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| **INITIAL PROPOSAL (Please remember to send with your plant list)** |
| **Scope (title) of Collection** |
|  |
| **Category of Collection (please just tick one)** |
| **Historical** **Horticultural** **Reference**  |
| **Type of Collection (please just tick one):**  |
| **National Plant Collection** **Dispersed National Plant Collection**  |
| **Name**  | **Plant Heritage Membership no.** |
|  |  |
| **Address** |
|  |
| **Email**  | **Telephone number** |
|  |  |
| **Briefly outline the background to this proposed National Plant Collection** |
|  |
| **Agreement**:* I agree that the data relating to this application can be stored by Plant Heritage central office and local coordinators for the purpose of processing this application and administering the Collection.
* I agree that the accession list and application form may be released to Plant Collections Committee (PCC) and collection coordinators for the purpose of processing the application, and that the records of the taxa held be used for the Threatened Plants Programme and other reporting needs.
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| **Signature Date** |
| Data protection statement: see our website for the Plant Heritage Privacy Statement |

**INFORMATION SHEET**

If you are not sure about anything on this initial proposal sheet, please feel free to discuss with your local coordinator or Conservation Team in the office. The Plant Collections Committee will also provide guidance on an appropriate scope or category for the collection during the application process if required.

**Scope (title)**

The title of your collection describes what is in your collection, and by logical extension what it does not include eg:

***Hosta*** - would include all species, cultivars and hybrids of *Hosta* available in the UK & Ireland - this would be in the Reference category.

***Hosta* cvs.** - would only include cultivars of *Hosta -* this would be in the Horticultural category.

***Hosta* (bred in the UK between 1950-1980)** - this would be in the Historic category.

When you put in your full application for a collection, you will need to have a substantial number of the plants available within the chosen scope. If you are interested in a large collection, it may be easier to start with a section or horticultural group, apply for a collection with this initial plant group, and build up from there. You can change the scope of your collection by applying to the Plant Collections Committee.

**Categories**

The category represents the purpose of your collection, and demonstrates to the public what sort of collection they can expect to see. When deciding which category your collection fits into consider why you started it, and what determines the plants you want to add in the future. Many collections will fit into two or even three categories, but for the purpose of this proposal, please define what you feel the main one should be.

Historic: a collection of plants that have been grown in British & Irish gardens united by a common history or association. Existing examples historic collections include: *Iris* introduced by Sir Cedric Morris, or Plants named after Ellen Willmott. An example of a prospective collection might be *Lavandula angustifolia* and *L*. x *intermedia* cultivars bred or introduced in the UK 1900-2000, a scope aimed at conserving the UK heritage of garden lavenders.

Horticultural**:** a collection of garden plants of aesthetic or functional value. Existing examples of horticultural collections include: *Colchicum* (autumn flowering), *Hosta* (small & miniature) or *Acer* (Japanese cvs.). An example of a prospective collection might be *Lavandula angustifolia* and *L*. x *intermedia* cultivars. This is a more wide-ranging scope bringing together garden lavenders of worldwide origin with an emphasis on their horticultural value.

Reference**:** a taxonomic representation of a group with importance for both taxonomic reference and research. Existing examples of the scopes of reference collections would be: *Syringa*, *Equisetum*, *Cornus* (excluding *C. florida*). An example of a prospective collection might be: *Lavandula* species and primary hybrids. The emphasis here is on wild species and hybrids which may or may not be of horticultural interest or have conservation interest.

**Types of Collection**

* **National Plant Collection**, which is held by one person or organisation and is normally kept on one site.
* **Dispersed National Collection**, which is held by a group of people, and is kept on many different sites.

**The Application process**

* The proposal form and initial plant list are returned to the Conservation Team (collections@plantheritage.org.uk or the address at the bottom of the page). You will also need to join Plant Heritage if you are not already a member.
* The Plant Collections Committee (PCC) considers the proposal and initial plant list and may make suggestions as to research, contacts, coverage and scope. This may include plants or groups that they feel are important to conserve in the collection, number of plants that would constitute adequate coverage, or people to contact for additional information or assistance. Their comments and suggestions will be relayed to you and your local collections coordinator.
* At this point you can decide whether to continue to a full application, make any adaptions to the collection based on the suggestions and advice given or withdraw the proposal.

