



Application Form for Clerks' Training Bursary Scheme

Parish & town clerks and administrative assistants are invited to apply for a bursary towards any skills, personal training or events that will aid them in their council's work.

Criteria is as follows:

- Bursary limit is **50% of the cost of the training course, to a maximum bursary of £100.**
- The bursary scheme is aimed at smaller councils: any clerk or administrative assistant who works for a **council with a turnover** (i.e. annual budgeted income) **of under £25,000**
- Confirmation that your bursary has been approved will typically be issued within one week of the receipt of your application; payment will be made within three weeks of approval.
- If a clerk or administrative assistant works for more than one council, they are eligible if any one council comes within the £25,000 criteria.
- Only one bursary can be given per council per financial year
- The event or training course may start on the day this form is signed but must start/take place within 12 months of bursary confirmation
- The event or training course cannot be claimed for retrospectively
- Support towards the Certificate in Local Council Administration (CiLCA) registration fee can be claimed if the training is linked to courses or events that directly support its completion.
- Payment will be made via BACS directly to the council's bank account (please complete details below)

Name:		Position:	
I am employed by (Full Council Name*): <small>*If clerk to more than one council, the one on whose behalf you are applying.</small>			
Council Address:			
		Postcode:	
Work Tel No: <i>(in case of query)</i>		Email address:	
Council Annual budgeted income in 2008/09:		£	Training start date: (Mnth/Yr)
Full details of the event or training:			
Cost of the event or training course:		£	Amount of bursary requested £
Council Bank Details for BACs payment			
Bank Name		Account Name	
Sort Code		Account Number	
<i>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, have council support and will use the bursary for council related training</i>			
Signed (Clerk)		Date	
Signed (Chairman)		Date	

- Please send this form to: **NTS Training Bursary Scheme, National Association of Local Councils, 109 Great Russell Street, London WC1B 3LD or Fax to 020 7436 7451.** If you require any further assistance, please call Katie King at the NALC office on 020 7637 1865
- This Clerks' Training Bursary Scheme is funded by the Department for Food and Rural Affairs (Defra) and the Commission for Rural Communities (CRC) *NTS: May 2009*