

Centenary Memorials Restoration Fund

Principles and eligibility criteria



HISTORIC SCOTLAND
ALBA AOSMHOR



War Memorials Trust

Centenary Memorials Restoration Fund (CMRF) was announced by the Scottish Government in January 2013 and is making **£1 million** available between April 2013 and March 2018 to help communities undertake repair and conservation work to war memorials in Scotland. This document outlines the principles grants will be assessed and awarded under.

War Memorials Trust (WMT) is administering the scheme on behalf of the Scottish Government and Historic Scotland. CMRF promotes current **best** conservation practice; this is a key principle at the heart of the scheme to ensure no works are damaging to a memorial and ensure it is **maintained** for future generations. Please see Historic Scotland's Short Guide on 'The repair and maintenance of war memorials' for detailed guidance on appropriate conservation works: conservation.historic-scotland.gov.uk/war-memorials-short-guide.pdf. Works outside the scope of CMRF may not contravene conservation principles but may have to be excluded from funding due to limited resources, or are works that are the responsibility of the community. War memorials have traditionally been funded by local communities through public subscription and donations paid for their creation. Therefore, maintenance is generally considered a community responsibility and an ongoing tribute to the fallen by the community.

Applications to the CMRF are assessed in rounds every three months. The annual deadlines for applications each year are on the following dates: 28th February, 31st May, 31st August and 30th November. Exceptions may be made for assessment of applications outside of these dates for urgent cases.

1. About CMRF

1.1 What types of war memorials are eligible?

This grant scheme is as inclusive as possible so war memorials of all types in Scotland are eligible for CMRF. WMT's helpsheet 'Definition of a war memorial' can be used to determine eligibility or WMT can be contacted to discuss this. All WMT's helpsheets are available on WMT's website: www.warmemorials.org/a-z.

Graves of all types are excluded, as are war memorials located outside of Scotland, even if they are for British service personnel. Official Commonwealth War Graves Commission memorials or graves are also ineligible as they are already funded by government.

1.2 Who can apply?

Anyone can apply to the CMRF. Both organisations and individuals are welcome although grants cannot be offered towards projects which are already receiving funding from Historic Scotland or other Scottish Government sources. Please contact WMT to discuss this.

If you are not legally responsible for the war memorial you should get written consent for your project from the person or organisation that is responsible. If the ownership of the war memorial is unknown, you should show that you have taken reasonable steps to trace the owner; this could include

checking with the local authority, carrying out local land registry searches and advertising in the local press. Please see WMT's helpsheets on 'Ownership of war memorials' and 'Researching the history of a war memorial' for guidance.

1.3 When and how are decisions made?

Applications are assessed in rounds every three months. The annual deadlines for applications are: 28th February, 31st May, 31st August and 30th November. Following acknowledgement of receipt of an Application Form it will be reviewed and the applicant will be advised if any additional information is required. An application will only be assessed at the deadline date following full and complete submission of all required information. Therefore applicants are encouraged to submit well in advance of deadlines to enable WMT to review the application and provide the applicant with feedback to enable them to get any additional information required in advance of the deadline.

Applications are assessed based on the priority of the need for the works and their urgency. If there are insufficient funds to offer a grant to your project then it will be re-assessed at the next round.

1.4 How much can CMRF offer?

Grants are normally up to 75% of the eligible costs, up to a maximum grant of £30,000. Please note that while all applications are assessed on their own merits the number and value of grants that can be made under CMRF depends on the availability of funds. Therefore, the percentage of eligible costs and maximum value of a grant may change.

1.5 Funding restrictions

Please do not commence work prior to receiving a decision on your application to the CMRF as projects cannot be funded retrospectively.

Applicants or projects that receive funding from Historic Scotland or other Scottish Government sources for this war memorial project are unlikely to be eligible for a CMRF grant. A project may however be eligible for WMT's Small Grants Scheme so a WMT 'Grants Pre-application form' should be completed to enquire or contact WMT to discuss your project.

Please note CMRF is scheduled to run from April 2013 – March 2018. You should check WMT's website, or contact WMT, to confirm whether the scheme is still operational.

2. Eligibility criteria

2.1 Eligible works

CMRF focuses on assisting with the conservation and repair of war memorials in Scotland. So they do not negatively affect the memorial, **works should aim to manage the natural process of decay without damaging the war memorial's overall appearance, altering the features that give it its historic or architectural importance, or unnecessarily disturbing or destroying historic fabric.** Please see WMT's helpsheet on 'Conservation principles' or Historic Scotland's Short Guide on 'The repair and maintenance of war memorials' for guidance.

