

Cornwall Garden Society Fund Grant Guidelines

What is the Cornwall Garden Society Fund?

The Cornwall Garden Society Fund aims to help people who have demonstrated the desire and capability to accomplish great things – in gardening and horticulture – but who are in danger of being held back by personal or family hardship, or disability. This is a Named Fund administered by the Cornwall Community Foundation.

What is the Cornwall Community Foundation?

A community foundation which manages and distributes funding on behalf of individuals, companies, charitable trusts and statutory agencies to meet needs in Cornwall and the Isles of Scilly.

Completing the application form:

1. **Your details:** Please enter your full contact details, which must be signed off by Marshall Hutchens at Duchy College Rosewarne or Richard Sneesby at University College Falmouth.
2. **Your circumstances:** Please complete this section regarding which course you are attending or wish to attend and information regarding your work details if applicable.

To be eligible for a grant, you must fit the criteria, which are:

- You are resident in Cornwall or the Isles of Scilly
- You possess a particular talent or skill in gardening and horticulture
- You are unable to achieve your aims or ambitions without help
- The project or activity would further your career aims
- You would act as a role model for people in Cornwall and the Isles of Scilly
- Applications must be for individuals, but can be made on their behalf by groups or organisations
- You are at least 17 years old
- You must have approval by Marshall Hutchens or Richard Sneesby, contact details below

Sorry, but the Cornwall Garden Society Fund cannot help:

- Community groups
- Clubs
- Statutory organisations (such as schools)

3. **Eligibility:** if you feel you are eligible for a grant please contact Marshall Hutchens at Duchy College, Rosewarne or Richard Sneesby at University College Falmouth for them to approve your application. Contact details are as follows:

Marshall Hutchens: Duchy College Rosewarne, Camborne, Cornwall, TR14 0AB / 01209 722100

Richard Sneesby: University College Falmouth, Tremough, Penryn, Cornwall, TR10 9EZ / 01326 370400

4. **Why do you think Cornwall Garden Society should support this application and how will this award help your progress and aims?**

Please describe your talent or skill, and what you need to do to achieve your ambitions. How does your activity or project meet the criteria? When do you need the money?

5. **What is stopping you achieving your ambition?**

How will money from the Cornwall Garden Society help you?

6. **How much money do you need?**

Please list the costs in achieving your aims. The maximum grant is £3000, however most grants range between £200 - £1000. Please give FULL details and a breakdown of costs

What cannot be funded?

As a guide The Cornwall Garden Society will not fund any of the following:

- Students who are living outside Cornwall or cannot demonstrate Cornish benefit in their aims or ambitions
- Loan, debt or credit card repayments
- Travel not relating to course work
- Business start up or related expenses

7. **What money have you already raised, and from where?**

Please tell us what other ways you are trying to fund/continue your studies - what was the outcome?

8. **Payment details**

Please identify who the cheque should be made payable to, if you are applying for course fees we usually suggest making the cheque payable to the college.

Please enclose two signed suitable references; these should be from people who can support your application (personal and professional). This should be someone who knows you and what you are trying to achieve but cannot be a relative. If you cannot provide two references with your application please explain why (without suitable references being enclosed, your application might fail).

Sending your application

Please make sure you have included all the requested information.

You can apply at any time, but deadlines for applications will be 4 weeks before a grant panel meeting. Grant panel meetings are currently held once a year. **The next deadline for applications is Thursday 28th October 2010 followed by the panel on Thursday 25th November 2010.**

What happens next?

Once we have received your application we will assess it, and we may contact you for further information. Your application will then be considered at a Grants Panel meeting, and you may be asked to attend an interview with the grants panel to discuss your application.

After this, you will receive the result of your application and, if successful, a letter of Agreement for signature and return.

The “small print”

You must not disclose any confidential information relating to the Cornwall Garden Society Fund except information that is already public, or information that cannot reasonably be considered to be confidential.

The grant must be taken up within six months.

We ask you to complete an End of Grant Report (on a standard form which we will supply) within six weeks of your project or activity ending, or within a year from panel, whichever is sooner.

Need more information?

If you need more information or help filling in the application form please contact us:

Cornwall Community Foundation
The Orchard, Market Street,
Launceston, Cornwall, PL15 8AU

01566 779333

grants@cornwallfoundation.com