

# 1916 Bursary Fund 2021-2022 Mend Cluster – Supporting Documents List



Find out what supporting documents to provide with your 1916 Bursary application.

Check categories 1, 2 and 3 and provide documents as relevant.

1. INCOME		
Provide documents for either A or B		
Option A. You are a confirmed SUSI recipient for 21/22 ...		
Income	Supporting Documentation Required	Further information
Student Universal Support Ireland (SUSI)	N/A	<p>If you have applied to SUSI the MEND cluster will, with your consent, verify your finance eligibility directly with SUSI. If you consent, you do not have to provide any further financial documents to support your application. You can indicate your consent, on Section 3, page 7 of the online application.</p> <p>If you have not applied to SUSI you are required to submit relevant financial documentation with the online application; the MEND cluster will conduct a financial assessment. Please see below for supporting documents to provide in this case.</p>
Option B. You are not a SUSI recipient/are not going to apply to SUSI/have been refused for SUSI...		
Income	Supporting Documentation Required	Further information
Department Social Protection (DSP) payments	Full DSP statement of payments breakdown dated 1 January to 31 December 2020	You can request a DSP statement for 2020 through <a href="#">MyWelfare</a> , or from your local community welfare office/ Intreo office
Self-employed income	<a href="#">Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5</a> for the year 2020	You can request a <a href="#">Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5</a> for 2020 from the relevant person(s) revenue account on the Revenue website at <a href="http://www.revenue.ie">www.revenue.ie</a>
Income from Employment (PAYE)	Statement of Liability 2020 <i>Note: An end of year employment summary pdf. is not a Statement of Liability</i>	<p>A Status of Liability (formerly called End of year statement - P21) for 2020 can be requested from the relevant person(s) revenue account on the Revenue website <a href="http://www.revenue.ie">www.revenue.ie</a>.</p> <p>A Status of Liability/End of year statement is a 2-sided document, please include a pdf copy of both the front and back page.</p>
Vocational Training Opportunities Scheme (VTOS)	Letter from Educational Training Board (ETB) or Post-Leaving Certificate (PLC) College where person attended confirming the total amount earned in 2020.	Letter must be on headed paper, signed and dated by an official within the ETB or PLC you previously attended.

# 1916 Bursary Fund 2021-2022 Mend Cluster – Supporting Documents List

## 2. TARGET GROUP

**Check all the target groups relevant to you and provide documentation where required**

Target Group	Supporting documentation	Further information
<b>Disability</b>	<ul style="list-style-type: none"> <li>If you were deemed eligible for the <b>2021</b> Disability Access Route to Education (DARE) scheme your disability information will be verified directly with your institution, with your consent; then you are <u>not</u> required to submit supporting documentation regarding your disability. If you have ‘carried forward’ your DARE eligibility upload a copy of your DARE eligibility ‘carry forward’ email/letter.</li> <li>If you did not enter college through DARE, but are registered with the Disability Support Service, we can verify this directly with your institution, with your consent; then you are not required to submit supporting documentation regarding your disability.</li> <li>If you are repeating you may also provide a letter confirming your registration with the college’s Disability Support Service.</li> <li>If you cannot / do not consent to the MEND cluster verifying that you have a disability with the college <u>you are required</u> to provide appropriate documentary evidence from a relevant medical professional as per the DARE guidelines – see further information.</li> </ul>	<p>You can indicate your consent, on Section 4, page 8 of the online application.</p> <p>You can indicate your consent, on Section 4, page 8 of the online application.</p> <p>Documentary evidence from a relevant medical professional confirming your disability/condition/diagnosis, as per the <a href="#">DARE guidelines on documentary evidence</a> or the Fund for Students with Disabilities guidelines.</p>
<b>Member of Ethnic Minority</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Copy of the applicant’s Irish Residence Permit (IRP) that details your Visa stamp details. For more info please see: <a href="http://www.inis.gov.ie/en/inis/Pages/irish-residence-permit">http://www.inis.gov.ie/en/inis/Pages/irish-residence-permit</a></li> </ul>	<p>An Ethnic Minority as determined by the Higher Education Authority for the purpose of this fund is:</p> <ul style="list-style-type: none"> <li>a national of a Member State, a state which is a contracting state to the EEA agreement or the Swiss Confederation,</li> <li>or person whose current immigration status or leave to remain under the Department of Justice and Equality, for the purpose of this fund as defined on Page 8-10 in the <a href="#">1916 PATH 2 2021-22 guidelines</a>.</li> </ul> <p>For further clarification, see section 14 of the <a href="#">Student Support Act 2011</a> and Regulation 5 the <a href="#">Student Support Regulations 2021</a> (Statutory Instrument No. 132 of 2021). Only documentation from official state departments i.e. Department of Justice and Equality will be accepted to prove the applicants right to remain.</p>

