

# 1916 Bursary

## Application guide for 2024-25

August 2024

# What is the 1916 Bursary?

The 1916 Bursary is co-funded by the Government of Ireland and the European Union through the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) and aims to encourage participation and success by students who are most socio-economically disadvantaged and from groups most under-represented in higher education.

To be eligible for a 1916 Bursary, all applicants must meet, Financial, Priority Group and College Entry eligibility criteria.

Each participating college has a limited number of bursaries which are awarded to the eligible applicants that present the greatest need.

# Who is the Bursary for?

First time entrants of an undergraduate programme,  
full or part time, with a household reckonable income of less than €26,200.

Please note, this is equivalent to the SUSI Special Rate of grant which has 3 thresholds based on how many dependent children are in the household:

- Less than 4 = €26,200
- 4 to 7 = €28,715
- 8 or more = €31,128

The income threshold increases by €4,950 per additional person in college.

# What are the criteria?

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Financial + Priority Group + College Entry = Eligible for consideration.

## What are the College Entry criteria?

Applicants for the 1916 Bursary must:

- Be a new entrant pursuing an undergraduate course and progressing to higher education for the first time
- Have been a resident in the Irish State for three of the past five years
- Be studying an approved full-time or part-time undergraduate course

# How do I apply?

Applicants must apply online via the 1916 Bursary Application Portal available on the 1916 Bursary website and on the Access websites of Participating HEIs

- The online application has 7 sections:
  - Privacy Notice and Consent to Share Personal Data
  - Financial Criteria
  - College Entry Criteria
  - Priority Groups
  - Additional Indicators
  - ESF survey data
  - Terms and Conditions/submission
- You will receive an automated email confirming your application has been received.
- You can apply from a PC/laptop or mobile device.
- If you wish to amend your saved application, you may do so on the application portal before submitting it and before the closing date: October 10<sup>th</sup>2024 - late applications cannot be accepted
- Only one fully completed and submitted application per applicant will be assessed for a 1916 Bursary

# Steps to making an application:

- Applications for a 1916 Bursary can only be made online via the 1916 Bursary Application Portal. Applicants are advised to read the Application Guidelines provided on the [www.1916Bursary.ie](http://www.1916Bursary.ie) website before making an application.
- You will receive an automated email confirming your application has been received.  
You can apply from a PC/laptop or mobile device.
- If you wish to amend your saved application, you may do so on the application portal before submitting it and before the closing date: 5pm October 10<sup>th</sup> 2024
- Only one fully completed and submitted application per applicant will be assessed for a 1916 Bursary.
- Only information and supporting documentation provided on the online application will be used to consider your application.
- Submit clear, complete, required supporting documentation.
- Please do not upload password protected documents.
- Ensure all documents are scanned in a JPEG, PDF, or PNG format and files are no larger than 5mb in size before uploading

# What are the College Entry criteria?

Applicants must:

- Be a new entrant pursuing an undergraduate course and progressing to higher education for the first time or by advanced entry to year 2
- Have been a resident in the Irish State for three of the past five years
- Be studying an approved full-time or part-time undergraduate course, including students on Tertiary Education Programmes co-designed and delivered by an Education and Training Board (ETB) and a Higher Education Institution.

# What are the financial criteria?

Applicants must show that their household income meets the criteria for the SUSI Special Rate of Maintenance Grant in the year ending 31 December 2023. This financial criteria is required for you to be considered eligible for a 1916 Bursary. The SUSI Special Rate of Maintenance Grant has 3 thresholds based on how many dependent children are in the household. Less than 4 = €26,200; 4 to 7 = €28,715; 8 or more = €31,128. The income threshold increases by €4,950 per additional person in college.

You can show evidence of this by either;

Allowing SUSI (Student Universal Support Ireland) to confirm that you were awarded the Special Rate of Maintenance grant  
**or**

Providing evidence of your household income in 2023 that must include a Department of Social Protection (DSP) long term means-tested social welfare payment. If you have not applied to SUSI you are required to submit relevant financial documentation with your application.

If you wish to allow SUSI to confirm your eligibility, you will need to provide your SUSI reference number. Your SUSI reference number begins with a 'W' and is provided to you by SUSI when you start your SUSI application.