Details of eligible works are below; as some types of work are more complicated than others the more subjective areas of work are explained in greater detail. If you have any queries regarding the eligibility of your project please contact WMT's Conservation Team in advance of completing your 'Grants Pre-application form' or CMRF Application Form.

Professional assessments

- Costs of professional condition/structural surveys or reports to assess the current condition of the memorial and help establish appropriate conservation or repair strategies. Such reports are often obtained for memorials with a number of complex repair issues, relocation or potential structural problems and can be used for contractors to quote against. If you are unsure whether you need this type of report, WMT's Conservation Team can advise you. Please note, condition surveys or reports are not the same as quotes for work and should be undertaken by conservation-accredited professionals (e.g. architect, chartered architectural technologist, building surveyor, structural engineer or conservator).

Professional fees

- Costs for professional fees to supervise the project. Some types of projects will benefit from professional input and supervision; this includes condition surveys as above, but can also extend to managing and supervising the project such as undertaking the tender process, writing specifications and certifying the completion of works. This is usually required for complex or large projects and those involving structural works, dismantling and relocation. If required, these costs can be included in a grant application as long as the professional has conservation-accreditation (architect, chartered architectural technologist, surveyor, structural engineer or conservator).
- Projects of £20,000 or over require a conservation-accredited professional to supervise the project and these fees can be included in the application.

Repairs

- Urgent and necessary repairs to the fabric of the war memorial including works of structural stabilisation.
- Stone and mortar repairs to damaged stone.
- Selective replacement of severely weathered functional elements or decorative features where the structural stability or the integrity of design of the memorial is compromised by its present condition.
- Works related to 'hard' landscaping, such as steps, walls and railings which form an integral part of the memorial's design inside, and including, the boundary of the war memorial. For example, a war memorial may be located within a paved area with surrounding fence or wall; in this case the paved area and surrounding fence or wall would be considered part of the war memorial if it is clearly part of its design. The war memorial's landscaping is not considered to include public highways, common land or street furniture adjacent to the war memorial.
- Works to 'soft' landscaping such as gardens or planting around a memorial, which are part of its design or soft landscaping which is a memorial in its own right such as a memorial park or playing field. The work should follow a conservation or repair approach, such as reinstating the original design, but does not include maintenance work such as weeding, buying new flowers or installing soft landscaping around an existing memorial.
- Works to memorial buildings which are urgently needed to keep the building in use. This can include, but is not exclusive to, services/utilities, security, doors, windows, flooring, walls, etc. This excludes the following types of work, among others: building new extensions, car parks, redecoration, maintenance or anything which is non-essential routine work.

Cleaning

Cleaning **ONLY**:

- i) where the surface build up is damaging the fabric by chemical action;
- ii) where there is so much soiling on the memorial that it must be removed in order to assess the extent of the necessary work;
- iii) in order to read the inscriptions.

Cleaning cannot be funded for cosmetic reasons as unnecessary or over-cleaning can damage a memorial. Details of how cleaning fulfils at least one of the above criteria will need to be supplied with an application. WMT's Conservation Team can advise if cleaning is appropriate.

Replacements/reinstatement

- Reinstatement of completely missing memorials or parts of memorials, particularly decorative features and inscriptions. The replacements must be a like-for-like reproduction of the original design and there must be historic evidence to support the work. Please see section 1.1 in the CMRF Guidance Notes about supporting documents. Consult WMT's helpsheet on 'Researching the history of a war memorial' for suggestions of potential sources of historic information as well as section 2.2 of the Guidance Notes.

Addition of names/inscriptions

The inscriptions on a war memorial are intrinsic to its commemorative function. However, as CMRF has a conservation focus, the addition of names to a war memorial can only be funded if they can be sympathetically accommodated on the memorial in the same manner as the existing inscriptions or if there is an alternative sympathetic solution. This means that any inappropriate materials/designs, additional elements, or 'new' memorials to accommodate the additional names, cannot be considered for funding. Applicants considering projects around addition of names and inscriptions are advised to contact WMT as early as possible to discuss proposed work to ensure all options are considered and appropriate solutions identified.

Any names proposed to be added need to be linked to conflicts already commemorated on the memorial or names from later conflicts which are not recorded elsewhere locally.

