Deontas d'Oibreacha Cothabhála Reilige 2024	Comhairle Chontae na Gaillimhe Galway County Council	Scheme for Grants for Burial Ground Maintenance Works 2024

Tá an fhoirm seo le fáil i gcló mór chomh maith	This form is also available in large print
Tá míle fáilte an fhoirm seo a líonadh i nGaeilge	

Cuir isteach an Fhoirm Iarratais chomhlánaithe chomh maith leis na bunshonraisc, le fianaise ar íocaíocht, do chaiteachas ar oibreacha cothabhála, ar nó roimh Dé hAoine, 16, Lúnasa 2024. **Ní ghlacfar le hIarratais tar éis an dáta seo**	Submit completed Application Form together with all original invoices, with evidence of payment, for monies expended on maintenance works, on or before Friday, 16th August 2024. Applications received after this date will not be accepted

Ainm na Reilige	Name of Burial Ground	
Ainm an Choiste /na hEagraíochta	Name of Committee / Organisation	
Cé mhéad baill atá ar an gCoiste?	How many members are there on the Committee?	
Teagmhálaí	Contact Name	
Seoladh	Address	
Cód Poist	Postcode	
Uimh. Ghutháin	Telephone No	
Uimh. Fón Póca	Mobile No	
Seoladh r-phoniest	Email Address	

Mionsonraí faoin obair cothabhála a rinneadh	Details of maintenance carried out	
MAOINIÚ Cuir tic leis an gcatagóir faoina bhfuil iarratas á dhéanamh ar an Deontas Cothabhála do Reiligí:	**FUNDING** Please tick the category being applied for under the Burial Ground Maintenance Grant:	☐ Suas le/ Up to €200 Oibreacha beaga cothabhála ar reiligí dúnta / Small closed cemetery maintenance works ☐ Suas le/ Up to €300 Oibreacha cothabhála ar reiligí beaga/ Small cemetery maintenance works ☐ Suas le/Up to €450 Oibreacha cothabhála ar reiligí níos mó/ Larger cemetery maintenance works ☐ Suas le/Up to €600 Oibreacha cothabhála suntasacha ar reiligí níos mó/ Larger cemetery with exceptional maintenance works ☐ Suas le/Up to €900 Reiligí níos mó le hoibreacha cothabhála eisceachtúla /Larger cemetery with exceptional maintenance works ☐ Suas le/ Up to €1,400 Reilig níos mó le hoibreacha cothabhála eisceachtúla / Larger cemetery with exceptional maintenance works

Fianaise ar Chostais Cothabhála do Reiligí

Evidence of Burial Ground Maintenance Costs:
Ceangail doiciméid leis an bhFoirm Iarratais a thugann fianaise íocaíochta as airgead a chaitear ar oibreacha cothabhála. Is iad seo a leanas na cineálacha doiciméid a nglacfar leo:

Attach to the Application Form documentation that provides evidence of payment for monies expended on maintenance works. Types of documentation that will be accepted are:

a. Admhálacha Till - Till Receipts

b.Admháil ó sholáthraithe/chonraitheoirí - Receipts from suppliers/contractors

c. Sonraisc le stampa oifigiúil ón gconraitheoir/soláthraí a dheimhníonn an íocaíocht.
Invoices with an official stamp from the contractor/supplier confirming payment has been received.

SONRAÍ AN CHAITEACHAIS/DETAIL OF EXPENDITURE (m.sh. Breosla, Gearradh Féir, Cothabháil)(e.g. Fuel, Grass Cutting, Maintenance)	SOLÁTHRAÍ nó CONRAITHEOIR SUPPLIER or CONTRACTOR	Méid/Amount (€)

