



Devon Gardens Trust Education Project Grants Guidance for Project Grant Applicants

We welcome applications for grants towards the organisation of a conference/seminar/course/workshop for continuing professional development or life-long learning that furthers the study and understanding of historic designed landscapes.

Devon Gardens Trust would expect normally to contribute a percentage of up to 50% of the total cost of a project. (NB Total costs might include staff or volunteer time, as well as bought-in costs; such costs might be met by in-kind contributions as well as financial contributions from other funders and the applicant.)

- The project must take place in Devon.
- The applicant must normally be a registered charity whose objectives are similar to those of Devon Gardens Trust.
- The project must further or support the Trust's charitable purposes and be of public benefit.
- DGT will not normally award more than one grant to the same organization within a 3 year period.

Organisations awarded a Devon Gardens Trust grant are expected to

- acknowledge DGT support publicly in a form to be agreed and to engage with DGT on publicity as agreed. DGT retains the right to publicize all project grants via its website and other media.
- engage with DGT activities as appropriate and agreed.
- submit a report to DGT at the completion or otherwise as agreed, on the progress, benefits and outcomes of the project.

Applications may be submitted at any time. There is no formal application form but the [Guidance for Education Project Grant Applicants - Application Checklist](#) details the information we would like to receive. The more information that you can provide the easier it is for the Trust to assess the application and it helps to minimise the queries we might have. If appropriate include photographs or other visual material. We are happy to have an informal discussion in advance of an application, please contact education@devongardenstrust.org.uk

Applications should be sent by email to education@devongardenstrust.org.uk or by post to Education Grants, Devon Gardens Trust, Exeter Community Centre, 17 St David's Hill, Exeter, Devon, EX4 3RG.

The Trust will acknowledge applications, will make an initial assessment and may then wish to meet with applicants to discuss the project. The Trust may offer suggestions and may ask for further information or amendments to be made to the application. The Trust will consider the application and advise the applicant of the outcome. The Trust would hope to advise applicants within three to five months of the receipt of the application.



**Devon Gardens Trust
Education Project Grants
Checklist for Applicants**

Name of Organization

Address

Main Contact Name

Telephone Number

Email

Status of Organization (eg charity, private owner, public owner), if charity give charity number

Information on the Organization (eg management, financial viability eg annual accounts, supporters)

Name/Title of project

Total cost of project

Amount of grant funding of this application

What are the expected benefits and outcomes of the project

Details that might be included (not all aspects will apply to all projects):

- Description of the project
- Location
- Format
- Target audience/participants
- Benefits of the project to audience/participants/public
- Desired start date of project
- Timescale/Lifetime of project
- Statement on how the project fits with other activities
- How will the project be managed
- Statement on future management
- Are volunteers involved
- What other organizations are involved
- What other funding or resourcing sources are being sought
- Statement on future funding and resourcing
- How will the project be promoted
- What is/will be the arrangements for public engagement
- How might DGT be recognized