For example, a war memorial cross in a churchyard carries the names of those who fell in World War I. If the names from World War II were not recorded anywhere locally, CMRF could support their addition if there is space on the memorial. However, if after World War II a war memorial plaque was erected inside the church with the names from that conflict, then this would be viewed as the choice of the community at that time and CMRF cannot fund the repetition of the World War II names on the cross. (There is not necessarily an objection to the names being added but the funds of CMRF need to be focused on conservation work rather than replicating or duplicating names already recorded.) If there are no names recorded on a memorial, then the addition of names cannot be funded as this is contrary to the original design intention.

Due to the nature of these works, they will be assessed on a case-by-case basis.

Further information on the types of works to inscriptions which are eligible for funding are listed below, including details of any supporting information which will be required.

- Addition of names to the existing structure of the war memorial. The addition of names to a war memorial **must** be supported by evidence that the local community has been notified, e.g. local newspaper article, public notices etc. Supporting information will need to be provided which shows the additions are appropriate. You will be advised on the extent of information required when you are sent the application documents.

Confirmation of how the names will be added and that they will be in the same style, font and format as the existing names will be required, and that they are not recorded elsewhere locally. The criteria for names should be in keeping with the intentions of the community when the original names were added, if known. Plans should be submitted, if appropriate, to show how the names will be accommodated. Photographs should also be submitted which illustrate the existing type of inscriptions on the memorial, and where it is proposed to add the additional inscription(s).

- The correction of errors on original inscriptions. This must be supported by evidence of why the correction is needed and how it will be undertaken. Definitive evidence that an error has occurred will be required otherwise there is the risk that a legitimate name will be altered or removed. You will be advised on the extent of information required when you are sent the application documents.
- Works to improve the legibility of inscriptions. This includes re-leading, re-gilding, re-painting and limited re-cutting and cleaning. If there are no remnants of paint on inscriptions to illustrate they were originally painted, evidence will need to be supplied to support this, see section 1.1.1 in the CMRF Guidance Notes for further guidance.

Re-cutting should be a last resort option for lettering which is illegible as re-cutting can only be undertaken a finite number of times, and will inevitably result in inappropriate loss of original fabric if undertaken when not required. In some cases, 'sharpening up' or deepening of letters may be sufficient, rather than complete re-cutting. It also needs to be considered whether the stone is in a suitable condition for re-cutting.

- Addition of 'commemorative' plaques or inscriptions marking an anniversary (such as the centenary of World War I) or restoration project are strictly not eligible for funding as these are not sustainable in the future, generally are not in keeping with the original design and intention and detract from the names or dedication on the memorial. There are other non-invasive ways of commemorating projects and anniversaries; contact WMT's Conservation Team for guidance.

Access

- Upgrading 'hard' landscaping features to improve access and to meet present-day safety standards or in order to comply with legislation (e.g. disabled access). It will be required to show how the current arrangements do not comply with the law. Works should be sympathetic to the design and materials of the memorial and incorporate the least amount of intervention and alteration required.
- Upgrading building services to war memorial halls to improve access and to comply with legislation (e.g. disabled access). You will be required to show how the current arrangements do not comply with the law.

Physical additions

- Preventative conservation works, such as the addition of features that assist with general security and protection (e.g. railings, lighting, CCTV). These will be considered if evidence is presented of a vandalism or theft problem, including how long it has been happening or when and why it was identified. This could be photographs of graffiti, newspaper articles etc. Information on steps already taken to tackle the problem should be included. Please see the notes in section 1 of the CMRF Guidance Notes about supporting evidence. This type of work will be judged on a case-by-case basis as physical additions should be a last resort. Please see WMT's 'War memorial theft: Prevention and solutions' guidance for further advice.

Relocation

- Relocation of war memorials should be a last resort as it is potentially damaging to the memorial and also removes the historic association of the memorial with its original location. Therefore, there are strict eligibility criteria for the funding of relocation of war memorials. Only memorials that are **at risk** or **completely inaccessible** to the public are considered for funding. The relocation must be supported by evidence that the local community has been notified e.g. local newspaper article, public notices etc. At risk memorials are considered to be those threatened by confirmed redevelopment of land or buildings or in locations where they are being consistently vandalised or damaged. Inaccessible memorials are considered to be those in storage rather than those in private companies or other buildings where an appointment is needed to access the memorial. Please see WMT's helpsheet on 'Relocation of war memorials' for further information.