/Total of costs		

Deontas Cothabhála Reilige 2024 **Cáilitheacht & Coinníollacha**	**Burial Ground Maintenance Grant 2024** **Eligibility & Conditions**
1. Feidhmeoidh Árachas Dliteanais Phoiblí Chomhairle Chontae na Gaillimhe chun dliteanas Grúpaí Pobail atá páirteach i nglanadh suas / cothabháil reiligí de réir na gcoinníollacha seo a leanas: · **Níl leagan ballaí, foirgneamh, struchtúr, leagan crann, teascadh craoibhe, úsáid sábh slabhrach (chainsaw) clúdaithe.** · **Ní chlúdófar aon duine faoi shé mbliana déag (16) d'aois.** · **Caithfear beartais chuí shábháilteachta a chur i bhfeidhm chun rannpháirtithe a chosaint maidir le húsáid trealaimh/uirlisí/dréimirí & srl.** · **Má tá aon pholasaí dliteanais phoiblí eile ag an ngrúpa pobail, beidh aon éileamh a dhéantar ag eascairt ó thimpiste, á chur in aghaidh an pholasaí sin.**	1. Galway County Council's Public Liability Insurance will operate to cover the liability of Community Groups involved in the clean-up / maintenance of burial grounds subject to the following conditions: · Cover will not operate for demolition of walls, buildings, structures, tree felling, lopping of branches, use of chainsaws. · Cover will not extend to any person under the age of 16 years. · Appropriate safety measures must be taken to safeguard participants in the use of equipment / tools / ladders, etc. · If the community group have in place any other public liability policy, any claim arising from an accident shall be against that policy.
2. Cuirfear deontas de €200, €300, €450, €600, €900 <u>NÓ</u> €1,400 ar fáil d'iarrthóirí rathúla maidir le gach reilig. Beidh méid an deontais ag brath ar an leibhéal cothabhála a chuirtear i gcrích.	2. A Grant of €200, €300, €450, €600, €900 OR €1,400 shall be made available to successful applicants in respect of each Burial Ground. The Grant amount will be determined by the level of maintenance carried out.
3. Caithfear cloígh le treoirlínte do Chaomhnú agus Aire Reiligí.	3. Guidelines for the Conservation and Care of Graveyards must be adhered to.
4. Caithfear an Deontas a úsáid chun na nithe seo a cheannach: crainn, craoibhíní, scuaba, sluaistí, scotháin féir agus ábhair theagmhasacha eile atá ag teastáil chun oibreacha cothabhála a chur i gcrích don Reilig.	4. The Grant must be used for the purpose of purchasing trees, shrubs, brushes, shovels, grass cutting and other incidental items which are required to carry out maintenance works to the Burial Ground.
5. Tá cosc ar na hoibreacha seo a leanas: · **Fásra fálta sceach a ghearradh idir 1 Márta & 31 Lúnasa (An tAcht um Fhiadhúlra (Leasú), 2000)** · **Díshocrú nó glanadh leac uaighe nó colbha uaighe.** · **Eidheann a bhaint de sheanstruchtúir séipéil nó fothracha** · **Cosáin nua a chur síos**	5. The following works are prohibited: · Cutting of hedgerow vegetation between March 1st & August 31st (Wildlife (Amendment) Act, 2000) · Disturbance or cleaning of gravestones or grave kerbs. · Removal of ivy from old church structures or ruins · Laying of new pathways
6. Sula cheadaítear aon deontas d'aon thionscnamh, caithfidh an Chomhairle a bheith sásta gur grúpa dáiríre, ionadaíoch don cheantar a bhaineann an t-	6. Before approving a grant for any project, the

iarratas leis agus go mbeidh aon fheabhsúchán ar fáil don phobal agus ní do ghrúpa nó rannóg faoi leith. **7. Déan teagmháil le do thoil le hinnealtóir ceantair na Comhairle maidir le hoibreacha atá beartaithe agat a chur i gcrích.** **Tabhair faoi deara go bhféadfadh do reilig áitiúil a bheith faoi thionchar Acht na Séadchomharthaí Náisiúnta nó gur struchtúr faoi chosaint atá ann faoin Acht Pleanála agus mar sin d'fhéadfadh go dteastódh comhairle speisialach uait má tá aon oibreacha seachas gnáthoibreacha cothabhála le déanamh agat. Téigh i gcomhairle leis an Oifigeach Oidhreachta, Marie Mannion, Teil: 091-509198**	Council must be satisfied that the Applicant is a bona fide group, representative of the area to which the application relates, and that any improvement will be available to the public and not just a particular section or group. 7. Please consult with the Council's Area Engineer regarding work you propose to carry out. Please note that your local cemetery may be subject to the National Monuments Act or may be a protected structure under the Planning Act and therefore you may need specialist advice if undertaking any works other than routine maintenance. Please consult the Heritage Officer, Ms. Marie Mannion, Tel: 091-509198