## 1916 Bursary Fund 2021-2022 Mend Cluster – Supporting Documents List

Irish Traveller	N/A	If you self-declare that you are a member of the Traveller Community, you are not required to provide supporting documentation as part of the online application however you may be asked to provide further information later.
Lone Parent on a DSP payment	<ul style="list-style-type: none"> <li>• Evidence of being in receipt of a long-term DSP One-Parent Family Payment in 2020</li> <li><b>Or</b></li> <li>• Evidence of being in receipt of a long-term DSP One Parent Transitional Payment in 2020</li> <li><b>Or</b></li> <li>• 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.</li> </ul>	<p>You can request a DSP statement on your <a href="http://mywelfare.ie">mywelfare.ie</a> or from your local community welfare office/ Intreo office.</p> <p>If you are on a follow-on DSP payment (see below) please request a full statement when you were on a OFP payment</p> <p>Letter confirming you are a lone parent must be from the Department of Social Protection, be on headed paper, stamped and signed by a DSP official</p> <p><b>Note:</b> These are some examples of follow-on One Parent Family payments:</p> <ul style="list-style-type: none"> <li>• Jobseekers Transitional Payment</li> <li>• Blind Pension</li> <li>• Carers Allowance / Half Rate Carers</li> <li>• Domiciliary Care</li> <li>• Working Family Payment</li> <li>• Back to Work Family Dividend</li> <li>• Deserted Wife Benefit</li> <li>• Widowers Pension</li> <li>• Back to Education Allowance</li> </ul>
First Time Mature Student	You are <b>not</b> required to provide supporting documentation that you are a First Time Mature Student, this will be verified by your higher education institution and / or SUSI.	N/A
QQI Entry	You are <b>not</b> required to provide supporting documentation that you are QQI entrant, this will be verified by your higher education institution.	N/A
HEAR eligible	If you were deemed eligible for the <b>2021</b> Higher Education Access Route (HEAR) scheme this information will be verified directly with your institution, with your consent; then you are <b>not</b> required to submit supporting documentation regarding your HEAR eligibility.	You can indicate your consent in the Terms and Conditions on page 12 of the online application.
Living in an area that experiences socio-economic disadvantage.	You are <b>not</b> required to provide supporting documentation that you are living in a disadvantaged area as part of the online application. This will be verified by an external geo-coding company using your eircode and address provided in the online application.	To be eligible under the ' <b>area that experiences socio-economic disadvantage</b> ' target group, an applicant's home address must be categorised as <i>disadvantaged</i> , <i>very disadvantaged</i> or <i>extremely disadvantaged</i> on the 'small area' ranking of the 2016 Pobal HP Deprivation index. For further information see <a href="https://maps.pobal.ie/WebApps/DeprivationIndices/index.html">https://maps.pobal.ie/WebApps/DeprivationIndices/index.html</a>

## 1916 Bursary Fund 2021-2022 Mend Cluster – Supporting Documents List

<b>3. ADDITIONAL INDICATORS</b>		
<b>Check all the additional indicators relevant to you and provide documentation where required</b>		
<b>Additional Indicators</b>	<b>Supporting documentation</b>	<b>Further information</b>
<b>Applicant is or was in the Care of the State / TUSLA</b>	Letter from TUSLA or official associated agency confirming the dates the applicant was in the care of State.	All letters must be on headed paper, signed and confirm that the applicant is or was in the care of the State/ TUSLA / an official associated care agency.  To request documentation, contact your HSE social worker, your local TUSLA area officer and/or TUSLA after care worker. For more info on your local area office please check: <a href="https://www.tusla.ie/get-in-touch/local-area-offices/">https://www.tusla.ie/get-in-touch/local-area-offices/</a>
<b>Applicant was living in or is transitioning out of Direct Provision accommodation</b>	<ul style="list-style-type: none"> <li>• Letter from Department of Justice and Equality</li> <li><b>Or</b></li> <li>• A registered Direct Provision Centre confirming that the applicant previously lived or is transitioning out of Direct Provision.</li> <li><b>Or</b></li> <li>• Full DSP statement for 2020 showing applicant was in receipt of the Daily Expenses Allowance.</li> </ul>	Letters from Direct Provision Centres must on headed paper and be signed by a Direct Provision Official.  You can request a 2020 DSP statement person(s) <a href="#">MyWelfare account</a> or request from local community welfare office/ Intreo office in regards to Daily Expenses Allowance.
<b>Applicant who is or was previously living in Supported Accommodation</b>	Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant is or was previously living in supported accommodation	All letters must be on official headed paper, provide dates and be signed by an organisation official.
<b>Applicant who is/was previously Homeless</b>	Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant is or was previously homeless.	All letters must be on official headed paper, provide dates and be signed by an Organisation Official.