**The Stanley Smith (UK) Horticultural Trust**

Guidelines for Applicants

**History**

The Trust was established on 7 October 1970 in memory of Stanley Smith (1907-1968), an Australian businessman who had a keen interest in gardening, cultivating orchids and supporting horticultural projects across the world. Further historical detail is set out below.

**Objectives**

The objectives of the Trust are:

* to promote horticulture;
* to promote the conservation of the physical and natural environment by promoting biological diversity
* to promote the creation, development, preservation and maintenance of gardens (preference will normally, but not exclusively, be given to gardens accessible to the public); and
* the advancement of horticultural education.

**Grants for projects**

The Trust achieves its objectives by making grants to individuals, organisations and institutions carrying out projects of significance to:

* horticulture;
* gardening; or
* botany with a strong horticultural element.

The following is a non-exhaustive list of typical projects.

* gardeners' training schemes run by appropriate organisations (but not to individuals, see Training and Traineeships below);
* restoring gardens of historic interest;
* developing new gardens for public access and enjoyment;
* exhibitions, book publications, research and educational programmes relating to horticulture;
* expeditions to collect and protect plants of scientific and horticultural value; and
* study-visits by horticulturists or botanists with strong horticultural links.

**Grant-making cycle**

Grants are normally awarded twice a year, in April and October.

Only one grant is usually made for each project but it is possible for subsequent grants to be made to the same individual or organisation for a new project or an additional component of the original project over two or three years.

Final decisions are made by the Trustees on the advice of the Trust’s Director, having regard to the following principles:

* the project’s horticultural value;
* the existence of similar projects (either proposed, in development or completed) within the UK and abroad;
* the need to maintain a balance of support across the whole area of horticulture supported by the Trust;
* the need to maintain a balance between small (up to £1,000) and larger grants; and
* the views of any experts who may be consulted from time to time.

**Training and Traineeships**

The Trust supports horticultural training and traineeship schemes but does not give grants to individuals. Instead, the Trust provides a block grant to a training provider. Currently this is with the Historic and Botanic Gardens Bursary Scheme (HBGBS). A link to the Scheme can be found [here](http://hbgbs.org.uk/garden_placements.html). The Trust may support different providers over time.

**Note: what does the Trust not support?**

The Trust will not make grants for projects relating to commercial agriculture initiatives, commercial crop production, forestry, payment of wages or salaries or tuition fees for students taking academic or diploma courses or for pure ‘gap year’ travel. The Trust may consider grants for the repair or conservation of physical structures related to historic landscapes such as pergolas or conservatories but only when they are part of a wider garden restoration project as opposed to the repair of the structure only. Likewise the Trust may consider supporting certain historic ‘hard landscaping’ projects but will not consider grants for modern ‘slabbing’, construction materials or equipment. If in doubt, please seek the advice of the Director.

The Trust will not support applications for grants from individuals for training, traineeships or tuition fees. Instead the Trust provides a block grant to a training provider (see Training and Traineeships above).

The Trust does not support applications that are primarily for social welfare, socio-economic development or physical or mental welfare but this does not exclude legitimate horticultural therapy projects. However, to be successful such applications must have a strong, defined horticultural purpose and demonstrate horticultural competence and professionalism.

**Application procedure**

To apply, please complete the related application cover sheet but do not extend it as it is simply a summary. There is no strict format but your application should contain at least the following information:

* your contact details including your name, organisation (if applicable), e-mail and telephone number;
* a description of your project; this may include plans, images or drawings (such as detailed planting plans; plant species lists etc.) or any other kind of information;
* a description of project personnel (if appropriate) which may include brief CVs of those involved;
* your project budget, showing:
* cash received or expected from all sources, including (if any) from a parent body;
* an itemised schedule of proposed expenditure;
* if a parent body exists, a management plan and evidence of its financial viability such as a recently audited statement of accounts;
* a request from the Trust for a specific sum (grants range from a few hundred pounds to about £5k but are typically in the region of £3-£4k); and
* Your long-term plans for the future of the project once the grant has been used (if appropriate), for example how a garden project will be maintained once it is completed.

All applications should be sent in electronic form, hard copy or both to:

Dr David Rae

Director, Stanley Smith (UK) Horticultural Trust

Royal Botanic Garden Edinburgh

20a Inverleith Row

Edinburgh EH3 5LR

d.rae@rbge.org.uk | Telephone: 0131 248 2905

The deadlines for applications are:

* April Trustees’ meeting: 15 February
* October Trustees’ meeting: 15 August

Please try to ensure that your application reaches the Trust as far in advance of these dates as possible. Acknowledgement of receipt of the application will be sent by e-mail.

It is a condition of the award of a grant that grants not used within six months (or other agreed period) are to be returned to the Trust.

**Reports, copy publications and acknowledgements**

Once the Trust has made a grant, the recipient should provide a report on its use to the Trust’s Director within six months or some other agreed period. If a large report has been prepared for a project that has secured funding from multiple sources then the SSHT will be content to receive a copy of that report. Where the SSHT was the main provider of funds then a dedicated report for the Trust should be prepared but it should be proportional in size to the amount of the award. As a guide, a report of 2-3 pages will be sufficient for grants of less than £1k, 3-5 pages for those in the region of £3k and a little longer for those in the region of £5k. Images of completed projects, staff using tools bought by the Trust or volunteers planting plants bought by the Trust should be included where appropriate. In all cases a statement confirming that the grant has been used in accordance with its intended purpose should be included along with a breakdown of the final budget. Two copies of publications relevant to or arising from the use of a grant should also be sent to the Director. Such publications should contain an acknowledgment of the grant made by the Trust. If in doubt, please consult the Director.