Úsáid oifigiúil amháin		**Official use only**	
Tuairimí an Innealtóra ar oibreacha/riocht na reilige		**Engineers Comments on works / condition of burial ground**	
€0 (Gan cothabháil fheiceálach)		€0 (no maintenance visible)	
€200 (Oibreacha beaga cothabhála ar reiligí dúnta)		€200 (Small closed cemetery maintenance works)	
€300 (Oibreacha cothabhála ar reiligí beaga)		€300 (Small cemetery maintenance works)	
€450 (níos mó / cothabháil mhaith)		€450 (larger / well maintained)	
€600 (cothabháil den scoth)		€600 (exceptional maintenance)	
€900 (níos mó le hoibreacha cothabhála eisceachtúla)		€900(larger / exceptional maintenance)	
€1,400 (níos mó le hoibreacha cothabhála eisceachtúla)		€1,400 (larger / exceptional maintenance)	
Síniú:	Signed:		
Dáta:	Date:		
Ceantar Innealtóireachta	Engineering Area		
UA Sholáthraí	Supplier No		

Seol an fhoirm ar ais chuig: **An tAonad Timpeallachta** **Comhairle Chontae na Gaillimhe** **Áras an Chontae** **Cnoc na Radharc** **Gaillimh** **H91 H6KX**	Return to: Environment Unit Galway County Council Áras an Chontae Prospect Hill Galway H91 H6KX	T: (091) 509510 environment@galwaycoco.ie www.gaillimh.ie www.galway.ie

Fógra Príobháideachais maidir le Deontas le haghaidh Obair Cothabhála ar Reiligí

Fógra Príobháideachais

Maidir linn agus an chúis a dteastaíonn do chuid faisnéise uainn

Is é fís Chomhairle Chontae na Gaillimhe do Chontae na Gaillimhe gur contae é a mbeadh féiniúlacht ar leith ag baint leis, ina dtabharfaí léiriú ar oidhreacht, ar theanga agus ar chultúr an chontae, áit a gcuirfí forbairt eacnamaíochta inbhuanaithe agus forbairt pobail chun cinn, ina gcothófaí rannpháirtíocht saoránach agus páirtithe leasmhara, ina bhforbrófaí bonneagar riachtanach agus ina dtabharfaí cosaint don timpeallacht.

Is é cuspóir na Rannóige Comhshaoil ná an Comhshaol a chosaint, a fheabhsú, a chur chun cinn agus chun cur leis ar mhaithe le caighdeán na beatha, le cultúr agus le hoidhreacht don ghlúin seo agus do ghlúnta amach anseo. Chun tacú leis seo, tá Comhairle Chontae na Gaillimhe ag tairiscint cúnamh airgeadais faoin Deontas Cothabhála do Reiligí chun pobail áitiúla a spreagadh le tabhairt faoina gcuid reiligí a chothabháil.

Tá próiseáil Sonraí Pearsanta faoi rialú an Achta um Chosaint Sonraí 2018 agus an Rialacháin Ghinearálta maidir le Cosaint Sonraí. Tugtar míniú san Fhógra Príobháideachais seo faoi mar a phróiseálfaidh Comhairle Chontae na Gaillimhe Sonraí Pearsanta a bhailítear tríd an Deontas Cothabhála do Reiligí.

Cén cineál Sonraí Pearsanta a bhaileofar agus conas mar a bhaileofar iad?
Baileofar sonraí pearsanta trí fhoirm iarratais (cóip chrua) nuair atá an fhoirm sin curtha faoi bhráid Chomhairle Chontae na Gaillimhe agat. Is mar seo a leanas na cineálacha sonraí a bhaileofar:

- Ainm
- Seoladh
- Sonraí teagmhála lena n-áirítear uimhir ghutháin (póca) agus seoladh ríomhphoist
- Sonraí bainc do ghrúpaí nua

Déanfar sonraí pearsanta a phróiseáil chun críche an deontas cothabhála a íoc má bhronntar é.

