



Plant Heritage

National Plant Collection holders are invited to apply for a grant of up to £500 to support research, capital projects, training or improved interpretation that will benefit your National Collection.

Please use this form to apply, noting the bursary guidelines at Annex 1. Completed forms should be returned by email to collections@plantheritage.org.uk Please read the guidelines (Annex 1) before completing your application and note the deadline published on our website bursaries page.

1. Your details

Name of National Plant Collection/s	
Your name:	Postcode:
Telephone number:	Email:

2. Project title and summary

Project title:
Summary (one sentence – you can provide further info below):

3. Project details

Please outline what you would like to do, why and how, and how it will benefit your National Plant Collection (200 words max). It is often helpful to include images – please attach them to your email submission.

4. Project timing

When will the project start and finish? *Please note that we cannot fund work that has already been completed, and your project should normally finish within 12 months.*

5. Costs

Please give details of expected total project costs

Item	£

If this bursary does not cover the whole cost of the project, please give details of how the full project will be funded. We can only provide part funding if the rest of the funding has already been secured.

	£
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6. Verification of information (please tick – this is important and we can't accept applications unless you've agreed to these terms)

- ☐ I certify that all the information I have provided is correct to the best of my knowledge.
- ☐ I confirm that my membership subscription of Plant Heritage is up to date and I have submitted an annual report about my National Plant Collection to Plant Heritage within the last 12 months.
- ☐ If the application for a bursary is successful, I will provide a written report with photos within 3 months of completion of the project. I agree that Plant Heritage may draw on this to report back to funders and to produce summaries for the website and Plant Heritage publications.

Signature:

Date:

Completed application forms and any supporting images and documents should be emailed to collections@plantheritage.org.uk

Annex 1: BURSARY GUIDELINES FOR APPLICANTS

Please read these guidance notes before completing the bursary application form.

Bursary objective: The Collection Holder Bursary provides funds (£100 - £500) to help to promote, support and improve the National Plant Collections

Who can apply

You can apply for a bursary if you are either of the following:

- The holder of an accredited Plant Heritage National Plant Collection
- Directly involved with the management of, or working with a National Plant Collection (we will just need confirmation from the Collection holder/owner)

What can be funded

Bursaries may be given for the following types of projects:

- Assistance with research to improve the collection, for example:
 - to further your knowledge of the genus or scope of the collection
 - travel to visit other collections or gardens associated with your collection
- Horticultural training relevant to improving and developing the collection e.g.
 - Travel to attend specific conferences or workshops or course costs (not your normal place of work or study)
 - equipment or books appropriate to your collection for study and research
 - starting an herbarium
- To improve interpretation, for example:
 - sign and labelling for visitors
 - photography, interpretation boards
 - to educate others about the collection and genus
- Support will also be considered for modest capital projects to directly support or protect plants in a National Collection

This is not an exhaustive list, and if you would like to consider something that you believe meets the bursary objectives but isn't shown above (and is not on the list of things we can't fund below), please get in touch. There may be other grants or funding from other organisations that can help to support your plans.

Sustainability

We recognise that climate change is making the work of Collection Holders harder (e.g. through more extreme weather patterns, new pests and diseases). We encourage Collection Holders to adopt sustainable practices and are keen to consider bursary applications that can support this.

Applicants are encouraged to read and consider Plant Heritage's [sustainability commitments](#) published on our website. If you travel as part of your project e.g. a study trip abroad, you may be asked to report back on your travel to help us with charity carbon reporting requirements.

What we cannot fund

We are **not** able to give bursaries for the following:

- travel costs between home and normal place of work or study
- purchasing plants to add to the Collection
- material improvements to a location not directly connected to the National Collection
- general running and maintenance costs
- IT equipment not relating to the criteria above

Reporting Back

You will need to produce a short report setting out what you did and why, what you've learnt and how this will benefit your National Collection. This should be completed when you finish your research or project (or the part of these funded through this grant). It must be produced within 3 months of this completion point and ideally sooner. Plant Heritage has to report back to the organisations who have helped to fund our bursaries, and these reports are essential to help us to do this. You should include high resolution photos. Highlights from these reports may be published on our website, in the Directory of National Collections or the Plant Heritage *Journal* and our Annual Report. A template is available from the team.

Important notes on the application process and funding provided

1. Please complete all parts of the application form. Incomplete or unclear applications are unlikely to be successful. Costings must be clear and accurate. Information contained in an application will only be used for the purposes of processing that application.
2. Completed forms and any queries relating to completing the form should be directed to the conservation team: collections@plantheritage.org.uk
3. A three-year gap is the usual period between successful bursary applications.
4. Applications will be considered by an independent bursary judging panel and their decision is final. Grants will be announced on our website or in the Journal or Directory.
5. Grants cannot be awarded for projects already completed at the time of application.
6. Grant funds will normally be paid on completion of the project. If you need to apply for funding in advance, please get in touch to discuss this.
7. Grants will **not** be considered if your membership with Plant Heritage has not been paid, or if you have not submitted an annual report on your National Collection within the last 12 months.
8. Plant Heritage reserves the right to request repayment of a grant should the bursary recipient's National Collection be withdrawn within 12 months of the bursary award.
9. A condition of a successful bursary application is for a written report plus images, to be provided within 3 months of the end of the project. Your report should be submitted to collections@plantheritage.org.uk
10. If your planned research or project is delayed unexpectedly, please contact the conservation team (collections@plantheritage.org.uk)
11. Plant Heritage reserves the right to withhold a grant or require repayment if it is found that false information was supplied, if the project was completed prior to application or is delayed beyond 12 months.

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