

5 June 2020

Audrey Eagle Publishing (AEP) Fund

The AEP Fund is held in trust by the Botanical Society of Otago (BSO).

Background

The Fund originated in 2006 from a donation of \$7,000 given to Audrey Eagle CNZM, from various sources, to publish supplementary notes to accompany her notable contribution to New Zealand botanical publications, *Eagle's Complete Trees and Shrubs of New Zealand*. The Supplement, published by BSO, came out in October 2006 and profits from this were the basis of this self-perpetuating fund. The Fund was considerably enhanced in 2014 when the first recipient, Allison Knight, not only paid back the loan but also contributed all profits from her publication *Lichens of New Zealand - an introductory illustrated guide*. As at 4 June 2020 the Fund had a balance of \$12,238.

Aim

The aim of the Fund is to promote the dissemination of New Zealand botanical literature by contributing to publication costs.

Procedures

Specifications below are to ensure the Fund continues to be self-perpetuating, grown where possible, and is used for the best interest of botanical publications in New Zealand. They are:

1. The Fund is to be deposited in a high interest rate bank account that also allows the most flexible use when funds are required.
2. The Fund is to be administered by a BSO sub-committee, who will take proposals to the full committee for approval.
3. The Fund will facilitate publication of botanically-orientated material. This could include, but is not limited to: field guides; research outcomes; pictorial or art collections; poetry; and regional works with an emphasis on local botany.
4. The maximum amount available for printing each publication is \$2,000.
 - a) the total amount granted is at the discretion of the committee.
 - b) other costs may be included, also at the discretion of the committee.
5. At the discretion of the committee two options are available:
 - a) a loan, which is repaid within a specified time and/or
 - b) a grant, which is not required to be repaid.
6. On approval of a project the sub-committee will instruct the BSO Treasurer to disburse funds as approved.
7. Repayment of loans will be as specified in the loan agreement. A donation to the Fund would be appreciated.
8. The Fund and BSO are to be acknowledged in the publication.
9. Place of publication to be New Zealand.

10. The applicant must be a current member of BSO.
11. Grants or loans must only be used for purposes stated in the signed agreement. Minor differences between the planned and actual work can be approved at the discretion of the fund sub-committee. Major changes will require the grant or loan be surrendered and a new application made.
12. The Fund is not available to commercial publishing businesses.
13. Applications to the Fund should be made in an electronic document attached to an email, addressed to the Botanical Society of Otago - Audrey Eagle Publishing Fund Sub-committee at bso@otago.ac.nz.
They should include:
 - subject/title and author
 - list of publications covering similar material
 - list of other funds applied for
 - advertising strategy
 - is this a profit-making project, or not?
 - number of copies to be printed
 - topics to be covered
 - an example of the envisaged format
 - quotes from at least two typesetters and/or printer/publishers
 - anticipated date of publication
 - other deadlines to be met
14. Recipients and details of their funding will be announced in the BSO newsletter, with the following recorded in a database:
 - recipients name
 - date application received
 - name of work*
 - whether the award is a loan or grant
 - amount requested
 - amount awarded
 - date awarded
 - due date of repayment (if a loan)
15. There will be a signed agreement between the recipient and BSO to confirm rules, expectations and dates.
16. Any application to reprint works previously funded by the Audrey Eagle Fund may simply refer to the details provided in the original application when being considered for further funding.