Telephone No. 071 9620005 (ext :256)