

**ENVIRONMENTAL GRANT SCHEME 2021 APPLICATION FORM**

**Closing Date for Receipt of Fully Completed Application is Friday 19<sup>th</sup> February 2021**

1. Name of Residents Association

2. Contact Name

3. Address for Correspondence

4. Contact Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

5. Name of Chairperson \_\_\_\_\_

6. Has your group previously received an Environmental Grant YES  NO

7. Bank A/c Name \_\_\_\_\_

8. Bank A/c Number \_\_\_\_\_

9. Please give a description of proposed works including exact location

10. Duration of proposed works? \_\_\_\_\_

11. How many houses are in your estate? \_\_\_\_\_

12. What is the approximate size of the green area(s) \_\_\_\_\_

13. Estimated costs of works proposed for this year? \_\_\_\_\_

14. Is your group affiliated to Carlow Public Participation Network YES  NO   
(if not please request a registration form from [carlowppn@carlowcoco.ie](mailto:carlowppn@carlowcoco.ie) )

**Before returning please ensure all Sections of the Application Form is fully completed.**

- I/We have read and understand the terms of Carlow County Council Environmental Grant Scheme 2021 and apply for a grant towards the cost of the above project outlined.
- I confirm that I have read and understand the attached privacy statement and consent to Carlow County Council collecting and retaining data for the purposes stated.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

(Please see form overleaf...)

---

## ENVIRONMENTAL GRANT SCHEME 2021

---

Applications are invited from interested groups, committees, organisations, who are engaged in or intending to engage in community, environmental works or anti-litter initiatives in their localities.

### CONDITIONS

- Groups can only apply for one grant.
- All funded projects / activities must be located in County Carlow.
- All projects must display recognition of Carlow County Council support.
- Please note that limited funding is available, and the submission of an application does not guarantee that a grant will be allocated.
- Works should not be on private property and must be of benefit to the community.
- Full details of purpose of grant must be provided. The funding offered must only be used for the purposes specified in the application and any alterations to the proposed use of the grant must be approved in advance by the Community Section, Carlow County Council.
- Application must be submitted prior to expenditure being incurred.
- Documentation, including receipts, must be produced as evidence of goods purchased or of works carried out. If groups/organisations have difficulties in this regard, Carlow County Council will be prepared to discuss the matter with them to resolve the difficulty.
- Applications will not be accepted after the closing date.

### GUIDELINES

- Landscaping, maintenance and development of green areas (native Irish trees, Pollinator friendly shrubs and flowerbeds, planters, paving, etc.).
- Amenity development on river/stream banks.
- Environmental protection and enhancement including promotion of biodiversity, recycling /waste minimisation and water harvesting.
- Any other works of a general nature which will enhance the overall appearance or reduce litter.
- We strongly encourage sustainability and biodiversity – planting perennials, shrubs, native Irish trees and wildflowers. Please ensure appropriate disposal of dead flowers, hedgerow and grass clippings and ensuring that these are not dumped into adjacent hedgerows or water bodies.
- Any other environmental initiatives which comply with above criteria.
- Weed killer will not be funded under this scheme.

Completed application forms must be returned on or before **Friday 19<sup>th</sup> February 2021** to **Ann Scully, Community Section, Carlow County Council, County Buildings, Athy Road, Carlow.**

Please do not hesitate to contact Community Section with any queries you may have in respect of Environmental Scheme 2021.

**Telephone:** (059) 9136204  
**Fax:** (059) 9141503  
**E mail:** [community@carlowcoco.ie](mailto:community@carlowcoco.ie)  
**Web-site:** [www.carlow.ie](http://www.carlow.ie)

## **Who we are and why do we require your information?**

Carlow County Council seeks to lead the Economic, Social, Cultural Community and Environmental Development of the County and to provide high quality services at local level. Our vision is for an inclusive County of sustainable urban and rural communities that have respect for their environment, a sense of local identity comprised of a shared purpose and a deep sense of civic pride.

The promotion of a culture of excellence in service delivery remains one of Carlow County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of County Carlow, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided, the information sought may include 'personal data' as defined by the Data Protection Acts and by 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.

## **Why do we have a privacy statement?**

Carlow County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Carlow County Council that we will ensure the security of the data you provide to us.

Carlow County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Carlow County Council 's commitment to you is that the personal data you may be required to supply to us is:

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Recorded, stored accurately and securely and where necessary kept up to date
- Kept only for as long as is necessary for the purposes for which it was obtained
- Kept in a form which permits identification of the data subject
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing

## **Service referred to in this Privacy Statement**

The policy, procedure and management of data in relation to the administration of the Environmental Grants Scheme.

## **What personal data do we need?**

The types of personal data you may be asked to supply can be categorised as follows:

- Contact details to allow for efficient communication
- Details of your personal circumstances which you are required by law to supply as part of your application for a service offered by Carlow County Council
- Your financial details which you are required by law to supply as part of your application for a service offered by Carlow County Council
- We will collect other information including details of the numbers of houses in the estate, works carried out, names, addresses and contact details of local committee members.

### **Specific and legitimate purpose for which the personal data is being sought**

We process your data in order to comply with legal obligations to which we are subject to, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services we offer.

### **Legal basis under which the information is required to be supplied**

Depending on how we are processing your personal data will determine the legal basis for processing. Generally, the legal bases for processing by the Council as a public authority will be the General Data Protection Regulation 2018.

### **Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service**

The Community, Recreation and Amenity Section is required share your information internally (within the Council) for processing of this application and with third parties in accordance with statutory and regulatory obligations and subject to compliance with Section 8 of the Data Protection Acts.

### **How your personal data will be kept safe from unauthorised or unlawful processing**

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly.

### **Period for which your personal data will be retained**

The Community, Recreation and Amenity Department will only keep your personal data for as long as is necessary for the purpose for which we are processing it and in accordance with our Record Management & Retention policy unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period. Where we do not need to continue to process your personal data, it will be securely destroyed.

### **Your Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Carlow County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. For further details on exercising your rights see: [www.carlow.ie/data-protection](http://www.carlow.ie/data-protection) - Data access request procedure

### **Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Carlow County Council in relation to your request, then 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](http://www.dataprotection.ie) or you can contact their Office at:

**Lo Call Number:** 1890 252 231  
**E-mail:** [info@dataprotection.ie](mailto:info@dataprotection.ie)  
**Postal Address:** Data Protection,  
Commissioner Canal House  
Station Road  
Portarlinton, Co. Laois. R32 AP23.