

# The Christine Ladley Fund Application Form Guidance

The Christine Ladley Fund (the Fund) has been established within the Working for Gardeners Association (WFGA) to commemorate her life through her interest in gardening and desire to support women in achieving their full potential.

The WFGA is a charity whose objective is primarily to support those working in horticulture and agriculture, for example through the Work and Retrain as a Gardener Scheme (WRAGS) for mature adults seeking a career change into horticulture, farming or related sectors.

Applicants for funding must be a WFGA member of at least 12 months' standing and a British citizen ordinarily resident within the UK.

WFGA staff, either employed or self-employed, who fulfil the 12 month membership criteria, may apply for funding of private activities not part of or overlapping with their employment duties.

Applicants are invited to present a strong case to receive funding for an activity in pursuit of their career in the areas of horticulture and agriculture, which they would not otherwise be able to undertake.

Activities falling within the funding criteria include but are not limited to:

- travel bursaries to visit or work in gardens or farms in the UK or overseas, providing that the primary purpose is to gain knowledge;
- equipment for starting up or operating a horticulture, agriculture or related business such as garden design or landscaping;
- activities in support of members in farming or other new schemes, which the WFGA may establish in future;
- education and training opportunities for learning specialist skills and knowledge.

NB. The WRAGS registration fee, vehicles, computers and software, other than sector-specific software like landscape design, are not eligible for an award.

**Only original, hand-signed, hard copy application forms, which can be hand written or typed, will be considered for an award.** Applications, for a minimum of £300 and a maximum of £2,000, from qualifying applicants who have been a member of the WFGA for at least the past twelve months, should be submitted on this standard application form together with all hard copy supporting evidence, such as spread sheets, written quotations and price lists etc. and be received at the WFGA's office by the closing date. The activity and expenditure may not have been undertaken or committed to prior to approval of the application.

Each applicant may only submit one application per year although an application may contain different categories of activity and the Fund's Trustees may decide to award all, part or none of it. The Trustees' decision in respect of any application is final, they will not be required to give any reasons for their decision and no correspondence will be entered into regarding it.

The maximum number of awards an applicant may receive is three, but the total of these will not exceed a maximum of £3,000.

References will be taken up on applicants to whom the trustees decide to make an award, such decisions being subject to the receipt of satisfactory replies from their referees.

The Fund's Trustees have discretion to decide whether an applicant interview is necessary and to require applicants to attend in support of their application. The Trustees will consider applications at least once each year and more often at their discretion.

Opening and closing application dates will be published on the WFGA's website.

# CHRISTINE LADLEY FUND APPLICATION FORM

Please complete all sections of this form, either handwritten using black ink or biro, or typed and return to the WFGA, Unit 7, Trull Farm Buildings, Tetbury, Gloucestershire, GL8 8SQ. Registered charity number 212527.

**1. Have you previously received an award from the Fund?** **Yes** **No**

If 'Yes', the amount £..... Year.....

## 2. PERSONAL DETAILS

Mr Mrs Miss Ms

Other .....Surname.....

First Names .....

Address .....

.....Post Code.....

Telephone ..... Mobile .....

Date of Birth ..... E-mail address.....

Do you have any disabilities or illnesses which may affect your undertaking the activities for which funding is sought? **Yes** **No**

*If yes, please give details on a separate sheet of paper and suggest how you can overcome any difficulties they pose.*

## 3. QUALIFYING CRITERIA

I have been a WFGA member for the past 12 months **Yes** **No**

Are you a British Citizen ordinarily resident in the UK? **Yes** **No**

## 4. EDUCATION

Secondary School	Dates	Qualifications & degrees
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College or University	Dates	Qualifications & degrees
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## 5. HORTICULTURAL EDUCATION

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**6. Employment / self-employment history (including non-horticultural) and any horticultural work experience like WRAGS. If you are a self-employed gardener, please state the name of your business if not trading under your own name. Explain any gaps of more than one year.**

<b>Employer</b> (name and address)	<b>Dates</b>		<b>Job Title</b>
	From	To	

<b>If currently employed, will you need leave of absence?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
If 'Yes', have you applied for leave of absence?	Yes	No	
Been granted leave of absence?	Yes	No	
Are you prepared to resign if necessary to undertake your activity?	Yes	No	

**7. FUTURE CAREER**

**7.a What sparked your interest in a horticultural career?**

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**7.b Please tick the branch of horticulture you principally wish to take up as a career.**

Market gardening	Botanical gardens	Arboriculture / Tree Surgery
Parks and public gardens	Private gardens	Floristry
Commercial horticulture	Landscape design / construction	

Other (please specify).....

**7.c Purpose for which you are applying for funding (tick one or describe)**

Gaining knowledge    Equipment    Complete a traineeship    Other (describe below)

.....

.....

