16-19 Bursary – How to make a funding request

Once your bursary application has been approved, you will be able to make funding requests when logged into your Applicaa 16+ Bursary account.

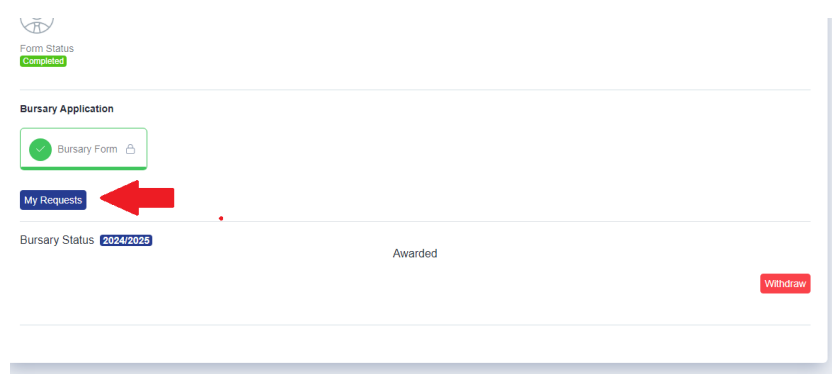Log in to your Bursary 16+ account here: Bursary 16+ Login Page

There are two types of requests available, details are below:

- Purchase – This is to request funding for something you would like to purchase
- Reimbursement – This is to request funding for something you have already purchased and wish to claim for the funds back (receipt required)

Both requests must meet the 16-19 Bursary criteria in order to be approved and funded (see policy for full info). Once submitted each individual request will go for approval from a member of staff at your academy, upon Academy approval the claim will go for review and final approval by a member of the Finance Team.

To make a request:

Log in to your Bursary 16+ account and click 'My Requests'.

On the next screen, click 'Add Request'.

Upon selecting 'Add Request' the below screen will appear:

Request type - this is where you pick either Purchase or Reimbursement from the drop down box

Purchase item - is the type of item/s you wish to purchase/reimburse, if you need to request funding for more than one item, you will need to raise individual requests.

Details - enter as much information as you can about the item for example: what the item is, what the item is needed for, the course the item is for etc.

Amount - enter the amount of funding you need/spent on this item

Screenshot upload - a photo of the item form a website etc.

Link for item - a website link to the item

Once all fields have been completed, click 'Save'.

The request will then follow the approval events detailed in the text above. Once full approval has been obtained, your request will be actioned and completed.

You can check the progress of you request through your Bursary 16+ account at any time and the system will send you an email update at each stage of the process.

Approval Status Key for Funding Requests:

Pending – Request Submitted

Approved – Approved by Academy Staff

Actioned – Approved by Finance Team

Completed – Actioned by Finance Team

Declined – Request Declined (you will receive an email to confirm why your request was declined)

If you have any queries or need further assistance, please contact the Finance Team at 1619bursary@prioryacademies.co.uk