BRIEFING PAPER - NOT FOR CIRCULATION

The Beekeeping Industry has relatively small amounts of money to spend on research. It spends about $40,000 per year. The government, universities and other industries spend about $460,000 directly on honey bee research and a further $1,000,000 on research of interest to the beekeeping industry. The Trust therefore represents about 8% of the money spent on honey bee research and 3% of the total amount of money spent on research of interest to the Beekeeping Industry.

Two things need to be recognised
1) There trust dispenses relatively small amounts of money so it needs to be recognised that the method for applying for funds should not be onerous as this will discourage potential applicants.
2) Used correctly the trust funds can have a disproportionate influence over the other research $$ being spent on honey bees, both by the government and other industries.

Also preference should be given to industry organisations presenting proposals.

SUGGESTED CHANGES FOR INTERACTIONS BETWEEN THE TRUST AND APPLICANTS

1) Coversheet
More information is needed to assist people who are making applications. There is generally little information concerning the trust fund available to applicants. A draft cover sheet is attached which may help in this matter.

2)Expressions of Interest
Application are frequently expensive to write, referee and process. To overcome this many Trusts ask for expressions of interest and then only ask for full proposals for proposals that are they are interested in (See attached Agmart and Marsdent fund forms) . This results in applicants saving time not writing proposals that won't be funded and saving ARAC's, EXEC's and the Trustees time assessing projects that have no chance of being funded. This should be considered.

3) Communication with applicants e.g.
- Notification should be sent that the application has been received the date applicants will be notified of the results should be included.
- A letter on or before the notification date that either notifies of results or gives a second date if the initial date cannot be met.
- Some information should be sent to unsuccessful applicants with regard to why the application was not funded.

4) **Reporting requirements**.
Successful applicants should be notified of the reporting requirements including
- Date required
- Form of the report
- Number of copies
- Who the copies must be be sent to e.g. Trustees, Exec, Library etc
- Publication requirements, e.g. articles for the Beekeeper
- Number of seminars and reports to conference

5) **Changes in funding levels.**
If less than the total amount asked for is given then the applicant should be asked to resubmit the proposal if the reduction in funding will change what will be done. It would best if the Trust indicated which piece of the proposed work should be cut rather than leaving it to the applicant.

6) **Discussion with successful applicants.**
The refereeing process with ARAC, EXEC and Trustees may/will turn up problems or suggested improvements to a project. These should be supplied to the applicant so he/she can make improvements. The improvements can be either suggestions to the applicants or requirements depending on the applicant and the nature of the comments.

7) **Application form**
The number of application forms needs to be reduced to one instead of the current 2. Most applicants are confused over to application forms.

8) **Time taken to process proposals**
Many applicants have extensive research programmes to manage. It is therefore important to keep to the time scales indicated to applicants and notify applicants if these time scales cannot be met. To assist in this see the attached draft cover sheet. It will need to be changed to fit the order of the process. When the application is received the coversheet should be attached to the front and the required dates filled in down to where the applicant is notified.

BEEKEEPING INDUSTRY TRUST FUNDS
INFORMATION FOR APPLICANTS

TYPES OF FUNDING APPLICATIONS

The purpose of the two trust funds are to further, through education, study, investigation and research, the general advancement of the honey industry in New Zealand. Previously the industry has funded proposals up to a value of $60,000 pa.

APPLICATION DATES

The closing dates for applications are the 15 February and 15 August annually

PROCESS

1) Applications must be sent to
   The Executive Secretary
   National Beekeepers Association of New Zealand.
   P.O. Box 307
   Hastings
2) The application form must be used
3) Applications for research funding may be sent to technical referees
4) Proposals are then assessed by the Executive of the National Beekeepers Association which passes them on to the trustees who make the decisions on funding.
5) The proposals will then be assessed by the trustees and a decision made on whether they will be funded.
6) Applicants are usually notified of the results of their application within ???? months

REPORTING

Successful applicants are required to supply annual reports of their progress to the Executive of the beekeepers association. They may also be required to write up their results in the form of a popular article for the New Zealand Beekeeper and present oral reports. Successful applicants are also expected to notify the executive of any major deviations from the proposal.

CONTENT OF PROPOSALS

It is important that proposals contain sufficient detail for them to be assessed This is particularly important for technical and research proposals. A common complaint of referees is that proposals do not contain enough information, particularly in the methods section.

If the proposal is sent for refereeing it will be refereed on the following criteria
1 Whether the aim of the study is achievable with the given methods
2 That the proposal is for original research
3 That the methodology is sound
4 Validity of costings
5 Validity of any claims at to the benefits of the project to the beekeeping industry

All proposals are evaluated in strict confidence.

RESEARCH PROPOSAL COVER SHEET

TITLE OF PROPOSAL

NAME(S) OF APPLICANTS

	ACTUAL DATE	**REQUIRED DATE**
RECEIVED BY NBA		15th Feb or Sept
SENT TO ARAC		
RETURNED TO EXEC SEC		
EXEC DECISION		
SENT TO TRUSTEES		
TRUSTEE DECISION		
APPLICANT NOTIFIED		

WHERE CHANGES ARE REQUESTED

	ACTUAL DATE	DATE REQUIRED
RECEIVED BY NBA		XXXXXXXXXX
SENT TO ARAC		
RETURNED TO EXEC SEC		
SENT TO TRUSTEES		
APPLICANT NOTIFIED		

Notes and timeline for Trustee interaction

December 1993 meeting: It was agreed to ask ARAC to prepare guidelines for applicants for research, such guidelines to be discussed with the trustees.

March meeting: It was agreed that a member of ARAC, one of the Trustees and a member of the National Executive meet at the time of the May Executive meeting to progress the matter.

29 June 1994: Letter from ARAC with regard to cover sheet to be added to application forms. Agreed that meeting of ARAC, Executive and one or all of Trustees at conference would be worthwhile.

July meeting: It was noted that the Trustees wished to meet with the Executive to go over various matters of concern to them.

July meeting: It was agreed that a representative of Executive meet with: the Trustees and ARAC and that this be done in conjunction with the September meeting. It was agreed that Russell Berry be the representative of Executive to meet with the Trustees and ARAC.

31 August 1994: The Trustees consider that the consideration of grants could be improved if the interelationship of the NBA executive, ARAC and the Trustees could be more clearly defined. To this end it is suggested that, at a mutually convenient time, I should attend an executive meeting to discuss this and any other matter of concern. (letter from D H Kay).

September meeting: Russell Berry agreed to arrange a meeting with the Trustees, ARAC and the Executive on his return from overseas.

December meeting: 14.1.1 Meeting with Trustees, ARAC, NBA. It was agreed that a meeting be arranged for the Friday immediately prior to the planning meeting (ie 3rd March).