**8. PURPOSE DESCRIPTION AND COST**

- a. Give details of what you propose to do and/or purchase, including the objectives.**
- **If travel is involved, submit an itinerary with start and end dates, place(s) to be visited, invitation letter(s), mode of travel, accommodation etc.**
  - **If equipment is to be purchased, specify details.**
  - **If a course is to be undertaken, specify the provider and enclose relevant sections of its brochure describing the course, its price and completion date.**
  - **If you are currently working as a gardener or starting a new business, attach a business plan of no more than three pages, including three year profit and loss forecasts, a description of the services to be offered, target customers and sales and marketing activities.**

**b. Explain how this activity will benefit you and what you expect to achieve.**

**c. Cost information. Attach photocopies of quotations and/or itemise costs as evidence on a separate piece of paper. If travel is involved, itemise the travel cost, travel insurance, accommodation and subsistence as necessary. If purchasing equipment, attach quotations from one or more potential suppliers. If foreign currency is involved, provide sterling equivalents and specify the exchange rate used. Failure to provide adequate supporting evidence may be detrimental to your application.**

What is the total cost? .....

How much are you applying for from the Fund? .....

What personal contribution are you prepared to make?.....

Have you applied for any other grant for the same activity / purchase?    Yes    No

*If yes:*

Organisation applied to.....

Amount applied for.....

Status of application:    Granted                      Turned Down                      Date decision expected .....

## 9. REFEREES

Please provide the names, addresses, work and home telephone number of two relevant professional referees ( e.g. a gardening client, current or former employer from any sector or horticulturist, but not a WFGA Regional Manager, friend, neighbour or relative).

One referee must have known you for at least two years.

One referee must be from the world of horticulture or farming and if you have only recently begun a WRAGS traineeship or changed career into horticulture, this referee must have known you for at least six months.

You must obtain their consent before putting their names forward. Referees will be asked to provide confidential references at the discretion of the Trustees.

### Referee 1

Mr Mrs Miss Ms Other .....

Surname .....

First Names .....Occupation .....

Address

.....  
.....

.....Post Code .....

Telephone .....Mobile.....

Relationship to applicant (e.g. Employer, WRAGS garden owner or head gardener etc.)

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### Referee 2

Mr Mrs Miss Ms Other .....

Surname .....

First Names .....Occupation .....

Address

.....  
.....

.....Post Code .....

Telephone .....Mobile.....

Relationship to applicant (e.g. Employer, WRAGS garden owner or head gardener etc.)

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## 10. REPORTING REQUIREMENTS

If this Application succeeds, I agree to provide the following information as a condition of receiving the final 25% of the funding. The information required will vary according to the activity being funded.

Gaining knowledge, support to complete a traineeship or engage a trainee **A report detailing the activities undertaken with dates, costs and the benefits to the applicant (already perceived and anticipated in future).**

**Purchasing equipment** Details of the equipment purchased and its cost (e.g. a purchase invoice), evidence of payment made to the supplier(s) for all but the outstanding amount of funding granted.

**If: Other** Reporting requirement to be agreed as a condition of an offer of funding.

## 11. CONDITIONS FOR MAKING AN AWARD

An award may be withdrawn in whole or in part at the sole discretion of the Fund's Trustees if:

- the applicant does not carry out the activity or make the purchase for which the funds were awarded in the manner and time scale described in the original application without a valid reason agreed in writing by the Trustees; or
- two references are not received by the Fund to the satisfaction of the Trustees before the award is made.
- All receipts are not received by 31<sup>st</sup> March of the year following the award

If the applicant does not carry out the activity or make the purchase for which funding was granted, he or she agrees to return the money to the Fund within 30 days of the start date in Section 8 above.

Awards must be evidenced by receipts proving that the funds granted have been spent on the activity or equipment for which they were awarded. Unspent funds must be repaid to the Fund within 30 days from the end date in section 8 above.

## 12. APPLICANT DECLARATION

I understand and agree that I shall only use any money awarded to me by the Fund pursuant to and for the purposes of the activities outlined in this application form, or as otherwise agreed in writing with the Fund's Trustees.

I agree to provide receipts for money spent and any written reports required as a condition of the award.

In the event that I do not carry out the activity or make the purchase(s) for which funding was granted pursuant to this application form or as otherwise agreed with the Fund's trustees, I agree to return to the Fund any and all monies awarded to me, without deduction or set-off, within 30 days of the start date in section 8 above.

In the event that I do carry out the activity or make the purchase for which funding was granted but do not spend all of the money in pursuit of such activity or purchase(s), I agree to return to the Fund any such unspent sum, without deduction or set-off, within 30 days of the end date in Section 8 above.

**Please note that all awardee recipients and a brief description of their awards are published in the WFGA newsletter. The only personal information given is the first initial and last name of the awardee and brief description of the award. If you would like to opt of this, please tick the box below.**

**Signed** ..... **Dated** .....

I would like to **opt out** of appearing in the WFGA Newsletter as a recipient of the

*Christine Ladley Award*

*Please note that the Christine Ladley Fund will not be liable for any insurance claim and that it is the responsibility of the applicants to provide adequate insurance for themselves.*