

### Application Form for Clerks' CiLCA Bursary Scheme in Wales

**Community & town council clerks and their administrative assistants are welcome to apply for a bursary funding registration of the CiLCA qualification. This scheme closes on 28.02.2020 (or once all bursaries have been claimed)**

***The criteria to receive a Wales Bursary is as follows:***

- Bursary limit is **£350** and this will cover the registration costs for the qualification. There are only a limited number of bursaries available, and you will be notified within 7 days of receipt if you have been awarded one.
- The bursary scheme is aimed at small / medium 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 £100,000.**
- The registration of CiLCA must take place within 30 days of receiving your code to input on the SLCC website, or your bursary will be terminated and offered to another applicant.

**NO PAYMENT WILL BE MADE TO YOU**

Name:		Position:	
I am employed by ( <b>Full Council Name*</b> ): <small><i>*If clerk to more than one council, the one on whose behalf you are applying.</i></small>			
Council Address:			
		Postcode:	
Work Tel. No.: <small>(in case of query)</small>		Email address:	
Council Annual budgeted income in 2019/20:	£		
<p><i>We hereby apply for a Clerk's CiLCA Bursary and confirm that the details above are correct, that we understand the terms above and qualify for the award of a CiLCA bursary as claimed, receive council support and will undertake the qualification within 12 months of registration.</i></p>			
Signed (Clerk)		Date	
Signed (Chairman)		Date	

- Please send this form to: **The CiLCA Administrator, SLCC, 8 The Crescent, Taunton, Somerset TA1 4EA** or email to **CiLCA@slcc.co.uk** If you require any further assistance, please call Helen Quick or Serena Sunderland, 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' CiLCA Bursary Scheme is funded by the Welsh Government.**