



# RHS CORPORATE BURSARY APPLICATION

## THE SUSAN PEARSON BURSARY

### Sponsorship of up to one year's practical work experience for a trainee horticulturist \*

\* Trainees will have the opportunity to

- (i) work alongside existing garden staff to gain practical skills in plantsmanship
- (ii) demonstrate the practical application of theoretical principles to present day practices, referring throughout to current and future needs of the horticultural industry and the highest standards of professional practice.

#### PLEASE READ THESE IMPORTANT NOTES BEFORE COMPLETING THE APPLICATION FORM

- Applications are to be submitted by a proposed host garden open to the public (such as those within the RHS Recommended Garden Scheme – the website address of which is [www.rhs.org.uk/rhsgardenfinder/index.asp](http://www.rhs.org.uk/rhsgardenfinder/index.asp))
- The host garden must be able to provide a comprehensive programme of training and practical work experience under the mentoring guidance of experienced staff.
- It is preferable that a candidate shall possess a certificate, diploma or graduate qualification in horticulture and be seeking practical experience and employment.
- The successful candidate shall be employed by the owner of the host garden and undertake his or her work experience at the host garden. The owner of the host garden shall provide the successful candidate with a Contract of Employment for a period of up to 12 months and this must be in place when the application is submitted.
- The Bursary shall be awarded to one or more candidates by The Royal Horticultural Society on an annual basis following consideration of all candidates by the Society's Bursaries Advisory Committee at its **May** meeting – closing date **31 March**;
- **This form and supporting documentation should be submitted electronically wherever possible [e-mail: [bursaries@rhs.org.uk](mailto:bursaries@rhs.org.uk)]. If hard copies are produced, these must be typed or clearly handwritten and presented as single sided copies on A4 – unstapled and unbound and forwarded to the address given at the end of the application form. NB: Please ensure you keep within the box spaces shown.**
- **ALL PARTS OF THE FORM MUST BE COMPLETED. Failure to do so will result in the form being returned.**

#### 1. DETAILS OF HOST GARDEN

Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact Tel. No : \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of garden representative (e.g. Owner/Manager/Head Gardener: \_\_\_\_\_

Current horticultural position \_\_\_\_\_

Number of years in present position: \_\_\_\_\_

Is the garden "recommended by the RHS" Yes/No

Number of garden staff:

Approximate number of visitors to the garden per annum

What RHS event(s) have been held at the garden in the last 2 years?

## 2. PERIOD OF PROPOSED PLACEMENT

From \_\_\_\_\_ To \_\_\_\_\_

## 3. OUTLINE OF PROPOSED WORK PROGRAMME AND NATURE OF PRACTICAL WORK EXPERIENCE – periods within specific areas of the garden

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## 4. DETAILS OF PLANNED HORTICULTURAL TRAINING PROGRAMME (e.g. short courses/conferences/accredited training programmes/’on the job training’ etc)

(a) at the place of work \_\_\_\_\_

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(b) external \_\_\_\_\_

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## 5. PERCEIVED BENEFITS FOR HOST GARDEN

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## 6. PERCEIVED BENEFITS FOR TRAINEE

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## 7. PROPOSED CANDIDATE(S)

**(i) Name:** \_\_\_\_\_

Date of birth: \_\_\_\_\_

Qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Career history to date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(ii) Name:** \_\_\_\_\_

Date of birth: \_\_\_\_\_

Qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Career history to date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. ADDITIONAL INFORMATION** *[Any other information to support this application]*

**9. REFEREES** *The names/addresses of two persons, not connected with the garden, who can provide a knowledgeable opinion in support of the proposed placement.*

Tel No: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

## 10. COSTS

### (a) ANTICIPATED COST OF PLACEMENT

£ \_\_\_\_\_

**(b) FINANCIAL CONTRIBUTION FROM HOST GARDEN**

£ \_\_\_\_\_

(c ) **CONFIRMED FUNDING FROM OTHER SOURCES?** Yes/No £ \_\_\_\_\_

**Name of funding organisation(s):**

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(d) **Amount of bursary sought (a) – (b + c)** £ \_\_\_\_\_

*[Up to a maximum of £10,000]*

## 11. DECLARATION

I confirm that the information given on this application form and in supporting papers is, to the best of my knowledge and belief, true and accurate. I am the owner/ appointed representative of the owner of the host garden and hereby agree that I/we will engage the trainee under a Contract of Employment for a period of up to 12 months (N.B. For the avoidance of doubt, the trainee will be employed by the owner of the host garden and not by The Royal Horticultural Society. The Royal Horticultural Society will not be responsible for the Contract of Employment or any terms and conditions of employment). If the application for the *Susan Pearson Bursary* award is successful, I/we undertake to ensure that the trainee shall provide The Royal Horticultural Society with a written report about the work undertaken and the benefits of the work experience within 3 months of completion of the placement and I/we will obtain all necessary permissions and consents from the trainee that shall enable The Royal Horticultural Society to use material contained in the report for any publicity purposes and in such a manner as the Society may determine.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*(For and on behalf of host garden)*

**Completed application form should be e-mailed to: [bursaries@rhs.org.uk](mailto:bursaries@rhs.org.uk). Original form and accompanying documentation should be sent to: Bursaries Administrator, RHS Garden Wisley, Woking, GU23 6QB**

Any personal information provided on this application form will be used for processing the application and may be shared with other grant giving bodies, but otherwise will be held in confidence by the RHS and not divulged to any other third party without your consent. The granting of a *Susan Pearson Bursary* conveys no responsibility for the welfare of the trainee concerned.

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