

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

Community & town council clerks and deputy clerks 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 28.02.2026.

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 deputy clerk who works for a **council with a turnover** (i.e. annual budgeted income) **of under £100,000**
- If a clerk or deputy clerk works for more than one council, they are eligible if any one council comes within the under £100,000 criteria.
- The training course, conference or CPD event may start on the day this form is signed but **must** have taken place by 28 February 2026 - it **cannot** be claimed retrospectively.
- **The training course MUST have taken place by 28.02.2026**
- **Only one bursary payment can be claimed per financial year per clerk/deputy clerk. If you have already applied for a Wales CiLCA Bursary then you are not eligible to apply for this Training Bursary Scheme**

### NO PAYMENT WILL BE MADE TO YOU

Name:				Position:		
Time in Post:						
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:			£			
Full details and title of the training course, conference or CPD event: (Please attach any supporting leaflets, application forms or course information)						
Cost of the training course, conference or CPD event:	£		Amount of bursary requested:	£		
Training start date: (Month/Year)						
Signed (Clerk/Deputy Clerk)				Date:		
Signed (Chair)				Date:		

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

- **This Clerks' Training Bursary Scheme is funded by the Welsh Government.**
- 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