Bentham-Moxon Trust: Grant Applications

Mission

The mission of Bentham-Moxon Trust is to provide financial support for plant and fungal collection, research and education that further the work of the Royal Botanic Gardens, Kew.

Advice for applicants

Your application must be on the application form contained in this document.

Extra pages or appendices will not be submitted to the Trustees.

All acronyms used must be explained in full initially.

Reviewing applications

When reviewing applications the Trustees will assess against the following three criteria:

**Communication**

1. This should clearly describe the proposed activity using clear and concise language throughout and include a summary of the proposal (maximum of 200 words). This summary should be clearly understandable for a non-specialist audience and, if awarded a grant, will be shown on the Bentham-Moxon Trust website.
2. It should clearly explain how the proposed outcomes will be communicated e.g. publications planned, talks given, blogs or newsletter articles written.

**Content**

1. This should provide full details of the purpose of the project/activity using clear and concise language throughout.
2. The proposal should demonstrate a clear contribution to the delivery of Kew's Science Strategy and/or Corporate Plan.
3. It should provide any technical detail needed to explain the proposal
4. Applicants must set out the full name of organisations before adopting acronyms

**Impact and Benefits**

This section should demonstrate the impact and benefits of the proposal. The following list is not exhaustive but provides examples of the types of information required:

* Enhances our knowledge of plants and fungi
* Planned publications and dissemination of outcomes
* Has training outputs e.g. a training course or training for individuals (not core training that is required for Kew staff)
* Builds up good long-term relationships between Kew and other botanical/fungal organisations and conservation groups
* Is this a scoping activity that might lead to a bigger project?
* Projects that demonstrate innovation
* Projects that demonstrate benefits to society

*Continues*

Line Manager/Kew Sponsor’s comments

You must have the support of your line manager or Kew sponsor (in the case of a non-Kew member of staff). There is a section on the application form for the Kew Line Manager/Kew sponsor to complete with the following information:

* Their opinion of the ability of the project to deliver the proposed outcomes
* What level of priority this proposal has in terms of their department’s strategy
* For the Kew Sponsor – whether they are happy to host the applicant

Please ensure that sufficient time is allowed to discuss your project with your line manager/Kew sponsor and for comments to be written.

**The closing date for applications is 30 September 2018**

The application form should be returned to the Secretary/Treasurer of the Trust by

email to: j.alsop@kew.org

or by post to: Jennifer Alsop

Secretary and Treasurer

Bentham-Moxon Trust

The Herbarium

Royal Botanic Gardens, Kew

Richmond

Surrey

TW9 3AE

All applications will be acknowledged by email. If you have not received acknowledgement within five working days please contact the Secretary/Treasurer.

Bentham-Moxon Trust: Grant Application Form

Grant Type (please tick as appropriate):

 Plant and fungal collection and field research expeditions [ ]

 Overseas botanists and mycologists visiting, training or working at Kew [ ]

 Travel to botanical and mycological institutions [ ]

 Travel to and presenting at conferences [ ]

 Wildflowers at Kew & Wakehurst – maintenance and preservation [ ]

Title: Name:

Position at Royal Botanic Gardens, Kew or other institution:

Comments from Line Manager at RBG, Kew (or Kew Sponsor)

*[To include your opinion on the ability of the project proposal to deliver its outcomes and what level of priority the project has in terms of the department’s strategy]*

Title: Name:

Position at Royal Botanic Gardens, Kew:

Comments:

For non-Kew staff applications: *[Have you discussed this application and are you happy to host this applicant?]*

Title of Project: *[not more than 10 words]*

Purpose for which funds are sought:

|  |
| --- |
|  |

Impact and benefits

For Royal Botanic Gardens, Kew:

Outside of the Royal Botanic Gardens, Kew:

 (All costs in UK £s

 rounded to nearest £)

Total cost of project ……………………………………………………............ £

If other fundraising sources have been or will be approached, please

list these grant giving bodies with the amounts awarded or sought………..£

------------------------------------------------------------------------------------------------------------------------

Funds sought from Bentham-Moxon…………………………………………. £

Breakdown of the total cost

Travel……………………………………………………………………. £

 Airfare (airline quotation)……………………………………… £

 Train / bus……………………………………………………… £

 Car hire (quotation)……………………………………………. £

Accommodation & subsistence………………………………………. £

*[Overseas botanists visiting Kew are limited to £250 per week]*

Laboratory………………………………………………………………. £

Other (please specify)…………………………………………………. £

Timing of the project:

Summary of Proposal (200 words maximum): *[Note – If your application is successful this summary will be made publically available on Bentham-Moxon Trust’s website. Please ensure that you use language that is understandable by all readers.]*

All grant awards are subject to Bentham-Moxon Trust standard grant conditions available to view at our website [[www.kew.org/about-our-organisation/our-people-and-departments/bentham-moxon-trust](http://www.kew.org/about-our-organisation/our-people-and-departments/bentham-moxon-trust)] and any other specific grant conditions issued by Bentham-Moxon Trust from time to time applicable to your award.

Signed………………………….. Date………………

Applications to: j.alsop@kew.org - Closing date **30 September 2018**