

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

Community & town council clerks and deputy clerks are welcome to apply for a bursary funding their registration of the CiLCA qualification, associated training and mentoring webinars. **This scheme closes on the 28.02.2026.**

- The bursary **will cover the registration costs for the qualification and either a face to face CiLCA course or a set of CiLCA Training Webinars and then up to 5 support webinars for each applicant.**

- **All training MUST have taken place by 28.02.2026**

**There are only a limited number of bursaries available, and you will be notified within 7 working days of receipt if you have been awarded one.**

The Wales Bursary criteria is as follows:

- Open to any clerk or deputy clerk who works for a council in Wales.
- 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
- Only one bursary payment can be claimed per financial year per clerk.**  
*If you have already applied for a Wales Training Bursary then you are not eligible to apply for this CiLCA Bursary Scheme*

### **NO PAYMENT WILL BE MADE TO YOU**

Name:		Position:	
Time in Post:			
Bursary Application is for:			
Webinar Training			
Face-to-face training (if available)		Number of sessions:	
Mentoring* (up to 5 sessions)			
<b><i>*must have attended training to be eligible</i></b>			
CiLCA Registration			
Applied for Wales Training Bursary 2025/26:		If yes, date applied:	
I am employed by ( <b>Full Council Name</b> ):			
*If a clerk/deputy clerk to more than one council, the one on whose behalf you are applying.			
Council Address:			
Postcode:		Work Tel No:	
Email:			
Council annual budgeted income 2025/26:		£	
<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.</i>			
We understand the funding available relates to CiLCA training/registration activity undertaken in 2025-26 only. Any activity undertaken after 28 February 2026 will not be eligible for funding support.			

***By signing this form, the council will assist the Clerk/Deputy Clerk working towards this qualification and will ensure time will be allocated for them to attend training & support sessions as well as compiling their portfolio***

Signed (Clerk/Deputy Clerk)		Date:	
Signed (Chair)		Date:	

**Please email the signed form to [qualifications@slcc.co.uk](mailto:qualifications@slcc.co.uk)**

- If you require any further assistance, please call on **01823 253646** to speak to the SLCC Qualifications Administrator, or Helen Quick, Head of Education and Events
- Confirmation that your bursary has been approved will be issued by the SLCC within 7 working days of receiving your application; your discount code will then be issued for you to register for CiLCA 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.
- SLCC 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.**