



Circular: 0092/2007

To Management Authorities of Primary and Post-Primary Schools

Processing claims for grant aid in respect of approved rental accommodation.

Background

[Circular 0040/2007](#) (of May 2007) sets out the procedures schools are requested to follow in submitting requests for payment in respect of rental accommodation, in particular the request that schools submit claims on a twice yearly basis.

Questionnaire

Schools authorities are requested to complete and submit the attached questionnaire in relation to the levels of approved rental accommodation currently being claimed for grant assistance.

The questionnaire distinguishes between prefabricated rental accommodation and prefabricated already owned/purchased. School authorities are requested to complete the questionnaire in full. In particular, I would like to draw your attention to the request for data on the remaining period of rental as per a school's contract with the supplier.

Schools authorities are requested **to complete the attached on or before Friday 12 October 2007** and return to the Department's :

School Planning Section (Rental) ,
Department of Education and Science,
Portlaoise Rd.,
Tullamore,
Co. Offaly.

School authorities are requested to note that payment claims cannot be processed pending receipt of the above.

Further enquiries

If there are enquires in relation to the above, please contact School Planning Section at the following numbers for assistance: 057 9325335/ 057 9325395.

School Planning Section,
September, 2007.

[Download Questionnaire](#) (File Format Word 90KB)