Please note that if it is proposed to relocate a listed memorial, it will be a condition of any grant that the required processes for updating Historic Scotland of the new location is undertaken, so as not to invalidate the listed status of the memorial (de-listing and re-listing). Contact WMT's Conservation Team for further guidance on this matter.

2.2 Ineligible works

CMRF supports current best conservation practice in the repair and conservation of war memorials. Some other types of works associated with memorials, although important, have to be excluded from funding on the basis that they are part of the normal maintenance routine of custodianship, not of an urgent nature, or not related to the aims of the CMRF. Ineligible works are detailed below:

- Creation of new war memorials. New memorials are considered to be those which have never existed before.
- Memorials which are not war memorials. For a definition of a war memorial see WMT's helpsheet 'Definition of a war memorial'.
- Graves or Commonwealth War Graves Commission memorials/graves.
- General maintenance costs. Maintenance is considered to be work that should be undertaken on a regular basis. For example, small amounts of re-pointing, cleaning with water and bristle brushes for low levels of dirt. If in doubt, please check Historic Scotland's Short Guide on 'The repair and maintenance of war memorials'
- Cleaning for reasons other than explained in section 2.1. Repetitive cleaning gradually causes damage to the war memorial and reduces its lifespan. If in doubt, check WMT's various helpsheets on cleaning.
- Electrification of clocks/organs/bells if this was not the original system, unless there is evidence the original system cannot be repaired or replaced like-for-like.
- Military/remembrance service items next to, or attached to, the war memorial e.g. flagpoles, wreath holders. This does not apply to objects which are war memorials themselves.
- Moveable objects in the vicinity of a war memorial e.g. flower pots. This does not apply to objects which are war memorials in themselves e.g. a war memorial bench.
- Buildings which war memorials are attached to but are not war memorials themselves; e.g. a chapel with a war memorial plaque in it, a church tower with a memorial clock on it.

- General signage or interpretation boards about the war memorial. This includes adding wording to war memorials which do not have any at present specifying that they are a war memorial.
- Addition of 'commemorative' plaques or inscriptions such as those associated with a particular anniversary, restoration project or donor(s).
- Reconstruction that is not based on firm historic evidence. Please see the notes in section 1 of the Guidance Notes about supporting documents.
- Replacements in a style or material that is at odds with the war memorial's original and/or existing design, e.g. replacing limestone plaques with granite, changing the font or the style of inscriptions.
- Replacements for aesthetic reasons only, e.g. replacing concrete paving with stone paving. This type of replacement would only be considered if there was an inherent fault with the original material that will require constant repair/replacement. Any replacement would need to be with a traditional and local material which is in keeping with the existing materials. Natural weathering is not a reason for introducing a replacement material.
- New features that are at odds with the war memorial's original and/or existing design, e.g. adding railings (unless there is a clear need in regards to vandalism), lighting, addition of materials not currently on the memorial, painting originally un-painted inscriptions. Physical additions to war memorials are not usually funded, except in exceptional circumstances, such as in regards to vandalism noted in 2.1 above.
- Relocation of memorials neither at risk nor completely inaccessible, e.g. not enough space to hold services, next to a busy road, muddy ground or a steep and undesirable location. In cases such as this there may be alternative options such as introducing a path to help access over a grassed area. It is also expected that if a company or organisation is moving property that they should accommodate the relocation of any war memorials in their plans. Likewise, any development or regeneration works should also include the necessary relocation of any memorials in the plans and budget. Please see WMT's helpsheet on 'Relocation of war memorials'.
- Funding works to memorials which have previously received a grant from a scheme administered/run by War Memorials Trust and where the current proposed works are deemed to be as a result of a lack of maintenance, or a re-application for the same works. In such cases, evidence of the maintenance of the memorial will be required for an application to be considered.
- Charges to obtain quotes from contractors.
- Educational projects around war memorials.
- Work carried out or contracted for before a written grant offer has been made and accepted.
- Applicants should be aware that if a proposed project is believed to include any works detrimental to the long-term condition of a war memorial it is likely to be excluded from funding under CMRF. WMT's Conservation Team is always available to discuss appropriate works to ensure anything undertaken is in line with best conservation practice.

3. Making an application

3.1 Making an application

The first step is to discuss your project with WMT's Conservation Team. If you have not already done so, you will need to complete a 'Grants Pre-application form' which is available on WMT's website (www.warmemorials.org/grants) or by contacting the charity. This should be posted to the London office or the main grants@warmemorials.org email address where it will be processed and passed to the Conservation Officer in Scotland to deal with. If you are advised that the work you want to carry out to the war memorial is likely to qualify for a grant under the CMRF you will be invited to fill in the Application Form and gather together the information needed to assess your application.