Cén bunús dlí atá againn chun do Shonraí Pearsanta a phróiseáil?
Is mar seo a leanas an bunús dlí atá ag Comhairle Chontae na Gaillimhe Sonraí Pearsanta a bhailítear faoin Deontas Cothabhála do Reiligí a phróiseáil:

- Tá próiseáil riachtanach chun cúram a chur i gcrích ar mhaithe le leas an phobail nó i gcur i bhfeidhm an údaráis oifigiúil atá dílsithe ar Chomhairle Chontae na Gaillimhe i gcomhréir le hAirteagal 6(1)(e) den Rialachán Ginearálta maidir le Cosaint Sonraí, 2016,

- Public Health (Ireland) Act, 1878, Rialacha agus Rialacháin a bhaineann le Reiligí a Rialú, arna leasú (Féach Aguisín I).

Cé leis a roinnfear do Shonraí Pearsanta?
D'fhéadfaimis do shonraí pearsanta a roinnt go hinmheánach le rannóga ábhartha d'fhonn an bunús dlí thuasluaite a chomhlíonadh. Roinnfimid sonraí leis an Rannóg Airgeadais d'fhonn an íocaíocht a phróiseáil agus d'fhéadfadh go mbeadh orainn sonraí a roinnt le Iniúchadh Inmheánach nó Iniúchóir an Rialtais dá mbeimis faoi réir iniúchta.

Glacfaidh Comhairle Chontae na Gaillimhe céimeanna lena chinntiú go bhfuil nochtadh sonraí pearsanta ar bith a dhéantar riachtanach agus comhréireach, de réir mar a éilítear faoin dlí. Nuair a dhéanaimid do shonraí pearsanta a roinnt, déanfar na roghanna atá ann i ndáil lena roinnt a mheas lena chinntiú go roinntear do shonraí ar an mbealach is sábháilte.

Eiseofar litir ina gcuirfear suim an deontais atá á bronnadh in iúl.

Conas mar a chosnóimid do Shonraí Pearsanta?
Stórálfar aon sonraí a bhaileoimid uait faoi rún agus go slán mar a éilíonn Ráiteas Príobháideachais agus Polasaí Cosanta Sonraí Chomhairle Chontae na Gaillimhe. Tá Comhairle Chontae na Gaillimhe dúthrachtach a chinntiú go ndéantar gach rochtain, úsáid, agus próiseáil i ndáil le sonraí Chomhairle Chontae na Gaillimhe ar bhealach sábháilte.
Nuair a stórálaimid do chuid sonraí pearsanta ar ár gcórais stórálfar na sonraí in áitreabh Chomhairle Chontae na Gaillimhe nó ar ardáin TF slán taobh istigh den LEE atá faoi réir riachtanais Eorpacha um chosaint sonraí freisin.

Cá fhad a choinneoimid do Shonraí Pearsanta?
Gabhann Comhairle Chontae na Gaillimhe uirthi féin na sonraí pearsanta a chuireann tú ar fáil a choinneáil go ceann 7 mbliana de réir pholasaí coinneála na Comhairle.

Mura n-éireoidh le hiarratasóirí déanfar na sonraí a scriosadh.

Céard iad do chearta?
Chun tuilleadh eolais a fháil faoin mbealach a bpróiseálann Comhairle Chontae na Gaillimhe Sonraí Pearsanta agus faoi do chearta, féach, le do thoil, Ráiteas Príobháideachais agus Polasaí Cosanta Sonraí Chomhairle Chontae na Gaillimhe atá le fáil ar láithreán gréasáin na Comhairle galway.ie.

