

THE HISTORIC GARDENS FOUNDATION

Registered charity no: 1044723

Guidelines for Applicants

The Historic Gardens Foundation (HGF) will offer grants towards publication of material relating to historic parks, gardens, and designed landscapes. Grants are available to charities, other public interest organisations and, in exceptional cases, individuals, who are pursuing aims similar to those of the HGF. Preference will be given to projects with an international dimension and to Applicants who have worked with the HGF in the past. The grants are not confined to the UK and Applicants can be from any country.

The HGF's resources are modest: preference will therefore be given to helping smaller organisations which often find it difficult to raise funds. In general, the trustees will only consider applications up to £1,000.

What the HGF will fund

The HGF is an educational charity whose remit is to promote the cause of historic parks, gardens and designed landscapes worldwide by means of communicating information and raising awareness of our garden heritage. A fuller statement of our objectives and our work can be found on the HGF website www.historicgardens.org

What the HGF is looking for are projects, preferably linking two or more countries, to support garden heritage by means of a publication, including in hard copy form. The publication must be in English or carry a summary in English. Grants are not intended to fund physical projects such as the restoration of a park or garden, or designs or management plans.

How to apply

Forms should be completed in English and sent to the HGF (details on the form). Applicants must state the main elements of the cost of the project for which funds are being sought. The HGF is a small charity, therefore it is not possible to provide detailed feedback on unsuccessful applications.

Grant decisions

In January, April, July and October the Grants Committee will consider all valid applications received before the first of that month. Decisions are at the entire discretion of the Committee and all decisions are final. Decisions will be notified within the subsequent four weeks. If awarded a grant, it is a condition that Applicants will report on the use made of it within six months of receipt and that the HGF is appropriately credited in the relevant publication. Awards will be announced on the HGF website.

GRANT APPLICATION FORM

When completed and signed this form should either be posted to The Grants Committee, The Historic Gardens Foundation, 34 River Court, Upper Ground, London SE1 9PE or emailed to office@historicgardens.org
Applications will be acknowledged on receipt.

All Applicants (Individual or organisation. Organisations must also complete the box below)	
Name of Applicant	
Address with postcode and country	
Email address	
Website (if any)	
Legal status (eg company, trust etc)	
Company number (if any)	
Charity number (if any)	
Date organisation set up (if applicable)	

Where Applicant is an organisation	
Name of individual making the application	
Position within organisation	
Email address	
Telephone number	

Project Description (*maximum 500 words*)
(Briefly describe the project and state in what way it is compatible with the aims of the Historic Gardens Foundation as set out in the guidelines)

--

Details and cost of the project <i>(all amounts given with their sterling value, if in another currency)</i>	
Project start date	
Project end date <i>(estimated if appropriate)</i>	
Overall cost of project with details of the main items	
How much is being provided from the organisation's own resources?	
How much external funding has already been obtained and from whom?	
How will you measure the success of the project?	

The Grant	
How much are you asking the HGF for (<i>in sterling</i>)?	
If awarded that sum, give full details of how it would be spent.	

Payment (<i>All payments will be made in sterling by bank transfer</i>)	
Name of bank or building society	
Sort code	
Account number	
IBAN (if outside the UK)	

(Where applicable) I confirm that I am authorised to submit the application on behalf of this organisation

Full name of signatory (in block capitals if in manuscript)

Signature

Date