

Bedfordshire Natural History Society

Registered Charity No: 268659



Grants Scheme

Purpose of the Grants Scheme

By assisting financially with members' projects, the Grants Scheme aims to further the objects of the Bedfordshire Natural History Society (BNHS). In particular, it aims to further the object set out in Rule 2(b) of the Society's Rules, "*The Society shall maintain and publish records of the occurrence and distribution of the flora and fauna of the county*". Funding is therefore normally focused on recording and on research that relates to recording, eg numbers, distribution and status of animals and plants in the county and characteristics of Bedfordshire populations.

The purpose of the grants is to fund or part-fund studies by amateurs and students that, without such funding, would have little chance of being done. Funding is normally provided for equipment and disposables but not for salary, subsistence or other living expenses or for site management. An allocation for travel may be considered in exceptional circumstances.

Applications

- * Applications should be made on the BNHS Grant Application Form, obtainable from and returned to the Honorary Secretary.
- * We would normally expect to respond within 3 months of the application, following consideration by the BNHS committees and approval by Council.
- * Relevant Recorders and other experts may be consulted when applications are being assessed. Members considering making grant applications may wish to seek the advice of such experts before finalising their applications.

Payment of Grants

- * Depending on the nature of the project, grant payments will usually be made in stages and may be subject to receipt of satisfactory interim progress reports. The last payment will normally be withheld until the Society has received the final project report.

Information required with application

- * A full project plan, including aims, methodology, scientific value, names of participants and schedule. The latter should include the timescale for interim and final reports.
- * What the grant is needed for and the amount requested. (Remember that some types of equipment may need maintenance and include a suitable sum.) Where appropriate an itemised costing for the whole project should be given to set the grant request in context. This should include any other grants received or applied for.
- * Benefits that the BNHS can expect to receive, eg article in Muntjac and/or in the Bedfordshire Naturalist, talks etc.

Grant Conditions

- * Funding will be available only to members of BNHS. All participants in the project must be BNHS members for the full duration of the project.
- * The project must be relevant to Bedfordshire.

- * All monies received under the Grant Scheme must be accounted for and any not used must be returned to the BNHS.
- * Any equipment purchased with money from the Grants Scheme shall remain the property of the BNHS. It shall be returned to the Society within two months of the completion of the project or of its early termination, unless written notification is received that the Society has no further use for the equipment.
- * Reports shall be sent to the Honorary Secretary each year and a final report at the end of the project. The reports should include a copy of all information collected.
- * If the project has to cease before it is complete, copies of all information, records and results to date shall be sent to the Honorary Secretary.
- * The BNHS does not accept any liability for any injury or loss resulting from equipment purchased by the applicant under the Grant Scheme.

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GRANT APPLICATION FORM

Please type or write legibly in black ink to facilitate photocopying. Complete all sections attaching further sheets where necessary.

Date of Application:

Name of Applicant or Project Leader:

(for a group application please supply a separate list of all group members)

Address:

Phone Number: Home

Work

Title of Project:

Timescale of Project:

What is a BNHS Grant required for?

Value of BNHS Grant being applied for:

Costings of the project:

1. Total anticipated cost of project:

2. Detailed breakdown of costings (use a separate sheet if necessary):

Details of all other grants applied for or already received:

(including anticipated applications)

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I have read the Grant Conditions set out in the paper describing the Grants Scheme (dated July 1998) and agree to abide by them.

Signature of Applicant / Project Leader

Date

SHORT DESCRIPTION OF PROJECT AND EXPECTED OUTCOME

Project Title:

Aims:

Methodology:

Scientific Value, including relevance to recording in Bedfordshire:

Involvement of BNHS members:

Benefits that the BNHS can expect to receive, eg article in Muntjac and/or in the Bedfordshire Naturalist, talks etc.:

List of any people or organisations with an interest in this project: