**National Collection Holder Bursary – 2024**

**GUIDELINES FOR APPLICANTS**

**Please read these guidance notes before completing the 2024 Bursary application form.**

**Bursary application criteria**

**The Collection Holder Bursary of between £100 - £500 is intended to help to promote, support and improve the National Plant Collections**

Applications will be considered if:

* You are the accredited holder of a Plant Heritage, National Plant Collection®
* You are directly involved with the management of, or working with a National Plant Collection (we will just need confirmation from the Collection holder/owner)

Bursaries will be given for projects as examples given below, but not limited to::

Assistance with research to improve the collection

    • to further your knowledge of the genus or scope of the collection
    • to travel to visit other collections or gardens associated with your collection

Horticultural training relevant to improving and developing the collection
    • travel to attend conferences or workshops; help towards specific course/workshop costs
    • equipment or books that are appropriate to your collection for study and research

 • starting an herbarium

To improve interpretation

 • sign and labelling for visitors

 • photography, interpretation boards

 • to educate others about the collection and genus

Support will also be considered for:

 • capital projects to directly support or protect plants in a National Collection

 • other projects not included above, but that may be considered.

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

    • travel costs between home and normal place of work or study eg.to attend workshops
    • to materially improve a location not directly connected to the Collection.

 • general running and maintenance costs or buying plants

 • purchasing plants to add to the Collection

 • IT equipment not relating to the criteria above (eg computers, tablets etc)

You may be eligible to apply for grants or funding from other organisations to support your work, please ask the Plant Conservation Officer for information, if what you are hoping to do will not be covered, or covered in full, by the Collection Holder Bursary.

We ask for a report on completion of your project, which enables Plant Heritage to inform others about our support for plant conservation and collection holders directly.

Some reports could be published on our website, in our Directory or may be included in the Plant Heritage Journal.

# Bursary Award requirements:

1. Grant monies will be paid on completion of the project.
2. Grants cannot be awarded retrospectively for work or projects already completed at the time of application.
3. Grants will **not** be considered if a membership subscription is unpaid, or if an Annual Collection report has not been received by the Plant Conservation Officer within the last 12 months.
4. A three-year gap is the usual period between successful bursary applications. If you last had a successful application in 2021, you may reapply this year.
5. The closing date for receipt of application is 29th February 2024.
6. Applications will be considered by an independent Bursary Judging Panel.
7. The decision of the Panel is final.
8. Grants will be announced on the PH website or in the Journal or Directory.
9. Please complete all parts of the application form. Incomplete or unclear applications are unlikely to be successful. Costings must be clear and accurate.
10. Any queries relating to completing the form should be directed to the Plant Conservation Officer at collections@plantheritage.org.uk
11. All information contained in an application will only be used for the purposes of processing that application.
12. Plant Heritage reserves the right to withhold a grant or require repayment if it is found that false information was supplied, or if the project intended for the monies awarded had been completed prior to application.
13. Plant Heritage reserves the right to request repayment of a grant should the collection (of Bursary recipient) be withdrawn from the scheme within the year of the Bursary Award (2024)
14. A condition of a successful bursary application is for a written report, together with supporting images, to be provided on completion of the project and/or within three months of receiving the project monies.
15. If a project that has been awarded a bursary unexpectedly becomes delayed, please contact the Plant Conservation Officer.

Please email completed application forms, supporting information and images to: collections@plantheritage.org.uk