

Centenary Memorials Restoration Fund



HISTORIC SCOTLAND
ALBA AOSMHOR

Guidance Notes



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. War Memorials Trust (WMT) is administering the scheme on behalf of the Scottish Government and Historic Scotland. CMRF seeks to facilitate repair and conservation works through its grants and act as a catalyst for action. The 'Principles and eligibility criteria' document, available on WMT's website and upon request, outlines the principles applied in administering CMRF. Historic Scotland's Short Guide 'The repair and maintenance of war memorials' should also be read prior to making an application as it gives detailed advice on conservation and repair, conservation.historic-scotland.gov.uk/war-memorials-short-guide.pdf.

CMRF promotes current **best** conservation practice and 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. Some works may be considered to be outside the scope of funding if funds become limited but this does not mean they necessarily contravene conservation principles. General maintenance is considered to be the responsibility of custodians.

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. 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. Applications can be submitted at any time and should not be left until the deadlines as the Trust reserves the right to roll over applications to another round if due to volume it is unable to assess them in a specific round. 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 in the next assessment. Incomplete applications cannot be assessed, so please ensure you have included all the required information when you submit your application.

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.

Applications submitted with insufficient information will be returned with advice on what additional detail is needed. 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.

There is comprehensive advice on WMT's website on most of the major elements of making a grant application such as different types of contractors, obtaining quotes, managing a project and timescales for the application process: www.warmemorials.org/advice-for-applicants.

1. Filling in the Application Form

These Guidance Notes are intended to assist you in answering the questions in the Application Form and in assembling your supporting information. If you have a query that is not covered in these Notes or are uncertain how to answer any of the questions on the form, please contact WMT's Conservation Team via the details in section 2.1.

1.1 Supporting documents

At the beginning of the Application Form there is a checklist of supporting documents. It is very important you provide everything that is requested as any missing information will cause a delay in processing your application and may affect your chances of being offered a grant. You should submit the page with this list as part of your application and tick the boxes to show the information is included. The following is an explanation of why this information is important:

1.1.1 Historic evidence

- Copies of documents relating to the history of the war memorial, both written and photographic if available: for example, original design drawings, council/community council/amenity association minutes or newspaper reports. Historic photographs are particularly useful. It is also important to have details of the name of the architect or designer, sculptor and builder of the memorial and its date of construction and dedication, if these are known.

We need this material to understand the background and context of the memorial. It may have been designed by a prominent architect, which could affect decisions about its treatment. When re-instating missing elements, photographs will provide a model for the replica design. Furthermore, this evidence may provide information on the materials of the memorial to ensure that any replacements or repairs are undertaken with the same material. For guidance on how to find historical material, read WMT's helpsheet 'Researching the history of a war memorial' and try the resources in section 2.2.

1.1.2 Photographs

- A recent set of good quality colour photographs of the war memorial, showing the war memorial as a whole, its setting and close-ups of all areas to be repaired as described in Q14. Applications submitted without good quality photographs will not be considered.

These are **essential** for **every** application. These must show the whole memorial in its setting and close-up views of areas which will be worked on, for example, open joints, weathered inscriptions, cracks. If an application is for reinstatement of any lost features, photographs illustrating the original appearance of the memorial are important, as detailed above.

We need photographs to assess the condition of the memorial and the need for the works. Photographs are your primary way of illustrating the problems to support your application and so you should provide the best quality you can. If you do not send a photograph that shows a problem, then we will not know it is there. Photographs can be sent on a CD, by email or as a hard copy on photographic paper. **Digital versions of photographs are preferred.** Do not mark or write on the front of the photographs in any way or attach stickers. If you wish to do this or if it will be helpful please do so on an additional copy. You should write the name of the copyright holder clearly on the back of each photograph sent. If you are sending photographs via email then please ensure the size of the email does not exceed 8MB.

1.1.3 Map

- A map showing the location of the war memorial at street level.

We need a street level map in order to precisely record the location of the memorial and to enable us to find it should a visit be undertaken. If a memorial is located within a building then we do not require a map of its location within the building, but the building's location. However, you may supply a map of the memorial's location within a building in addition to a street map, if relevant.

1.1.4 Quotes

- Copies of two or three quotes, depending on the total costs of the project. The content should describe the methods, treatments and products proposed.

A minimum of two quotes are required for an application and three quotes are required for projects of £5,000 and over. Detailed quotes or specifications are required for certain types of work, particularly for larger projects or structural works. Please contact WMT's Conservation Team if you are unsure whether this is required for your project.

If your project costs £20,000 or over you will have to have a conservation-accredited professional oversee the project so you should also include their quote, even if you do not wish to include these costs in your application.

Please see section 1.5 for more detailed guidance regarding this requirement.

