



Vicky Schilling Bursary: Guidelines & Application

If this is your first application, please contact the Bursary Co-ordinator who will advise if your project is eligible (Tel. +44 (0)1234 768884)



Who can apply?

- Amateur & student gardeners/horticulturists
- Serious keen tree enthusiasts
- Garden owners
- British & Irish institutions, colleges, charities and gardens open to the public
- Members of the European Champion Tree Forum

Which projects can receive funding?

Projects with a very clear relevance to the work of the Tree Register. They include, but are not limited to:

- *Travelling to record new trees or update records in gardens and collections.*
- *Study tours - county or nationwide*
- Botanic and historic garden surveys
- *Conference attendance & participation*
- *Taxonomy, incl. Research & Education*
- *Creation of a champion tree trail*
- *Photographing champions trees for the website*

Where can the project take place?

Anywhere in Britain and Ireland

(Ref. Britain/British encompass: England, Scotland, Wales, N. Ireland, Isle of Man, Jersey, Guernsey)

What can the funding be used for?

A bursary may be given for:

- Travel & accommodation
- Tree measuring equipment (e.g. laser rangefinder)
- Specialist botanical books if relevant
- Tree Trail leaflet publication
- Champion Tree labels

A Bursary is NOT given for:

- Covering salaries
- Paying household expenses (e.g. utility bills)
- Commercial enterprises
- Courses which lead to qualification or accreditation
- Travel outside of Britain or Ireland

How much is available?

The bursary can cover up to £1,000 of project costs

75% is paid at the beginning of the project

The final 25% is paid on completion

How do I apply?

Complete the Application Form if applying as an individual or on behalf of a group of individuals

Then email completed application form with accompanying documents to info@treeregister.org by the closing date.

| Closing Date | Bursary Committee Meeting | When you will be notified of the Committee's decision |
|--------------|---------------------------|--|
| 15-Dec | early February | Within a week of Bursary Committee meeting being held. |
| 15-June | early August | |

Projects underway at the time the Bursary Committee meeting is held will not be eligible for consideration

What are the obligations on accepting a bursary?

- To submit a detailed written report within three months of project completion which includes a final account of how the bursary has been used. Reports are held by the Tree Register for public reference and may be published on its website or newsletter. Failure to provide a report may see you barred from making further applications.
- If the project is cancelled, or left uncompleted, you may be required to return all or part of the bursary awarded unless exceptional circumstances apply as agreed by the Bursary Committee.

5. DETAILED ITINERARY and/or DETAILS OF PROJECT

6. RELEVANT QUALIFICATIONS & EXPERIENCE
(CVs of all Group Applicants to be attached)



7. REFEREE DETAILS

(Two referees must be able to provide a knowledgeable opinion on your project and have known you for at least two years. *Tree Register Vicky Schilling Bursary Committee Members cannot act as referees*)

| | |
|----------------|----------------|
| Name: | Name: |
| Job Title: | Job Title: |
| Email Address: | Email Address: |

9. SUMMARY OF ESTIMATED COSTS

| | | |
|--|---|----------------------------|
| Air Fare | £ | <i>for office use only</i> |
| Bus/Train | £ | |
| Mileage: - Car- @ 25p per mile | £ | |
| Accommodation | £ | |
| Entry and membership fees | £ | |
| Insurance | £ | |
| Other Costs (please specify) | | |
| TOTAL ESTIMATED COSTS | £ | |
| less CONFIRMED OTHER GRANTS/CONTRIBUTIONS (as recorded in section 11. below) | £ | |
| less PERSONAL CONTRIBUTION | £ | |
| VICKY SCHILLING BURSARY AWARD SOUGHT (Total estimated cost minus other grants & personal contribution) | £ | |

11. GRANTS/FINANCIAL CONTRIBUTIONS
(any other sources of funding to cover total costs)

| | |
|-----------------------|--|
| Name of Organisation: | |
| Amount Requested: £ | |
| Name of Organisation: | |
| Amount Requested: £ | |
| Name of Organisation: | |
| Amount Requested: £ | |

12. DECLARATION

I confirm that the information given on this form and supporting papers is, to the best of my knowledge and belief, true and accurate. I understand that if I have given misleading information, this will be sufficient grounds for cancelling my application. If the application is successful. I agree the Tree Register may use material contained in my final bursary report for publicity purposes, (including publication on the Tree Register website) and also consent to the use of material for publicity purposes by Tree Register bursary funders.



By submitting this form, you indicate your consent to the Tree Register using the information provided to process your application and to the Tree Register sharing the information with other external grant giving bodies and Tree Register bursary donors.

The Tree Register takes your privacy and security seriously and will only process your personal data for the purposes stated in this form in line with the Data Protection Act 2018. We will never disclose your personal data to any third parties without your prior consent. Please see the Privacy Policy on our website for more information on how we process your personal data and your rights

The granting of a Tree Register Vicky Schilling Bursary conveys no responsibility for the welfare of a bursary applicant.

Signature:

Date:

Where did you hear about The Tree Register Vicky Schilling Bursary?

Are you a Tree Register Member? Yes No