

# THE KEW GUILD AWARD SCHEME

## 1. Objectives

To provide funds to further the objectives of the Kew Guild through supporting the advancement of knowledge and education in the fields of horticulture and botanical and mycological sciences as well as for the improvement, preservation and sound management of places of natural beauty, gardens or lands of special ecological, horticultural, mycological or botanical importance.

## 2. The Award Scheme

The Board of Trustees of the Kew Guild (the Board) will make funding awards to support projects meeting the Guilds objectives and fulfilling the selection criteria for awards set out in this document and the accompanying Awards application form. The Board, through its Award Scheme Committee, will administer the scheme and will award funds on a twice yearly basis or at other times as determined by the Board or the Award Scheme Committee.

## 3. Administration

- i) The Award Scheme will be administered by the Award Scheme Committee with the delegated authority of the Board.
- ii) Committee structure:
  - a. The Award Scheme Committee will normally be composed of six members elected by the Board and in addition the President and Treasurer of the Kew Guild will be ex-officio members of the Committee. At least one member of the Committee will be a Kew Diploma Student. Each member will serve for up to two terms of three years. The Committee can appoint members as they see fit up to a maximum of twelve in total, subject to ratification at the next Board meeting.
  - b. Election of Committee members is to be conducted at meetings of the Board when vacancies arise.
  - c. Committee members shall be members of the Kew Guild but not necessarily Board members.
  - d. The Chairperson of the Committee shall be a member of the Board.
- iii) The Committee shall be responsible for fulfilling the Board's requirements for:
  - a. Publicity for the Scheme
  - b. Fund raising activities for the Scheme
  - c. Maintaining whatever records are necessary

- d. A report on the activities of the Scheme to be made at Guild at the Annual General Meeting of the Kew Guild, indicating which projects had been supported, who had benefited and grants made
  - e. Reports from Award recipients to be included in the Journal.
- iv) The Committee is empowered to:
- a. Seek advice from any appropriate quarter to assist its deliberations
  - b. Co-opt specialists to serve as temporary non-voting members.

#### **4. Funds**

- i) All Award Scheme Funds will be managed by the Kew Guild through the Board.
- ii) The Award Scheme Funds will be separate from the Kew Guild's main funds.
- iii) The Committee will be responsible for raising funds for the Award Scheme. From time to time the Kew Guild itself may contribute to the Award Scheme as its financial position allows.

#### **5. Investment Income**

This is the income resulting from the investment of the Award Scheme's invested Funds managed by the Kew Guild.

- i) To ensure that the gifts or proceeds of fundraising are only used for the purpose intended by the donors, investment income will be used only for the purpose of making awards. That is to say, not used in any way to meet the expenses of running the Award Scheme.
- ii) The investment funds for the year will be estimated by the Kew Guild Treasurer and awards made on the basis of this. Any resulting under- or overspend will be adjusted for the following year.

#### **6. Applications for Grants**

- i) Applications must be received by 28th February or 30th June in any calendar year, or at any other times as determined from time to time by the Board or the Award Scheme Committee.
- ii) Applications should be made to the Chairperson of the Award Scheme Committee using the Award Scheme Official Application Form.
- iii) Trustees of the Kew Guild are not eligible to apply to the Award Scheme during the term of their office.

## **7. Awards**

- i) The Committee shall consider all qualifying applications and make awards as they think fit up to the maximum requested by the applicant.
- ii) Awards may be made subject to certain conditions, e.g. relating to publication of information, depositing of notes, acknowledgements etc.
- iii) More than one award may be made to assist any one project of an individual.
- iv) Awards may be retrospective in special cases where funds had been insufficient to meet a previous application.
- v) Applications may be accepted well in advance of projects and sums of money currently available may be held aside for award to a project subsequently.
- vi) Awards will normally be made following the March and July meetings.
- vii) A report of awards given shall be made to the Board at the first meeting after awards have been granted.
- viii) A précis report on the outcome of the project of no more than 500 words shall be provided by the recipient of the award to be included in the Journal of the Kew Guild.

## **8. Applicable Projects**

All projects must meet the Objectives of the Award Scheme set out in Section 1 and awards may be made for:

- i) To assist purposeful travel (fares, subsistence).
- ii) To finance specialist lectures for or by recipients.
- iii) To assist in further education (e.g. Open University courses).
- iv) To assist the purchase of books and equipment.
- v) To pay tuition or examination fees.
- vi) To provide grants to aid publication of specialist books or papers.
- vii) To assist in cases of financial hardship to attend Kew Guild and other appropriate events.
- viii) To assist any other project which the sub-committee may find acceptable.