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|  | **INCORPORATION OF GARDENERS**  **OF GLASGOW**    **FUNDING APPLICATION PACK** |  |

The Incorporation of Gardeners of Glasgow is one of the fourteen ancient Craft Guilds of Glasgow, which together form Glasgow’s Trades House. The Incorporation was initially formed around 1605, to protect the trade of gardeners and other horticultural workers based in Glasgow. However, these trading privileges were terminated by a change in the law in 1846 and the Incorporation has existed for purely charitable purposes since that time. The Incorporation is a charity, registered with Scottish Charity Number SC004606.

**Background:**

In keeping with our historic links to gardening, a key activity of the Incorporation is supporting gardening and horticultural projects in and around Glasgow. We welcome applications for funding in respect of gardening and horticulture projects, being carried out in Glasgow or the surrounding area, by charities and other not-for-profit groups.

The policy of the Incorporation is to only provide funding for purchase of goods and materials and not for labour or staff costs (except in exceptional circumstances). In order that the Incorporation can fully consider your application, please use the relevant boxes in the form below to set out a breakdown of the costs you anticipate incurring.

If your application does not fit the above criteria but you believe there is a good reason why the Incorporation should support your project, we would ask you to set out the relevant details. We will still consider your application but are less likely to be able to support your project.

**Grant conditions:**

Any grant made by the Incorporation is made strictly subject to the following conditions:

* the grant must be used for the purposes set out in your application;
* you must provide before and after photographs of the relevant areas or other appropriate photographs showing your project being completed;
* you must provide a written report of the outcomes of your project (if requested);
* you must allow representatives of the Incorporation to visit the project, at a mutually agreed time (if requested);
* you must return the grant if it is not spent within eighteen months of payment being made to you; and
* you acknowledge that the Incorporation may publicise its support of your project, including in the press, on its website, on social media and to the wider Trades House community. You consent to the Incorporation doing so and agree that it may use all photographs you provide in that publicity. You confirm that any individuals identifiable in photographs have given their consent to these photographs being used for publicity purposes. The Incorporation recommends that children and young people are not included in the photographs you provide to the Incorporation unless they are not identifiable (e.g. photo taken from behind or children pictured in the distance) or the appropriate consent has been obtained and documented.

By making an application, you accept these conditions and acknowledge that the grant is repayable to the Incorporation if these conditions are not met.

If the Incorporation determines that any other conditions should apply to the grant, this will be made clear to you before the grant is made.

**To apply:**

The Incorporation considers applications at the quarterly meetings of its Master Court (which is the equivalent of its board of trustees). Meetings are normally held in February, May, August and November each year.

In order for the Incorporation to consider your application, please fully complete all three sections of the form below and return the completed form to our Clerk.

If you wish to submit photographs, illustrations or other materials to support your application, that would be welcome.

E-mail applications are preferred: [clerk@gardenersofglasgow.org](mailto:clerk@gardenersofglasgow.org)

Postal applications can be made to:

David Syme

Clerk

Hamilton House

70 Hamilton Drive

Glasgow

G12 8DR

If your application is successful, our Clerk will contact you to make arrangements for payment. There is no need to send your bank details at this time.

All information provided to the Incorporation will be held in accordance with its Privacy Policy, a copy of which can be obtained from our Clerk, on request.

**SECTION 1 – ABOUT YOU**

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| **Name of organisation:** |  |
| **Contact name:** |  |
| **Position within organisation:** |  |
| **Charity Number**  **(if applicable):** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **e-mail address:** |  |

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| **Please describe the wider aims of your organisation (i.e. not just related to the project for which funding is sought):** |

**SECTION 2 – PROJECT DETAILS**

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| **Please provide information about the project for which funding is sought:** |

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| **Amount of funding sought from the Incorporation:** | £ |
| **Total project cost:** | £ |

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| **Please provide a breakdown of costs expected to be incurred and for which funding is sought from the Incorporation (e.g. 5 x 50l bags of compost at £7 each = £35):** |

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| **Please provide details of other funding you have obtained and/or how you plan to make up any shortfall in the project funding (including if the Incorporation is unable to provide the full amount of funding you are seeking):** |

**SECTION 3 – APPLICATION CONFIRMATION**

We confirm the information provided in this application form is accurate and that we agree to the Incorporation’s grant conditions, as set out above. We confirm that, if grant funding is provided, it will be used solely for the purposes set out in this application and will be returned to the Incorporation if not used for that purpose within 18 months of the date of funding being provided.

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| **Signature:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date of Application:** |  |

A typed signature is acceptable if this form is being completed electronically.