



# **Essex Association of Local Councils**

## **Essex Clerks Bursary Scheme**

Parish Clerks are invited to apply for a Bursary towards any skills or personal training that will aid them in their Council's work. The Bursary limit is 75% of the cost of the training course, to a limit of £500 in any one financial year. The Council will therefore be expected to pay the remaining 25% of the cost from Council funds or other available grants. **Clerks from Councils with an annual budgeted income of under £80,000 are eligible to apply.** If a Clerk works for more than one Council, they are eligible if one Council comes within the £80,000 criteria.

Applications are welcome for all training through the Essex Association of Local Councils (EALC). The Certificate in Local Council Administration (CiLCA) registration fee will be paid as an additional sum where applicable. Applications will also be considered for the University of Gloucestershire Local Policy Course to a maximum of £500. CiLCA courses are paid once you have passed the qualification along with the contribution towards the registration fee.

In addition, Clerks and other Officers from larger Councils may apply for the Bursary purely to cover some of the cost of Registration. This will be paid upon attainment of the Certificate in Local Council Administration. The cost of registration is £450.00 and the Bursary will pay £150 towards it.

All training must be completed within 12 months of the funding being approved. Training that goes beyond the 12 month deadline may receive special approval via the EALC. **At the time of application please try to list all courses you wish to undertake during the coming 12 months.** We can only accept 2 applications a year from any Clerk.

**IMPORTANT:**

Please submit all Bursary Applications BEFORE you undertake the training and remember to book and pay for any courses in the normal way. The Bursary will refund 75% of the total cost of the training upon completion of all the training.

*Application forms are available on the EALC Website or email [training@ealc.gov.uk](mailto:training@ealc.gov.uk) .All forms received will be acknowledged so if you do not hear within 7 days of sending an application please check this has been received at the office.*

**The EALC is grateful to Essex County Council for continuing its support of this Scheme.**