



Small Grants Scheme for Sussex Parks and Gardens

The Trust operates a Small Grants Scheme which aims to support the survey, repair, restoration, interpretation and promotion of (and in some circumstances new initiatives in) Sussex's designed parks, gardens and open spaces.

Our criteria for inviting and assessing applications are those which will:

1. Help keep the physical park and garden heritage of Sussex in good repair for future generations to enjoy.
2. Help in undertaking surveys, research and publications related to Sussex parks and gardens that will widen knowledge and understanding of, and inform the repair of, that heritage.
3. Help, through encouraging the interpretation of parks and gardens through educational material and activity, to promote greater public knowledge, understanding, enjoyment and care of that heritage.
4. Assist in the creation of new park and garden features where these will have maximum public benefit.

Please complete your application with reference to the Guidance Notes below:

Guidance Notes for Applicants

Stop Press: Before completing the application form, we encourage you to email us with a brief outline of your project and your timetable so that we can advise you if it is likely to meet our criteria and our funding timetable. The Trust is able to offer extensive advice and guidance on project design, funding and management. Please contact us at: [*information@sussexgardenstrust.org.uk*](mailto:information@sussexgardenstrust.org.uk)

Eligible Sites and Works and Conditions of grant:

Site Ownership and Public Access: Sites may be in public, community, charity or private ownership. All sites must be either permanently open to the public or, if

in private ownership, must agree to open to the public on a minimum of 10 days on each calendar year.

Access by Trust Representatives: Successful grantees shall allow Trust representatives to make occasional visits within a 3-year period following completion of the project or the phase being aided (on open days or by prior appointment).

Keeping the Trust informed of progress: Grantees are requested to keep the Trust up to date with progress throughout the project period and to inform the Trust of any changes to objectives, funding or timetable that may affect the timing or conditions of the Trust's payment of grant

Recognition of the Trust's grant by Grantees:

Grantees are required to recognise the Trust's grant in any publicity for the site, or in any publication or interpretive material and activity such as in leaflets for open days, on web sites or on information boards (Grantees are encouraged to use the Trust's logo).

Provision of copies to the Trust of grant-aided publications, surveys, and conservation/management plans etc.:

Grantees shall provide the Trust with copies (hard or electronic, to be agreed) of any reproducible surveys, research reports, conservation or management plans, publications and other relevant material for the Trust's archive on Sussex's park and garden history.

Categories of Eligible Works:

Physical Works:

❖ Repairs to, or restoration of, key designed historic features;

Hard landscape features such as:

Garden buildings, statuary, steps, paths; pergolas, pools, fountains, cascades; boundary features such as walls, fences and ha-has

Soft works such as:

Restoring or re-instating through management initiatives tree features including avenues, clumps, belts and small woods; key specimen trees and shrubberies, hedges and topiary; one-off clearance to reveal lost views.

Physical surveys:

Ground, field archaeological, vegetation/tree surveys, condition surveys of garden structures and buildings

Non-Physical Works:

❖ *Archival surveys:*

Desk, internet and repository-based surveys of the historic development of a site or theme that result in a body of written or illustrative work capable of publication or to support the conserving a site

❖ *Publications:*

On specific sites or topics related to garden design, history or horticulture in Sussex.

❖ *Interpretive and educational material:*

Production of material for public exhibitions, site information boards, leaflets / guided walks etc. in hard copy and/or digital form

❖ *Conservation plans or statements, Management plans:*

Preparation of a conservation plan or statement or management plan for a specific park or garden

❖ *Training:*

Assistance with training new or young head gardeners at important sites through help in funding specific short courses; assistance to community and volunteer groups wishing to learn techniques of surveying and researching by funding professional trainers.

New Works:

Although the main emphasis of our scheme must necessarily focus on the repair of existing fabric in gardens, the Trust is prepared to consider new garden initiatives where public benefit would be great.

Works not eligible for our grant-aid:

- ❖ Routine maintenance and staff costs, lawn maintenance, very large water bodies, forestry work; sites owned by national government and/or non-departmental public bodies such as English Heritage.

Application Form
Sussex Gardens Trust Grant-Aid Scheme for Sussex
Parks and Gardens

Name of applicant(s) and status/role (e.g. owner, manager, project leader):

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Address of applicant:

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Postcode:

Telephone:

E-mail:

For site-based applications give name & address of park/garden/open space:

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Postcode:

Brief description of site:

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Description of project aims and objectives; please state how it will meet the Trust's objectives; give an indication of your timetable and, if known, your cost estimate; indicate if and how any professional consultants will be employed to carry out works. Attach separate sheets and supporting illustrative material as necessary:

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Amount of grant applied for: £

If the Trust is able to offer only a contribution to the total project cost, state how the balance of the work will be funded?

Can the project be undertaken in self-contained phases?

Yes

No

If YES, please describe what these might comprise and a draft timetable for phases:

Describe what resources you will use to maintain any grant-aided works and to sustain the completed project in the future

Conditions of eligibility for receiving grant-aid:

- ***Site Ownership and Public Access:*** All sites must be either permanently open to the public or, if in private ownership, must agree to open to the public on a minimum of 10 days on each calendar year.
- ***Access by Trust Representatives:*** Successful grantees shall allow Trust representatives to make occasional visits within a 3-year period following completion of the project or the phase being aided (on open days or by prior appointment).
- ***Keeping the Trust informed of progress:*** Grantees are requested to keep the Trust up to date with progress throughout the project period and to inform the Trust of any changes to objectives, funding or timetable that may affect the timing or conditions of the Trust's payment of grant
- ***Recognition of the Trust's grant by Grantees:*** Grantees are required to recognise the Trust's grant in any publicity for the site, or in any publication or interpretive material and activity such as in

leaflets for open days; on web sites or on information boards (grantees are encouraged to use the Trust's logo, also to write an article for the Trust's newsletter).

- ***Provision of copies to the Trust of grant-aided publications, surveys, conservation/management plans etc.:***

Grantees shall provide the Trust with copies of any surveys, research reports, conservation or management plans, publications and other relevant material for the Trust's archive.

I/we agree to the above conditions if we are offered and accept any grant from the Trust.

Signature(s) of applicant(s):

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Date:

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For further information please e-mail:

information@sussexgardenstrust.org.uk