

We use the information on this form, your cv and information that is in the public domain (eg your social media accounts) to make a decision about your award. The right hand side of the form tells you how long we will keep your information for.

Send to [adrian@pgtrust.org](mailto:adrian@pgtrust.org) or 4 Nottidge Rd, Tunbridge Wells, TN4 8LP

Please allow a minimum of six weeks for your application to be assessed, longer if sent by post.

<b>CONTACT DETAILS</b> <b>We use this information to contact you about your application, and to check whether you have previously received an award.</b> <b>We will also check your social media accounts to find out more about you.</b>		
Your full name		We keep this information indefinitely
Email address		
Full postal address		We delete this information after two years.
Phone number		
Have you applied to the PGT before?		
<b>ELIGIBILITY INFORMATION</b> <b>Our awards are supported by many donors, some of whom restrict the category of applicant that awards can be made to. We use this information to help us make the right award to the right person. It is important that we also have a FULL CV.</b>		
Are you a member of the Professional Gardeners Guild?		We delete this information after two years, but keep anonymised statistics based on it.
Have you recently (in the last 5 years) changed your career to horticulture?		
<b>YOUR WORK</b> <b>We use this information, in combination with that on your CV, to determine your eligibility. We expect your work to demonstrate a clear commitment to horticulture as a career. You need to be currently working as an employed or self-employed gardener, in the UK. This needs to be your main or only source of income.</b>		
Are you a UK resident?		We delete this information after two years, but keep anonymised statistics based on it.
Are you currently employed or self-employed?		
If employed, who do you work for, and are you on a permanent, seasonal or		

casual basis?		
If self-employed how many hours do you work on an average week?		
<p><b>WHAT YOU WANT TO USE THE AWARD FOR</b></p> <p><b>We use this information to decide whether the training that you are applying for is eligible for an award, if it is appropriate for you at this time in your career and how it will enhance your future prospects.</b></p> <p><b>We don't fund garden design training for early (less than 5 years) career horticulturists. We only fund training outside the UK in exceptional circumstances. We will check the information against that from the course provider and information from your referees.</b></p>		
Name of training course		We keep this information indefinitely
Provider of training		We delete this information after two years.
Start date		
Anticipated time taken to complete		
What are your short and medium term career plans, and how will this training help?		
Is this course essential for your current role at work?		
<p><b>COSTS</b></p> <p><b>We will use this information to determine how much your award should be, and what your personal contribution will be. We will check this information where we are able to. Please include as much detail as you can.</b></p>		
Course fees	£	We delete this information after two years, but keep anonymised statistics based on it.
Exam or assessment fees	£	

Equipment costs (we do not make awards for equipment or PPE costs, but you should include them in your calculations)	£	
Lost earnings (your hourly or daily rate x time spent in training).	£	
Travel costs ( we use <a href="https://www.theaa.com/driving/mileage-calculator.jsp">https://www.theaa.com/driving/mileage-calculator.jsp</a> )	£	
Other costs not covered above.	£	
<b>Total costs</b>	<b>£</b>	

## FINANCE

**We use this information to decide if you are able to afford your own training. We expect you to make a contribution towards your learning and to have asked for financial assistance from your employer or other charitable organisations if appropriate.**  
<https://www.horticulture.org.uk/careers/bursaries-and-grants/>

Our awards are offered to those who would not be able to afford training without incurring financial hardship.		We delete this information after two years.
Do you consider yourself to be in this position?		
If you are employed and your course is considered essential for your current role, we would expect your employer to pay for it.  What was their response when you approached them about this?		
Please give details of other organisations that you have approached for funding and their responses.		

( <a href="https://www.horticulture.org.uk/careers/bursaries-and-grants/">https://www.horticulture.org.uk/careers/bursaries-and-grants/</a> )		
What is your personal contribution towards the costs? This could be lost earnings, the travel costs, your equipment costs or a percentage of the course fees.	£	
How much are you applying for from the PGT? You <b>must</b> specify an amount.	£	
If there is a difference between the amount that you are awarded and the total costs, how will you finance this?		
<b>REFEREES</b> One referee needs to be able to tell us about your professional horticultural experience. The second can be horticultural, professional or personal, but not a relative. They should not have a financial interest in the application. We request references by email.		
<b>Name</b>		<b>Job title</b>
<b>Email</b>		
<b>Name</b>		<b>Job title</b>
<b>Email</b>		
The information I have given in this form and any accompanying documents is correct to the best of my knowledge.		
<b>Your name</b>	<b>Your signature</b>	<b>Date</b>
<b>YOU MUST SEND A FULL CV WITH YOUR FORM.</b>		

**YOUR COMMITMENT IF YOUR APPLICATION IS SUCCESSFUL**

- You agree to use the award for the purpose it is awarded.
- You agree to claim and facilitate payment of the award within six months.
- You agree to send feedback, photos and reports as requested.
- We expect you to be proactive in keeping in touch with us.

We keep this information indefinitely. The award may be listed in the Trust's website and our social media channels to help promote the Trust and show successful stories associated with its awards. All participants in photos should be aware and in agreement with this.

Queries to [adrian@pgtrust.org](mailto:adrian@pgtrust.org)

## Equality and diversity monitoring

The Professional Gardeners' Trust wants to build an accurate picture of the make-up of applicants to inform it in encouraging equality and diversity. If you have any questions about the form contact [mercy@pgtrust.org](mailto:mercy@pgtrust.org)

Filling in this form is voluntary, but it is very helpful to us. The information provided will be kept confidential and will be used for monitoring purposes only.

Please return the completed form with your application and cv

**Gender** Male  Female  Intersex  Non-binary  Prefer not to say

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

### **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### ***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

#### ***Black, African, Caribbean or Black British***

African  Caribbean  Prefer not to say

Any other Black, African or Caribbean background, please write in:

#### ***Mixed or Multiple ethnic groups***

White & Black Caribbean  White & Black African  White & Asian  Prefer not to say

Any other Mixed or Multiple ethnic background, please write in:

#### ***White***

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other White background, please write in:

#### ***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only.

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**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual  Undecided   
Prefer not to say

If you prefer to use your own identity, please write in:

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say

If other religion or belief, please write in:

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**Do you have caring responsibilities? If yes, please tick all that apply**

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

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