



Estate Enhancement Fund Application Form and Guidelines

2026

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1 Estate Enhancement Fund Overview

The objective of the **Estate Enhancement Fund (EEF)** is to provide targeted small scale grant funding support to eligible resident's associations/groups and community groups operating within Kerry County Council built housing estates in Kerry. It is intended to support practical, community-led initiatives for improvements and upkeep to enhance Kerry County Council built housing estates.

The Estate Enhancement Fund is designed to:

- Support small scale improvements to Kerry County Council built housing estates and shared communal areas; and assist resident's associations/groups in delivering activities or initiatives that provide a clear benefit to Kerry County Council Tenants. Funding is subject to budget availability.

2 Who is eligible to apply?

Any Residents' association/group operating within Kerry County Council built housing estates in Kerry can apply.

Residents' associations/groups may collaborate with local community groups including tidy towns and local development associations regarding applications.

Representatives of any Kerry County Council built housing estate where a resident's association/ group is not currently in place may contact their Tenancy Management Officer who will provide information and support to facilitate potential applications.

Commercial organisations are not eligible for funding.

3 What projects are eligible for funding?

Funding will be considered for projects which will support small scale improvements to enhance shared spaces and communal areas within Kerry County Council built housing estates and provide a clear benefit to residents.

3.1 Eligible funding costs

The following provides a non-exhaustive list of projects that may be considered for funding under the Programme:

- Improvement of shared spaces and communal areas including landscaping and painting

- Purchase of bedding plants, shrubs, trees and grass cutting equipment
- Support resident-led initiatives and events that strengthen communities within estates e.g. in collaboration with Sports Partnership, Healthy Kerry and other organisations such as MTU, Local Development Associations and ETB etc.
- Estate Clean Up Days
- The promotion of wildlife, biodiversity, and climate change interests
- Waste minimisation – reducing, reusing, recycling & upcycling

VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

3.2 Ineligible funding costs

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the programme
- Employment costs
- Operating costs
- Commercial or profit-making activities
- Costs already supported by another funding source
- Large scale capital projects

4 Requirements of the Programme

The following conditions apply to all projects. Depending on the nature of the project (and the group applying), there may be further requirements that must be met. Kerry County Council will advise groups/organisations of these requirements when their application is approved for funding.

4.1 Statutory Consents and Permissions

Applicants must ensure that all necessary statutory permissions or consents have been obtained in advance of applying. This includes, but is not confined to, planning permission, proof of land ownership and written consent of landowners. Where planning applications have been made, applications will be considered subject to final planning decisions.

4.2 Insurance

Written evidence of a valid insurance policy may be requested by the Kerry County Council, where relevant, during the applications review process.

4.3 Match-funding

This is not a requirement under this programme.

Applicants are free to leverage other funding/match funding for projects although that is not a requirement of this programme.

It is the responsibility of the grant applicant to ensure that using this Programme to co-fund a project does not contradict the rules of the other scheme/programme. Please ensure you consult with the administrators or body responsible for any other funding scheme or programme in this regard.

4.4 Procurement

Procurement procedures will apply as summarised below and documented records will be required to be provided. Queries seeking advice regarding requirements may be directed to your Tenancy Management Officer.

For works including contractors with a value less than €25,000, a minimum 5 written quotations from competent suppliers must be requested via email.

For supplies and services:

- Less than a value of €5,000 – a written quotes is required from one or more competitive suppliers.
- With a value between €5,000 and €25,000 – a minimum 3 written quotations from competent suppliers must be requested via email suppliers or service providers.

5 Selection and Evaluation Criteria

Kerry County Council will evaluate applications to ensure that they are eligible for funding and in keeping with the ethos of the Estate Enhancement Fund. Applications will be assessed having regard to how the projects meet the criteria summarised below. Applicants shall have regard to the criteria and evaluation process when completing the application form.

Q	Selection Criteria	Explanation
1	Meeting the Scheme Objective and Requirements	Is the proposal in line with the objectives of the Scheme and located in a Kerry County Council built estate?
2	Demonstration of Need	Does the applicant identify a clear need and rationale for the proposal?
3	Value for Money	Are the costs for the proposal clear and realistic?
4	Quality and Achievability	Has the project clearly defined benefits for the residents and community within the estate?

6 Application Process

The Estate Enhancement Fund application form is required to be completed.

The application form is available by emailing eefund@kerrycoco.ie or from Kerry County Council's Tenancy Management Officer.

