

Local Council Award Scheme

How to apply

1. The first step is to **register** online with NALC. You will then be charged a £50 registration fee by NALC.

Tip: You do not need to have all the criteria in place at this stage, you are simply registering your interest in taking part in the scheme

Tip: You can apply for any award level - you don't need to start at Foundation

2. When you have the criteria prepared and in place, confirm this in a public meeting
3. You should then notify your local accreditation panel coordinator and provide the **application form** including links to online documents. At this stage, you will also pay an accreditation fee to your local County Association. This fee depends on the award level you are applying for and the size of your council (full information in the Local Council Award Scheme Guide)
4. Your local panel coordinator will contact you with the result of your application.

Full information on the application process can be found in the **Local Council Award Scheme Guide** .