



Circular: 0040/2007

## To Management Authorities of Primary and Post Primary Schools

### Process for claiming grant aid in respect of rental of approved temporary accommodation at schools

#### Background

The Department of Education and Science currently provides grant-aid towards the provision of temporary school accommodation. Sanction to rent temporary accommodation must be sought from the Department and only **approved** accommodation and associated installation costs will be grant-aided.

Prior to 2005, schools claimed grant-aid towards rental costs on the basis of signed original receipts. Claims were submitted on an ad hoc basis and not always within the current year. Schools effectively bore the costs of rental prior to being re-imbursed.

Since 2005, school authorities have been requested to submit claims twice yearly on the basis of original invoices which ensures that schools do not have to bear the initial costs. This bi-yearly system ensures a more efficient and effective method for payment of rental costs to schools approved for temporary accommodation.

#### Current Grant-aid Procedures

Invoices in respect of approved rental costs should be submitted to the Department as follows:-

- January to June in November/December of the previous year
- July to December in May/June of the current year

Invoices in respect of approved associated costs should be submitted within 30 days of issue to school authority.

The onus is on the school authority to submit invoices to:

School Planning Section - Rental  
Department of Education and Science  
Portlaoise Road  
Tullamore  
Co Offaly

**Please Note**

- Payment will only be made on the basis of an original invoice or an original signed receipt
- The roll number of your school should be included on all correspondence
- If rental begins mid-period e.g. September, then invoices should be submitted up to the end of that 6-month period i.e. September to December and thereafter be submitted for the 6 monthly period

If you have any further queries in relation the grant-aid of rental costs, please contact the following telephone numbers 057 9325335 / 9325395

School Planning Section  
May 2007