Completed application forms clearly marked 'Estate Enhancement Fund' and relevant supporting documentation can be:

- Returned to the Housing Section, Kerry County Council, County Buildings, Rathass Tralee, Co. Kerry, V92 H7VT
- Emailed to eefund@kerrycoco.ie
- Returned to Kerry County Council's Tenancy Management Officer.

For any queries email: eefund@kerrycoco.ie

Contact Phone No: 066 718 3875

Office Hours: 9.00 am to 5.00 pm (Monday-Friday)

The closing date for receipt of applications is **Friday 24th July 2026**.

Please ensure that you complete the Application Form in full and that any documentation which supports your application is submitted with your application.

7 Approval Procedures

Kerry County Council will review and assess all applications for funding received in line with these guidelines.

In deciding the final allocations of funding to projects, Kerry County Council may take account of a number of factors including geographical balance and the need to fund a variety of different projects.

Kerry County Council will only issue funding upon receipt of invoices, receipts and any other required proof of expenditure from the group/organisation for the approved project. The successful applicant group shall submit a follow-up claim including photos of the completed project and original receipts for payment by **30th October 2026**.

Funding will be issued through Electronic Funds Transfer (EFT) and a Tax Reference No. and Revenue Access No. (as included on e-tax clearance certificate) may be required. Applicants will be advised through the application process.

Kerry County Council reserves the right to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

7.1 Site Visits

Kerry County Council may carry out unannounced site visits to verify compliance with fund terms and conditions.

7.2 Further information

Kerry County Council reserves the right to request further information from the applicant to assess the application.

Please Note:

It is important that the process of evaluation is rigorous to ensure that the best projects, taking all factors into account, receive support and ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

7.3 Freedom of Information Act 2014

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application, which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether to release the information. However, in the absence of the identification of information as sensitive, it could be disclosed without any consultation with you.

Details of proposed work to be carried out by Association and estimated costings
(Supporting documents to be provided see checklist):

Application form **must** be signed by **two** members of the Residents' Association.

1. Signature	2. Signature

NOTE: All invoices / receipts must be retained for inspection on completion of works carried out.

It is the **responsibility of each Residents' Association** to ensure that they have all relevant insurances and health & safety policies in place. Kerry County Council must be named as an indemnified party on the Residents' Association's Public Liability Insurance policy, and written confirmation from the insurer must be provided.

Completion of an Electronic Transfer Form is required to process payment.

Documentation Checklist

Please ensure that all required documentation is submitted with your completed Estate Enhancement Fund Application Form. Incomplete applications may result in delays or may not be considered for funding.

Checklist:

Tick

Completed and signed Estate Enhancement Fund Application Form. (Form to be signed by two members of the applicant Association / Committee)	<input type="checkbox"/>
Detailed description of proposed works / project. Application to include photographs and map of location of proposed project	<input type="checkbox"/>
Procurement requirements noted in section 4.4 (where applicable).	<input type="checkbox"/>
Completed Electronic Funds Transfer (EFT) Form for payment processing.	<input type="checkbox"/>
Copy of current Public Liability Insurance Certificate on request including confirmation that Kerry County Council is indemnified.	<input type="checkbox"/>
Tax Clearance Cert (where available).	<input type="checkbox"/>



Comhairle Contae Chiarraí

FOIRM ÍOCAÍOCHTA DO SHOLÁTHRÓIRÍ (EFT)

Úsáidfean an t-eolas ón bhfoirm seo chun íocaíochtaí a haistriú go leictreonach ó Chomhairle Contae Chiarraí go cuntas bainc soláthróirí, agus sin amháin. Comhlíonann na sonraí pearsanta go léir atá bailithe ceanglais an Rialacháin Ghinearálta um Chosaint Sonraí (an RGCS) 2016 agus na nAchtanna um Chosaint Sonraí, 1988 go 2003. Tá polasaí príobháideachais Comhairle Contae Chiarraí ar fáil ar www.kerrycoco.ie