If your project combines types of work that can be funded with types of work that cannot be funded, any grant offered will be towards the **cost of eligible works** only. However, details of the ineligible work may be requested to ensure that it is not damaging to the memorial.

Please answer **all** the questions on the Application Form and enclose all the information requested. You may type on the electronic version of the Application Form and you can send it by email or by post. Remember to keep the originals of all your supporting documents.

Applications to the CMRF are assessed in rounds every three months. The annual deadlines for applications are: 28th February, 31st May, 31st August and 30th November. It is advised that applications are submitted as early as possible. Incomplete applications cannot be assessed, so please ensure you have included all the required information when you submit your application. If your application is not complete we will contact you to highlight any additional information required. If a war memorial requires urgent attention please contact War Memorials Trust to discuss this and if an urgent need is demonstrated assessment may be possible outside the normal assessment dates. Applications are assessed based on the priority of the need for the works and their urgency.

Following the deadlines please note that it may take up to six weeks for a decision to be advised to the applicant. If there are insufficient funds to offer a grant to your project, your application will be automatically considered within the next assessment. Incomplete applications cannot be assessed, so please ensure you have included all the required information when you submit your application. Applications submitted with insufficient information will be returned with advice on what additional detail is needed. Further detailed information on grant timeframes is available on WMT's website: www.warmemorials.org/advice-for-applicants.

Please note there are a number of requirements for applications:

- A record of the memorial and its condition is added to War Memorials Online and details provided to the Royal Commission on the Ancient and Historical Monuments of Scotland.
- Any projects of £20,000 or over require an appropriate conservation-accredited professional (architect, chartered architectural technologist, surveyor, structural engineer or conservator) to supervise the project. The particular professional will depend on the nature of the project.
- Any grant offers to memorials which have metal elements will be required to make an application to In Memoriam 2014.
- Grants of £5,000 or over require submission of a maintenance plan when the grant is claimed.

Please note that only one memorial can be covered per Application Form. If you have multiple memorials included in a project you are advised to contact WMT as early as possible to discuss this and determine an appropriate approach.

3.2 Your application's progress

When your Application Form and supporting information arrives its receipt will be acknowledged. A preliminary assessment will take place, and if any further information is needed, we will contact you.

Any missing information will be required by a stated date, in order for the application to be assessed at the next deadline. If required information remains outstanding for a period of 5 months this will lead to your application being annulled. Following annulment should you wish to apply to the CMRF you will be required to submit a new Application Form. This is to effectively manage the large number of applications received.

The speed your application can be dealt with is influenced by the quality of the application and whether further information has to be sought. Careful and accurate completion of the Application Form following the advice provided in the Guidance Notes is likely to result in an application which requires minimum further information and increases your chances of receiving a quick response.

It should also be noted that interest and applications to CMRF are likely to increase at certain times of year. If you are aiming to have the work completed in time for Remembrance services in November it is **strongly** recommended that the application is submitted well in advance (depending on the nature of the project this could be many months). Although every effort will be taken to process applications as quickly as possible, assessment in time for specific deadlines cannot be guaranteed, particularly at the deadline dates approaching November when application numbers increase and all applicants are likely to be trying to meet the same deadline. We recommend you manage expectations around projects and encourage people to understand that it is better to undertake the works appropriately and carefully rather than focussing on an unrealistic date.

Following assessment of your application, you will be contacted in writing with the decision, within six weeks. If your application is rejected you will be given reasons for this. If your application is approved, you will be sent a letter setting out the grant offer and conditions, a Grant Contract, Contractor Declaration and a Completion Report form. If you wish to accept the offer, it will remain open for **12 months** from the date of the offer letter. Any extensions must be discussed with WMT's Conservation Team in advance of the deadline.

3.3 How grants are paid

A single payment is made by BACS after the satisfactory completion of all the grant-aided work. If waiting until completion for full payment is going to prevent you undertaking your project then you should discuss this with WMT's Conservation Team.

Before a grant can be paid you will need to send a Completion Report form and a copy of the final invoice together with good quality photographs illustrating the work undertaken. Please note that for projects where the grant offer is £5,000 or over a maintenance plan for the memorial will also need to be submitted with your Completion Report.