NÓ

Féadfaidh tú teagmháil a dhéanamh le hOifigeach Cosanta Sonraí Chomhairle Chontae na Gaillimhe ag 091 509136 nó dpo@galwaycoco.ie

An Ceart Gearán a Dhéanamh chuig Oifig an Choimisinéara Cosanta Sonraí
Mura bhfuil tú sásta le toradh an fhreagra atá faighte agat ó Chomhairle Chontae na Gaillimhe i ndáil le d'iarraidh, tá tú i dteideal gearán a dhéanamh leis an gCoimisinéir Cosanta Sonraí agus d'fhéadfadh sé an cás a fhiosrú duit.
Is é www.dataprotection.ie láithreán gréasáin Oifig an Choimisinéara Cosanta Sonraí nó is féidir teagmháil a dhéanamh leis an Oifig ar:

Íosghlao: 1890 252 231
Ríomhphost: info@dataprotection.ie
Seoladh Poist: An Coimisinéir Cosanta Sonraí
Teach na Canála
Bóthar an Stáisiúin
Cúl an tSúdaire,
Co. Laoise. R32 AP23

Privacy Notice for Grant available for Burial Ground Maintenance

Who are we and why do we require your information?

The vision for Galway County by Galway County Council is a county with a clear sense of identity, reflecting on its heritage, language and culture that promotes sustainable economic and community development, citizen and stakeholder engagement, develops essential infrastructure and protects our environment.

The objective of the Environment Section is to protect, improve, promote and enhance our Environment in the interests of the quality of life, culture and heritage for present and future generations. To support this Galway County Council offers financial assistance under the Burial Ground Maintenance Grant to encourage local communities to undertake the maintenance of their Burial Grounds.

The processing of Personal Data is governed by the Data Protection Act 2018 and by the General Data Protection Regulation. This Privacy Notice explains how Galway County Council will process Personal Data collected through the Burial Ground Maintenance Grant.

What type and how will your Personal Data be collected?
Personal data will be collected via application form (hardcopy) once you have submitted same to Galway County Council. The type of data that is being collected is as follows:

- Name
- Address
- Contact details including telephone (mobile) number and email
- Bank Details for new groups

The processing of the personal data will be carried out for the purpose of paying the maintenance grant if awarded.

What are our lawful bases for processing your Personal Data?
Galway County Council's lawful basis for processing the Personal Data collected under the Burial Ground Maintenance Grant is as follows:

- Processing is necessary for the performance of task carried out in the public interest or in the exercise of official authority vested in Galway County Council in accordance with Article 6 1 (e) of the General Data Protection Regulation, 2016

- Public Health (Ireland) Act 1878, Rules and Regulations for the Regulation of Burial Grounds 1888, as amended (See Appendix I).

Who will your Personal Data be shared with?
We may share your personal data internally with relevant departments for the purpose of fulfilling the above-stated legal basis. We will share with the Finance Department for the processing of the payment, and we may have to share with Internal Audit or the Government Auditor if we are subject to an audit.

Galway County Council will take steps to ensure any disclosures of personal data are necessary and proportionate, as required by law. Whenever we share your personal information, sharing options will be evaluated to ensure that your data is shared in the most secure manner.

A letter will be issued stating the amount of grant awarded.

How will we protect your Personal Data?

Any data we collect from you will be stored confidentially and securely as required by the Galway County Council Privacy Statement and Data Protection Policy. Galway County Council is committed to ensuring all accesses to, uses of, and processing of, Galway County Council data is performed in a secure manner.
When we store your personal data on our systems the data will be stored either on the Galway County Council premises or on secure IT platforms within the EEA which are also subject to European data protection requirements.

How long will we hold your Personal Data?

Galway County Council undertakes to retain the personal data you supply for the period of 7 years in line with our retention policy.

If applicants are unsuccessful the data will be disposed of.

What are your rights?

For further information on how Galway County Council processes Personal Data and your rights, please refer to Galway County Council's Privacy Statement and Data Protection Policy which can be found on our website galway.ie.

OR

You may contact Galway County Council 's Data Protection Officer at 091 509136 or dpo@galwaycoco.ie

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 Galway 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 or you can contact their Office at:
Lo Call Number: 1890 252 231
E-mail: info@dataprotection.ie
Postal Address: Data Protection Commissioner
Canal House
Station Road
Portarlington,
Co. Laois. R32 AP23