# What are the priority groups?

The 1916 Bursary is for first time entrants to Higher Education who are from one or more of the following priority groups:

- Socio-economically disadvantaged communities
- Socio-economic groups that have low participation rates in higher education
- Students with a disability
- Students who are carers
- Students eligible for the Higher Education Access Route (HEAR) Scheme.
- Further education and training award holders progressing to higher education
- Lone and/or teen parents in receipt of a long-term means-tested social welfare payment
- Members of the Irish Traveller Community
- Members of the Roma Community
- First time, mature student entrants and 2nd chance mature students
- Persons from ethnic minorities who are lawfully present in the State

# Participating Colleges:

- Atlantic Technological University Donegal Campus
- Atlantic Technological University Galway Mayo Campus
- Atlantic Technological University Sligo Campus
- Dublin City University
- Dundalk Institute of Technology
- Institute of Art Design and Technology
- Marino Institute of Education
- Mary Immaculate College
- Maynooth University
- Munster Technological University (Cork Campus)
- Munster Technological University (Kerry Campus)
- National College of Art and Design
- RCSI University of Medicine and Health Sciences
- South-East Technological University (SETU) Carlow Campus
- South-East Technological University (SETU) Waterford Campus
- Technological University Dublin
- Technological University of the Shannon (TUS) Midlands Campus
- Technological University of the Shannon (TUS) Midwest Campus
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Galway
- University of Limerick

# Uploading documentation:

All relevant supporting documentation must be uploaded as part of your online application. It is advisable to get the documents you need first and only begin your online application once your documents are saved as digital files. Please note, you can only upload one digital file per question. If you have two or more documents to upload per question you need to create a single digital file first. These can be in the following formats: JPEG, PDF, PNG no larger than 5mb.

For any paper documents, you will need to create scanned electronic copies of them to upload online. There are a number of ways to create a scanned electronic copy of your document:

## **Use your smartphone camera:**

Scan your paper documents using the free app OfficeLens (Android / iPhone) combined with your camera. You can also follow these 8 steps using the Notes app on your iPhone.

If using the camera alone to take photos, ensure the screenshots are of good quality and all information is visible.

Save your electronic documentation onto your pc/laptop/USB key/phone.

## **Use a printer/scanner at your college:**

At a printer, swipe your Student ID card and set the document that you wish to scan face up on the top tray of the printer and click Scan on the printer's screen.

Your scanned document will be emailed to you as an attachment to your college email address.

Save your electronic documentation onto your pc/laptop/USB key/phone.

It is not advisable to you use the print facility to remotely print confidential documents

# Verifying disability:

- If you were deemed eligible for the Disability Access Route to Education (DARE) then, with your consent, your disability information will be verified directly with the CAO and you are **not** required to submit supporting documentation regarding your disability. This also applies if you have 'carried forward' your DARE eligibility from 2023 provided you include your 2024 CAO number in your Bursary application.
- If you were not eligible through DARE, or did not apply to DARE you **are required** to provide appropriate documentary evidence from a relevant medical professional as per DARE or Fund for Disabilities guidelines

<https://accesscollege.ie/dare/providing-evidence-of-your-disability/>

[https://hea.ie/assets/uploads/2018/06/FSD-Guidelines\\_2023-24- Final-Version.pdf](https://hea.ie/assets/uploads/2018/06/FSD-Guidelines_2023-24- Final-Version.pdf)

Please note: while there is no age limit on any documentation provided as evidence of disability for a 1916 Bursary application, it is advisable to submit the most recent document/s available

# Documentation for applicants from an Ethnic Minority:

An Ethnic Minority as determined by the Higher Education Authority for the purpose of this fund is defined within the 1916 PATH 2 2024-25 Guidelines and can be verified by one or more of the following documents:

- Official letter from the Department of Justice and Equality confirming the specific 'right and permission to remain' or naturalisation of applicant and/or parent/dependant
- Photocopy of passport(s); This is to include the applicant's passport and if necessary, a copy of the applicant's parents/ guardian's country of origin passport and Irish/EU/EEA or Swiss confederation passport if possible.
- Copy of the applicant's Irish Residence Permit (IRP) that details your Visa stamp details. For more info please see: <http://www.inis.gov.ie/en/inis/Pages/irish-residence-permit>

# Documentation for Lone or Teen Parents:

You will be asked to submit one of the following:

- Evidence of being in receipt of a long-term DSP One Parent Family payment in 2023
- Evidence of being in receipt of a long-term DSP One Parent Transitional payment in 2023
- Letter from DSP stating that the applicant is currently or was formally on a One Parent Family payment and met the criteria of a lone parent
- (in the case of a teen parent only) Evidence of being in receipt of a Child Benefit payment in 2024 or earlier

# Verification for other Priority Groups:

## **For applicants who live in an area that experiences socio-economic disadvantage**

You are not required to provide supporting documentation that you are from an area that experiences socio-economic disadvantage, this will be verified using the home address and Eircode that you have provided.

## **For applicants who experience socio-economic disadvantage**

The evidence that you have already provided in the Financial Criteria section of your application will be used to verify if you qualify for the special rate of maintenance grant under the Student Grant Scheme (SUSI) and/or are in receipt of a Department of Social Protection (DSP) payment.