- Caithfean uimhir theagmhála a sholáthar. Beidh duine ó Roinn Airgeadais Chomhairle Contae Chiarraí i dteagmháil leat chun na sonraí bainc a dheimhniú – tabhair faoi ndeara nach n-iarrfar ort ach ceithre uimhir dheireanacha an IBAN/chuntais bainc a dheimhniú.
- Ní mór duit seoladh ríomhphoist a sholáthar dúinn ionas gur féidir le Comhairle Contae Chiarraí nóta admhála a chur chugat tráth na híocaíochta.
- ‘Siad daoine údaraithe amháin msh. an t-iarratasóir/ an t-úinéir/ custaiméir, SB nó Rialtóir Airgeadais is ceart an fhoirm seo a líonadh.
- Caithfean an fhoirm líonta a sheoladh díreach ar ais go dtí an rannóg chúil sa Chomhairle a bhfuil tú ag déileáil léi ó thaobh soláthar earraí/seirbhísí de, nó má tá ais-íocaíocht ag dul duit. Cuirfidh an rannóg san na sonraí riachtanacha ar aghaidh go hOifig Tacaíocht FMS.
- I gcás go dtagann athrú ar do chuntas bainc déan teagmháil le agressohelpdesk@kerrycoco.ie nó cuir glaoch ar 066-7183520 chun an fhoirm oiriúnach a fháil.
- Cuntais Bainc NeamhEuro: Seans go gcuirfidh do bhanc áitiúil táille chomhshóiteachta i bhfeidhm muna bhfuil cuntas bainc Euro agat.

Ainm Soláthóra (iarratasóra/custaiméara)	_____
Seoladh Soláthóra	_____ _____
Tagairt Chánach an tSoláthóra: Uimhir Charthanachta / PSP muna bhfuil tú cláraithe chun críocha CBL (chun do Chomhlíonadh eChánach a dheimhniú)	_____ Uimhir Rochtana _____
R-phost	_____ Post _____
Síniú	_____
Uimhir theagmhála an tSoláthóra (iarratasóra/custaiméara)	_____ Dáta _____

Tabhair sonraí bainc le do thoil thíos don íocaíocht.

(Nóta: Más rud é go bhfuil cuntas bainc eile i gceist nach leatsa é, sonraigh anseo le do thoil ainm an íocaí atá ainmnithe agat don íocaíocht agus a uimhir theagmhála, cuir litir leis seo chomh maith ag ceadú na híocaíochta seo don chuntas bainc difriúil)

Ainm an Íocaí	_____ Uimhir theagmhála _____
Ainm bainc	_____
Seoladh bainc	_____
Cód sórtála	_____ Uimhir an chuntais bainc _____
Cód Aitheantais Bainc (BIC)	_____ Uimhir IBAN _____



Kerry County Council

SUPPLIER PAYMENT FORM (EFT)

The details on this form are for the purpose of allowing Kerry County Council to electronically transfer payments to suppliers' nominated bank accounts by Electronic Funds Transfer (EFT). All personal data collected is in compliance with the requirements of the General Data Protection Regulation (GDPR) 2016, and Data Protection Acts 1988 to 2003. Kerry County Councils Privacy Policy is available on www.kerrycoco.ie

Please read the following prior to completion of this form:

- A contact number must be provided. A member of Kerry County Council's Finance Department will contact you by phone to verify the bank details- note that you will only be requested to confirm the last 4 digits of your IBAN/bank account no.
- An e-mail address must be provided to allow receipt of a remittance advice note from Kerry County Council at the time of payment.
- This form should be completed only by authorised personnel i.e. applicant/customer/owner, MD or Financial Controller.
- The completed form should be returned directly to the Section of the Council to whom you are supplying the goods/service or in the case of a refund due. The Section will in turn forward the required detail to the FMS Support office.
- In the event of your bank account changing, please contact agressohelpdesk@kerrycoco.ie or phone 066-7183520 for the relevant form.
- NonEuro Bank Accounts: Your local Bank may apply a conversion charge if your account is not a Euro Currency Bank Account

Supplier's Name (Applicant/Customer)	_____
Supplier's Address	_____ _____ _____
Supplier Tax Reference: Charity No. /PPS no. if not registered for VAT (Required to verify eTax Compliance)	_____ Tax Clearance Access Number _____
E-mail	_____ Position _____
Signature(s)	_____
Contact No. of Supplier (Applicant/Customer)	_____ Date _____

<u>Please provide bank details for payment purposes below.</u>	
<i>(Note: If payment is to be made to a bank account other than your own, please specify the name of Payee you are nominating here to receive payment and their Contact number, also attach a letter authorising this payment to a different bank account)</i>	
Name of Payee	Contact no. _____

Bank name	_____
Bank Address	_____
Bank Sort Code	_____ Bank Account Number _____
Bank Identifier Code (BIC)	_____ IBAN number _____