



## Application Form for Clerks' Training Bursary

Parish and Town Clerks in Norfolk are invited to apply for a bursary of up to £200 towards training. This scheme has been provided using the residual funds from the cessation of the Norfolk Parishes Training Partnership, and the bursary will be available until the funds are exhausted. Eligibility, terms and conditions are set out overleaf, please read these carefully before making your application.

Name:	Click here to enter text.		Position:	Click here to enter text.	
Name of Council employed by: (for the purpose of this application)	Click here to enter text.				
Council Address:	Click here to enter text.				
Email:	Click here to enter text.		Telephone:	Click here to enter text.	
Website Address:					
Budgeted income for current financial year: (If not easily visible on website, then please submit proof along with your application – <i>please state which for ease of the assessor.</i> )					
Training date and description:	Click here to enter text.				
Training Cost:	Click here to enter text.		Bursary Amount Requested:	Click here to enter text.	
Have you or your Council previously applied for a bursary from SLCC Norfolk?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		Unsure <input type="checkbox"/>
If yes, please state value of bursary and date of training:	Click here to enter text.				
Is your Council paying the outstanding balance of your training?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
If no, please provide proof that you are paying the balance personally:	Click here to enter text.				
I confirm that I am a member of SLCC – Yes or No	My Council is a member of NALC – Yes or No				
<b>Cheque Payee Details</b>					
Cheque Payee Name:	Click here to enter text.				
Address to send cheque:	Click here to enter text.				
I hereby apply for a bursary towards Clerk's training and confirm that the details above are correct, and that I qualify for the level of award that I have applied for. I have read and understood the terms and conditions, and agree to abide by them. I understand that misrepresentation of my application may result in my being asked to repay the bursary in full, and may result in future bursary applications being refused.					
Signed (Clerk):			Dated:	Click here to enter text.	
Signed (Chairman):			Dated:	Click here to enter text.	

Please email this form to [slccnorfolk@gmail.com](mailto:slccnorfolk@gmail.com). Your bursary application will be acknowledged and processed, with a decision normally made within 3 weeks. In exceptional cases of delay you will be informed when your application will be considered, and why it is delayed. Payment will be made by cheque within eight weeks of confirmation.

**Society of Local Council Clerks Norfolk Training Bursary Terms and Conditions**

The bursary scheme is aimed at clerks to smaller councils, who would benefit from training and development to help them or their council. Provision has been made for clerks to larger councils who are members of SLCC or Norfolk Association of Local Councils (Norfolk ALC), as a member benefit.

**General Conditions**

- a) A clerk may only apply to the bursary fund once per financial year ie. 1<sup>st</sup> April to 31<sup>st</sup> March. Clerks to more than one council are only eligible for one bursary per financial year, irrespective of which council makes the application. Applications cannot be made for training which has already taken place, ie. retrospective applications will not be considered.
- b) Where an application is made to cover costs relating to the Certificate in Local Council Administration (CiLCA), the bursary can cover only one element of the CiLCA costs (eg training OR registration) to the value outlined in 'Eligibility' below.
- c) The bursary may be used against training and development from any provider, and will be paid directly to the Council except where the clerk can demonstrate that they are personally paying for training, in which case it will be paid to the individual.
- d) The bursary may also be used to purchase relevant sector books and training materials, such as Charles Arnold Baker, 'Arnold Baker on Local Council Administration', etc.

**Eligibility**

The current financial year in which the application is made should be used to calculate eligibility. Budgeted income is income from all sources, including precept. Where a budget is not readily available on a council's website, the Clerk may be asked to submit a copy. Clerks to councils with a budgeted income of less than £25,000 are eligible for bursary, irrespective of membership of the SLCC or Norfolk ALC. Applications for those with a budgeted income of over £25,000 will be considered.

- Councils with a budgeted income of up to £25,000.00 are eligible for a bursary of 100% of the cost of training, up to £200 bursary per financial year.
- Clerks who are members of SLCC, or whose council is a member of Norfolk ALC with a budgeted income of over £25,000.01 – eligible for a bursary of 50% of the cost of training, up to £100 bursary per financial year. Clerks to councils with higher budgets (eg over £75,000) should consider whether an application is appropriate, or whether their training budget can accommodate their training needs with the bursary fund being better directed to lower income councils.

**Monitoring**

All applicants are required to submit a copy of their confirmation of attendance (normally a certificate) within one month of the training taking place.

**Return of Bursary**

In the event that the applicant does not attend the training, unless specifically agreed, the bursary must be returned to SLCC Norfolk. Failure to comply with the terms and conditions set out above will result in a demand to return the bursary sum so that other clerks may benefit from it.

**FOR OFFICE USE – PLEASE ENSURE THIS IS ATTACHED WITH YOUR APPLICATION**

Application received by (name):	Click here to enter text.	Date received:	Click here to enter text.
Target determination date:	Click here to enter text.	Target payment date:	Click here to enter text.
Application reviewed by (names):	1. Click here to enter text.		2. Click here to enter text.
Confirm eligibility criteria met:	Click here to enter text.		
Any further comments:	Click here to enter text.		
Reviewing Officer (name):	Click here to enter text.	Date of review:	Click here to enter text.
Forwarded to Treasurer (date):	Click here to enter text.		
Cheque raised at meeting (date):	Click here to enter text.		
Monitoring information received (date):	Click here to enter text.		

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