



## 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 28.2.2012.

**The criteria are 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 if any one council comes within the £40,000 criteria.
- Only one bursary payment can be claimed per financial year per clerk.
- 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 28<sup>th</sup> February 2012.
- Support towards the Certificate in Local Council Administration, Wales, CiLCA (Wales) registration fee can be claimed if the training is linked to the induction course 'Working with your Council'.
- Payment will be made via BACS directly to the council's bank account (please complete details below).

Name:				Position:			
I am employed by ( <b>Full Council Name*</b> ): <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 2011/12:			£	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:			£	<b>Amount of bursary requested:</b>		£	
<b>Council Bank Details for BACs payment:</b>							
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 Fax to **01823 253681** If you require any further assistance, please call Helen Davies, 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; payment will then be made within three weeks of approval.
- SLCC reserves the right to recover funds that haven't been used for intended training.
- **This Clerks' Training Bursary Scheme is funded by the Welsh Assembly Government.**