



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

SLCC
For Local Council Professionals

Application Form for Clerks' Training Bursary Scheme in Wales

Community & town council clerks and their administrative assistants are welcome to apply for a bursary towards any training course, conference or CPD event that will assist them in their council's work. This scheme closes on the **29.02.2020**

The criteria to receive a Wales Bursary is as follows:

- Bursary limit is **50% of the cost of the training course, conference or CPD event up to a maximum bursary payment of £100.**
- The bursary scheme is aimed at smaller councils and is open to any clerk or administrative assistant who works for a **council with a turnover** (i.e. annual budgeted income) **of under £40,000.**
- If a clerk or administrative assistant works for more than one council, they are eligible to apply for a bursary at each of their councils, if they come within the £40,000 criteria.
- The clerk at each eligible council can submit multiple claims during the financial year ensuring that the total does not exceed the £100 reimbursement.
- The training course, conference or CPD event may start on the day this form is signed but **must** start/take place within 12 months of bursary confirmation - it **cannot** be claimed retrospectively. Training must be completed by 16th March 2020.
- Support towards the Certificate in Local Council Administration (CiLCA) Wales registration fee and also the Introduction to Local Council Administration (ILCA).
- The Wales bursary can be used for residential events as well as one day training events.

NO PAYMENT WILL BE MADE TO YOU. PAYMENT WILL BE MADE VIA BACS DIRECTLY TO THE COUNCILS BANK ACCOUNT

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| Name: | | Position: | |
| I am employed by (Full Council Name*): <i>*If clerk to more than one council, the one on whose behalf you are applying.</i> | | | |
| Council Address: | | | |
| | | Postcode: | |
| Work Tel. No.: <i>(in case of query)</i> | | Email address: | |
| Council Annual budgeted income in 2019/20: | | £ | Training start date: <i>(Month/Year)</i> |
| Full details and title of the training course, conference or CPD event: <i>(Please attach any supporting leaflets, application forms or course information)</i> | | | |
| | | | |
| Cost of the training course, conference or CPD event: | | £ | Amount of bursary requested: £ |
| Council Bank Details for BACs payment: | | | |
| Bank Name: | | Account Name: | |
| Sort Code: | | Account Number: | |
| We hereby apply for a Clerk's Training Bursary and confirm that the details above are correct, that we understand the terms above and qualify for the award of a training bursary as claimed, receive council support and will use the bursary for council-related training. | | | |
| Signed (Clerk) | | Date | |
| Signed (Chairman) | | Date | |



- Please send this form to: **SLCC, 8 The Crescent, Taunton, Somerset TA1 4EA** or email to **helen.quick@slcc.co.uk** If you require any further assistance, please call Helen Quick, SLCC, on **01823 253646**.
- Confirmation that your bursary has been approved will be issued by the **Society of Local Council Clerks** within one week of receiving your application; if applicable, your discount code will then be issued for you to register for training within 30 days.
- Due to a limited number of bursaries being available, if you have not registered with your code within 30 days, then your bursary will be offered to another applicant.
- The Society will be providing Welsh Government with statistics on how their sponsored candidates are progressing with the qualification.
- **This Clerks' Training Bursary Scheme is funded by the Welsh Government.**