## **For applicants from the Irish Traveller Community**

If you self-declare that you are a member of the Irish Traveller Community, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later.

## **For applicants from the Roma Community**

If you self-declare that you are a member of the Roma Community, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later

# Verification for other Priority Groups:

## **For applicants who are HEAR Entrants**

HEAR entrants are not required to provide supporting documentation of this as part of the online application, this will be verified by CAO or your higher education institution

## **For applicants who are Mature Student Entrant or 2nd Chance Mature student**

You are not required to provide supporting documentation that you are a First Time Mature Student or 2nd Chance Mature student, this will be verified by your higher education institution and / or SUSI.

## **For applicants who are carers**

Supporting documentation confirmed by the Department of Social Protection (DSP) as holding a long-term means-tested carer's allowance.



# Verification for other Priority Groups:

## For applicants who are Further Education award holders

You will be asked to provide supporting documentation that you are a QQI or Further Education award holder. This includes QQI award holders up to and advanced certificate at level 6 on the National Framework of Qualifications and also awards made by former awarding bodies such as FETAC and NCVA. Please note, an award at level 6 or higher issued by a Higher Education Institution is not acceptable because the 1916 Bursary is only available to first time entrants to Higher Education. For additional information on Further education and training awards, including how to obtain a record of your award (if you cannot find yours), please visit:

[Requesting a replacement certificate | Quality and Qualifications Ireland \(qqi.ie\)](https://www.qqi.ie)

# Documentation for Additional indicators:

**Homeless:** A letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant is or was previously homeless

**Care of the state:** A letter from TUSLA or official associated agency confirming the dates the applicant was in the care of State.

**Direct Provision:** A letter from Department of Justice confirming that the applicant previously lived or is transitioning out of Direct Provision. Or  
A registered Direct Provision Centre confirming that the applicant previously lived or is transitioning out of Direct Provision. Or  
Full DSP statement for 2023 showing applicant was in receipt of the Daily Expenses Allowance.

**DEIS school (5 years attendance):** A letter from the second level school(s) confirming the dates and timeline that you attended the DEIS school.

# Verification of additional indicators:

- If you self-declare that you are a survivor of **Domestic Violence**, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later.
- If you have experience of the **Criminal Justice System**, specifically if you were convicted of a crime which resulted in having a criminal record, you are not required to provide supporting documentation of this as part of the online application however you may be asked to provide further information later.

# Entry Route Information:

What entry route did you use to access higher education?

- Direct Entry from Leaving Cert (or any Access or Foundation Course)
- Mature Student Entry Route
- Quality and Qualifications Ireland (QQI/FETAC)
- I am applying as a part-time student
- I am entering directly into year 2 of a programme, having not attended third level previously
- I am a student on a Tertiary Education Programme co-designed and delivered by Higher Education Institutions and Education and Training Boards

If you selected 'yes' to the 'Direct entry from Leaving Cert (or any Access or Foundation Course)' question you will be asked if you attended a DEIS (designated disadvantaged) second level school for five years. If you did, you will also be asked to select the county and the name of the DEIS school you attended. You will also be prompted to enter the years you attended the school and asked to submit a letter from the DEIS second level school(s) confirming your attendance.

If you select any of the other entry route information options, you will automatically proceed to the final part of the application

# Application checklist:

- Applications can only be made online between September 5<sup>th</sup> to October 10<sup>th</sup> 2024
- To make an application you will need to have your CAO number, a home/residential address (with Eircode if possible), email address and supporting financial documentation.
- Complete the online application accurately.
- Only information and supporting documentation provided on the online application will be used to consider your application.
- Submit clear, complete, required supporting documentation.
- Ensure all documents are scanned in JPEG, PDF or PNG format before uploading – no larger than 5mb.
- When you have submitted your 1916 Bursary application you will receive a confirmation email addressed to the email you provide in your application.
- If you wish to amend your saved application, you may do so on the application portal before submitting it and before the closing date: 5pm October 10<sup>th</sup> 2024

# Further support and information:

There are a number of supports available to assist you with completing your application:

- Check the [Frequently Asked Questions](#) webpage to see if your query is dealt with there
- There is also the 1916 Bursary [Applicant Guidelines](#) webpage – clearly explaining the application process step by step
- Please see the [Application Explainer](#) video for an overview of the entire application process
- There is clear guidance provided throughout the online application portal
- Each of the [Participating Colleges](#) have a contact email for applicants to follow up with before and during the application process
- The [HEA PATH 2 Guidelines](#) provide details of the rules governing the running of the 1916 Bursary



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#1916Bursary

[www.1916bursary.ie](http://www.1916bursary.ie)