



Devon Gardens Trust Grants for Study/Continuing Professional Development Guidance Notes for Applicants

We welcome applications from those working in or studying historic designed landscapes for grants up to £300 towards the costs of attendance at a short course, seminar, conference or workshop on historic designed landscapes.

Applicants must

- normally be resident in Devon
- be working in or studying the historic designed landscape, for example as gardeners. Priority is given to those involved with sites on the Historic England *Register of Park and Gardens of Special Historic Importance* or *Devon Gazetteer of Parks and Gardens of Local Historic Importance*
- demonstrate that DGT support would add value to their work or study
- seek the support of their employer to allow time for attendance on the course/seminar/conference/workshop

Grant recipients are expected to

- engage with Devon Gardens Trust activities (eg an article, talk, engage with DGT research and recording, support the Trust's educational work, testimony regarding the usefulness of funding to their career etc.) to be agreed on acceptance of the grant offer
- submit a report or article on completion of their studies
- acknowledge the Trust's support appropriately

Notes

- Costs that may be covered include the course/seminar/conference/workshop fee and travel expenses.
- The grant will be paid on submission of an invoice or relevant receipts. The Trust will not pay any monies without documentary evidence.
- DGT will not normally award more than one educational bursary or grant to the same person within a two year period.

Applications

Applications may be submitted at any time. There is no formal application form but the **Application Checklist** below 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. The Trust will acknowledge applications and may have some queries before making a decision. The Trust would hope to advise applicants within three to four months of the receipt of the application, but may well be able to respond much more quickly.

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, EX4 3RG

Informal enquiries may be made by email to education@devongardenstrust.org.uk

Devon Gardens Trust
Grants for
Study/Continuing Professional Development
Application Checklist

Name

Address

Telephone Number / Mobile

E-mail Address

Employment role/status

Employer

Brief description of role

Title and description of course/seminar/conference/workshop etc for which the grant is requested

Organization/Educational institution delivering the course/seminar/conference/workshop

Date of course/seminar/conference/workshop

Cost of course/seminar/conference etc

Amount of grant requested

Will your employer (or someone else) be contributing to the cost of the course/seminar/conference/workshop?

Tell us how you will benefit from this course/seminar/conference/workshop

Any other information you wish to include to support your application, eg a CV, statement of your career achievements and/or goals