**Further guidance**

Please contact the Director should you require further guidance as to how your application should be presented.

**Charity Commission**

The Trust is a registered charity with the Charity Commission for England and Wales under number 261925. A link to the Trust’s entry on the Charity Commission’s website can be found [here](http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=261925&SubsidiaryNumber=0).

**Biographies**

**Stanley H. Smith**

Stanley Smith was born in 1907 in Brisbane, Australia, the son of the General Manager of the Brisbane Telegraph newspaper. After leaving school he worked as a jackaroo and drover in Western Queensland before returning to Brisbane to work for Gordon & Gotch. He then worked in New Zealand and South-East Asia as a journalist.

Smith served during the Second World War as representative for the British Ministry of Information in Chungking (China’s wartime capital). After the war he and a friend, John Galvin, established Scott & English Ltd in Japan, becoming a major supplier of iron ore, coal and tin to Japan through interests in Malaya. Scott & English companies were at the centre of trade in South-East Asia and expanded into shipping and stevedoring.

Stanley Smith died in the United States in 1968 and his daughter, Barbara, established the Trust in his memory in 1970.

**Sir George Taylor DSc FRS – Director 1970-1989**

The Trust’s first Director, George Taylor, was one of the great botanical scientists of his era and a close friend of Stanley Smith. He was an outstanding horticulturist and garden designer, a notable explorer and a visionary Director of the Royal Botanic Gardens, Kew.

Born in Edinburgh in 1904, Taylor read botany at Edinburgh University before leading expeditions to south and east Africa during the 1920s and 1930s and notably joining famous plant collectors Ludlow and Sherriff on their expedition to Tibet and Bhutan in 1938. Following his appointment in 1950 as Keeper of Botany at the British Museum, he became Director of the Royal Botanic Gardens, Kew in 1956 until his retirement in 1971. During this time Kew was at the forefront of botanical scientific research and developed into one of England’s most popular leisure attractions. He was knighted in 1962 and elected a Fellow of the Royal Society in 1968.

**Dr James Cullen ScD – Director 1989-2013**

James Cullen served as Assistant Keeper at the Royal Botanic Garden, Edinburgh from 1972 to 1989, where he was responsible for the Garden’s research programme and was personally involved in *Rhododendron* classification based on both the dried and living collections. On leaving Edinburgh, he moved to Cambridge, occupying an office in the University Botanic Gardens, and succeeded Sir George Taylor as the Trust’s Director. From 1976 to 2000 he was editor of *The European Garden Flora* and author of numerous scientific papers. He was awarded an RHS Gold Veitch Memorial Medal in 2001. Dr Cullen sadly died in service on 11 May 2013.

**Data Protection Act and General Data Protection Regulation Policy**

The SSHT has a written policy on the above which is available upon request and your rights are presented below.

Applicants to the SSHT agree to their data being stored by the Trust for administrative and archive purposes only and on the understanding that it will held securely and not shared with other organisations.

Furthermore you have statutory rights relating to your own personal data:

* **Access** – you have the right to know what data we hold relating to you and why, and to receive a copy of it;
* **Rectification –** you have the right to have inaccurate information about you corrected;
* **Objection** – you have the right to object to the SSHT using your information, and we would have to stop unless we have a sound overriding reason to continue;
* **Erasure, restriction and portability** – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the SSHT may do with it or to receive a copy in machine-readable form to take to another organisation;
* There are also specific legal rights relating to **automated decision making** but the SSHT does not have any such processes.

For more information on your rights under the GDPR see <https://ico.org.uk/for-the-public/>

To exercise any of these rights or for more information, contact the SSHT’s Data Protection Officer. You can exercise the right at any time by contacting us at d.rae@rbge.org.uk . If you believe that the SSHT has failed to manage your personal data appropriately, you have the right to complain to the statutory regulator - The Information Commissioner’s Office.

**THE STANLEY SMITH (UK) HORTICULTURAL TRUST**

**Application Summary Sheet (please do not extent beyond one page)**

**Contact details**

**Name:**

**Organisation:**

**E-mail:**

**Address:**

**Telephone number:**

**About your project**

*Please provide a description of the project which you are applying for a grant for. Use the box below to provide a short high level synopsis and continue on separate sheets with a wider description as necessary.*

*Please identify the category of the Trust’s objectives which you believe your project meets.*

*Please describe personnel who will be participating in the project (if appropriate).*

*Please describe your long-term plans for the future of the project once the grant has been used (if applicable).*

**Financial Information**

*Please attach all relevant financial information such as expected other income and proposed expenditure.*

**Sum applied for: £**

*Please send your application (including this cover sheet and any supporting documents) in electronic form, hard copy or both to the following addresses:*

**Postal address (hard copies):** Dr David Rae, Director, Stanley Smith (UK) Horticultural Trust, Royal Botanic Garden Edinburgh, 20a Inverleith Row, Edinburgh EH3 5LR

**E-mail address (electronic copies):** d.rae@rbge.org.uk