Advice and assistance will be available should it be needed. Please also refer to the [Resources for Collection Holders](https://www.plantheritage.org.uk/national-plant-collections/resources-for-national-collection-holders/national-collection-holder-handbook/) pages of our website [www.plantheritage.org.uk](file:///C%3A%5CUsers%5CVicki%5CDownloads%5Cwww.plantheritage.org.uk).

* We will put you in touch with our plant records team (if you are not already) who will help get your plant list set up on [Persephone](https://www.plantheritage.org.uk/national-plant-collections/resources-for-national-collection-holders/plant-recording-for-national-collections/persephone/), our plant records system.

We recommend all new collections use this system to manage the information about plants in collections, if you don’t have access to another horticultural database.

* When you are ready, complete the application form and have your plant list ready on our records system, Persephone. Your application will be referred to the next Plant Collections Committee meeting for their approval.
* Successful applicants will receive confirmation in writing, a certificate, a signboard, use of the Plant Heritage logos and the help and advice of their local coordinator and Conservation Team throughout the life of the collection.

**Some requirements**

There are several requirements that need to be adhered to by National Collection Holders. For full details please see the [Collection Holder’s Handbook.](https://www.plantheritage.org.uk/national-plant-collections/resources-for-national-collection-holders/national-collection-holder-handbook/)

The most important ones to bear in mind when you are making the proposal are:

* You must be a member of Plant Heritage before making an application. Non-payment of subscriptions will result in the Collection being withdrawn from the scheme.
* A substantial number of the available taxa within the agreed scope will need to be held in the Collection by the time a full application is made, as agreed with the Plant Collections Committee.
* There is no minimum number of taxa to be held in a Collection but for species where there is limited taxonomic diversity, a greater level of genotypic or geographic diversity would be expected
* In most cases when a full application is made, the Collection should include at least 3 plants of each taxon, or 1 for trees & larger shrubs, with evidence of on-going propagation.
* The plants will need to be in a permanent position and the Collection needs to have been established for a certain amount of time before the Plant Collections Committee can consider a full application.

**Guidelines for establishment periods:**

* + Annual/perennial herbaceous plants: 1-2 flowering seasons
	+ fast growing trees and shrubs: minimum of 1 growing season (depending on the age of plant)
	+ slow growing trees and shrubs: minimum of 3 growing seasons*.*
* The Collection Holder agrees to grant reasonable access (paying or not) at relevant times of year through open days or by appointment, and access at any time of year for authorised officers of Plant Heritage by prior agreement.
* Collection Holders are encouraged to (within reason and in accordance with national and international legislation) to provide material, either plants or propagules to Plant Heritage, or bona fide individuals commercially, by exchange or as a gift.

**Initial plant list**

For the purpose of the proposal, you can send an initial plant list (example below). If possible, please send the plant list as an Excel document, or if they are held on the Persephone plant records system, please indicate this to us and we will view them there.

The plant list should have the full name of the plant, in Latin. In addition, it is useful to show:

* The plants that you currently own.
* Those plants that you do not currently have, but you feel are possible for you to obtain.
* The plants that you feel would constitute a complete collection but may be difficult to obtain.

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| --- | --- | --- | --- | --- | --- | --- |
| Genus | species | Infraspecific, such as subspecies, or form | cultivar name | Currently in collection | Able to source | May not be available |
| Aeonium | canariense | subsp. christii |   |  | x |  |
| Betula | utilis | var. jacquemontii | Jermyns | X |  |  |
| Crassula |  |   | Gollum |  |  | X |

This plant list is just a starting point. The plant list needed for a full application requires more information. Details can be found on our [website](https://www.plantheritage.org.uk/national-plant-collections/resources-for-national-collection-holders/plant-recording-for-national-collections/persephone/), or speak to our Conservation team - plant records team, or your local collections coordinator.