1.1.5 Professional reports/drawings

- Copies of any architectural drawings, surveys, condition reports, specifications or other expert advice, if relevant.

Any professional guidance will support your application as it will give detailed information about the memorial (e.g. its materials, fixings, previous works), a professional assessment of the condition of the memorial and recommendations for its repair/conservation.

Professional reports and specifications are particularly important for more complex and large conservation/repair projects and dismantling or relocation as they will ensure that the memorial is thoroughly assessed and a clear direction for the works will be provided.

Architectural drawings and plans are required if your project involves any alterations to the **current** fabric of the memorial, for example: replacement of lost/stolen features, addition of railings (as vandalism prevention or reinstatement), large scale indentation of replacement stone or materials and

relocation. This ensures that everyone involved in the project is informed and has the same expectations of the works and to ensure that the project is appropriate.

1.1.6 Legal documentation

- Copies of documentation relating to permission for the proposed work (e.g. from the owner of the memorial if this is not the applicant, Listed Building Consent, Conservation Area Consent, Scheduled Monument Consent, Planning Permission or any ecclesiastical permission), if applicable.

Statutory consents do not have to be obtained to submit an application in all cases, but will be required before any works are undertaken. However, if these consents are in place prior to an application it will be known that the proposed works can legally be undertaken. If consents are applied for after an application there is the possibility that certain works may not be permitted, and therefore the grant may have to be amended or cancelled.

Due to the nature of certain projects the relevant statutory consents or guidance from the local authority or church authority will be required with submission of an application. Such projects include, but are not exclusive to: relocation, electrification of bells, organs and clocks, alterations or additions to listed memorials. Please contact WMT's Conservation Team for further guidance.

Consent from the owner of the memorial will be required for an application if this is not the applicant.

1.1.7 Confirmation that a record of the memorial has been added to War Memorials Online and details provided to the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS).

To be eligible for consideration for a grant there will need to be a record of the memorial on War Memorials Online including a current Condition statement: www.warmemorialsonline.org.uk. This ensures the memorial is part of the UK wide centenary project to create a greater understanding of the condition of war memorials. In addition, as a national collection, RCAHMS is responsible for information and material relating to Scotland's buildings, archaeology, industry and maritime heritage. Visitors can consult the archive and find out more by visiting the search room in Edinburgh or can view the collection online through Canmore, the RCAHMS database and catalogue which provides searchable, map-based information on places throughout Scotland. Applicants should check if the memorial is recorded on Canmore and provide details to ensure RCAHMS has a record as part of Scotland's national collection: www.canmore.rcahms.gov.uk.

Any grant offers to memorials which have metal elements will be required to make an application to In Memoriam 2014 to obtain SmartWater to apply to the memorial as part of a campaign to deter metal theft: www.inmemoriam2014.org.

1.2 Section 1: Who is applying for the grant?

Q1 The main contact person should be the person who is willing to answer questions relating to the application and to whom all paperwork will be addressed.

The preferred form of correspondence is by email, so if an email address is provided you should check it regularly. **Emails occasionally appear in the junk folder of inboxes so please monitor this and if this occurs ensure you accept the WMT email address as a safe address to prevent emails being missed.**

Please note WMT's email system does have a limit on the size of emails it can accept. Please do not send emails greater than 8MB in size as these may not reach us. If you have a number of photographs these should be spread over several emails.

Q2 Grants are publicised and the media may want to speak with applicants. If you are not comfortable with this, please make sure you tick the box.

You should also be aware that all information submitted in this application may be shared with Scottish Ministers. Details of projects may be used for promotional or statistical work and successful projects are likely to be published on War Memorials Trust's Grants Showcase at www.warmemorials.org/search-grants.

1.3 Section 2: About the war memorial

Q6 If you do not have legal responsibility for the memorial you must include a letter from the owner giving you permission to undertake this project. If the ownership is unknown you must include a statement explaining what steps you have taken to establish ownership. These could include checking with your local authority, carrying out local land charge searches and advertising in the local press.

Ownership of war memorials can be difficult to establish as the majority were raised by public subscription. However, there may have been a formal transfer of ownership or deeds for the memorial that establish the owner/custodian. This type of information is likely to be held locally. Please see WMT's helpsheets on 'Ownership of war memorials' and 'Researching the history of a war memorial'. If you are unsure about ownership but the memorial is located on land owned by someone else, such as a church or council, you should still request permission from them.

In order to answer Qs 7-10, you will need to contact the Conservation Officer / Planning Officer at your local planning authority

A freestanding memorial is a self supporting structure (e.g. cross, cenotaph or lychgate). Freestanding memorials are not fixed to another structure (e.g. plaque attached to a wall, window, or clock on a tower).

