

Scéim Sparánachta na Gaeilge
The Irish Language Bursary Scheme

An Próiseas Iarratais –
The Application Process



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

Eolas Riachtanach don fhoirm iarratais

Information Required for your application form

Beidh an t-eolas seo a leanas de dhíth agus tú ag comhlánú na foirme iarratais:

- Sonraí teagmhála an Iarratasóra (nó an tuismitheora/an chaomhnóra)
- Ainm an Eagraitheora Cúrsa
- Teideal an chúrsa/an mhodúil
- Sonraí teagmhála don eagraitheoir cúrsa
- Dáta tosaigh agus dáta deiridh an chúrsa/an mhodúil
- Costas ar an chúrsa/mhodúl

The following information will be required when completing your application form:

- Applicant Contact Details
- Name of the Course Organiser
- Course Title/or Module Title
- Contact details for the course organisers
- Course/Module start and finish dates
- Course/Module cost

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An Próiseas Iarratais

- Déanann tú an t-iarratas tríd an fhoirm ar line.
- Déantar measúnú ar d'iarratas maidir le cáilitheacht.

- Cuirtear iarratasóirí ar an eolas faoi cé acu d'éirigh leo nó nár éirigh.
- Eisítear Litir Ofrála trí rphost chuig na hiarratasóirí a n-éiríonn leo. Cuirtear foirm leictreonach chucu agus iarrtar orthu glacadh leis an sparánacht trí chnaipe a bhrú.

- Iarrtar ar iarratasóirí rathúla cruthúnas ar sheoladh tí a chur ar fáil. Déantar seo trí rphost.
- I ndiaidh chríochnú an chúrsa nó mhodúil, iarrtar ar iarratasóirí rathúla (*nó ar eagraitheoirí an chúrsa nó mhodúil) cruthúnas a chur ar fáil a léiríonn gur fhreastail an t-iarratasóir ar an chúrsa agus gur íoc sé/sí as na táillí. Déantar seo trí rphost.

- Nuair a fhaightear an cruthúnas ar fad atá de dhíth, iarrtar ar an iarratasóir sonraí bainc a chur ar fáil trí phróiseas ar line. (*i gcásanna áirithe, déanfar íocaíochtaí díreach le heagraitheoirí an chúrsa).
- Déanann an Chomhairle an íocaíocht a phróiseáil.

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The Application Process

- You make your application through the online form.
- Your application is reviewed for eligibility.

- Successful and unsuccessful applicants are notified.
- Successful applicants are issued a Letter of Offer via email; along with an electronic acceptance form. Confirm your acceptance by pressing a button in this email.

- Proof of Address is requested of successful applicants via email.
- Following the completion of the course or module, evidence of attendance and course fee payment is requested of applicants (*or course organisers) via email.

- When all evidence is received, banking details are requested from applicants via online process. (*in some cases payment may be made directly to course organisers).
- Payment is processed by Council.

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** Is scéim leanúnach í seo. Ní mór do na hiarratasóirí uilig sonraí teagmhála cruinn a chur ar fáil chun cumarsáid éifeachtach a chur i bhfeidhm maidir le dul chun cinn an iarratais sparánachta.

Beidh an cinneadh deireanach le déanamh ag an Chomhairle maidir le leithdháileadh faoi réir na gcritéir a bheith comhlíonta ag na hiarratasóirí.

Cuirfear in iúl do na hiarratasóirí ar éirigh leo maidir le méid na sparánachta a bronnfar ar chríochnú an chúrsa agus i ndiaidh dóibh na coinníollacha sa litir thairisceana a chomhlíonadh.

Cé go bhfuil na hiarratasóirí i dteideal cur isteach ar 50% de tháillí iomlán an chúrsa, suas go huasmhéid £300 , beidh méid gach sparánachta ag brath ar an leibhéal maoinithe a bheas ar fáil.

**This is a rolling scheme. All applicants will be required to supply accurate contact details to enable effective communication regarding the progress of their bursary application.

The Council will make the final decision on the allocation subject to applicants meeting the eligibility criteria. Successful applicants will be informed of the amount of their individual bursary, which will be awarded only upon successful completion of the course and having met the conditions of the letter of offer.

While applicants are eligible to apply for 50% of total fees for the course up to a maximum of £300 in total, the number of individual bursaries awarded will be dependent upon the level of funding available.