Q7 If a war memorial is listed it means it has been added to the statutory list which is managed by Historic Scotland and available online at www.historic-scotland.gov.uk/historicandlistedbuildings. Listed Building Consent may be required for certain works. If the memorial is listed, please select at which level.

Q8 If a war memorial is a scheduled monument, it means it has been added to the statutory schedule. You should contact Historic Scotland to discuss this as consent is normally required for all works to scheduled monuments and the application is made to them for this consent.

Q9 If a war memorial is in a conservation area, it means it is within an area designated by the local authority as being of special historic and architectural interest and certain works may be controlled and require permission. Your local planning authority can advise on this.

Q10 To be within the curtilage or fabric of a listed building, a war memorial needs to have been within the boundary of a listed building prior to 1st July 1948. As such the memorial would be included within the listing for the building and Listed Building Consent may be required. Your local planning authority can advise on this.

Q11 These consents do not normally have to be obtained to submit an application, but will be required before any works are undertaken. However, if these consents are in place prior to an application it will be known that the proposed works can legally be undertaken. If consents are applied for after an application there is the possibility that certain works may not be permitted, and therefore the grant may have to be amended or cancelled.

If you are unsure whether these consents are required you should contact the local planning authority or the relevant church authority if the memorial is located in a church or churchyard.

Q12 This is an important question on the Application Form. We need this information to understand the background and context of the memorial. Often, historic information will support your application no matter how big or small the project is, such as illustrating inscriptions were originally painted and require re-painting as this has been lost, or confirming the type of stone the memorial is made from to ensure appropriate stone repairs or cleaning methods are undertaken. When re-instating missing elements, photographs and plans will provide a model for the replica design. Furthermore, it may have been designed by a prominent architect, which could affect decisions about its treatment.

If you cannot find any information, you need to **state the sources** you searched. Please see WMT's helpsheet on 'Researching the history of a war memorial' and the notes above on historic evidence.

Q13 It is a requirement of all grant applications that if there is not a record of the memorial on War Memorials Online that one is created and that a current Condition statement is present. Please confirm details have been added or checked on War Memorials Online by ticking the box. The website address is www.warmemorialsonline.org.uk. If you have any problems providing this information contact WMT's Conservation Team.

It is also a requirement that the memorial is recorded by the Royal Commission on the Ancient and Historical Monuments of Scotland so please confirm that you have provided the details by ticking the box.

1.4 Section 3: Project proposal

Q14 It is important that you have a clear idea of what work you want done to the memorial before seeking any quotes. In this question you are asked to describe what work you propose to carry out and explain why it is necessary. You will need to make the case that the works are the minimum necessary to resolve the problems you have identified and fit within the eligibility criteria for the scheme. The project proposal should outline the main problems with the memorial and why they need to be addressed.

You do not need to provide any detailed technical information as that will be obtained from the contractors who quote for the work or from your professional adviser (if you appoint one).

If you wish to include fees for professional advisers (e.g. an architect, chartered architectural technologist or surveyor) in your application (as per Q17) please detail what their role will be in the project and any reports/specifications they will produce. Funding will only be provided towards conservation-accredited professionals and if your **project costs £20,000 or over you will be required to have a conservation-accredited professional oversee your project** to be eligible for a grant.

Failure to provide an adequate project proposal will cause your application to be rejected.

1.5 Section 4: Project costs

Q15 Please provide the requested details on the Application Form in regards to the quotes you have obtained and also supply copies of the quotes with your application. You will need to obtain **two or three** quotes for each element of the work. All projects require a minimum of two quotes and projects over £5,000 will require three quotes. You can include quotes from any professional advisers in Q17.

For example, if a bronze memorial is to be cleaned to remove corrosion this may be undertaken by a single contractor and therefore 2/3 quotes are required. However, in another example, the foundations of a memorial may need to be repaired as they are causing structural problems, and the memorial also requires cleaning and an additional name. In this case, it is likely that a single contractor would not specialise in all these works so 2/3 quotes would be required for the works to the foundations, and 2/3 quotes for the cleaning and additional name.

We strongly recommend that you request itemised quotes detailing the cost of each item of work. See www.warmemorials.org/advice-for-applicants for more details on obtaining quotes and different types of contractors.

Competitive quotes are required to ensure that the best value for money is achieved and to compare proposed methods. In exceptional circumstances, for example in remote locations or for very specialist work, it may not be possible to find two or more contractors willing to quote. If this is the case, then please contact WMT's Conservation Team for guidance.

If you are unsure of the technical issues please discuss with WMT's Conservation Team, or visit WMT's website where you will find technical advice.

We recommend that you show the contractors a copy of these Guidance Notes and WMT's helpsheet 'Preparing a method statement' so that they understand what information they need to provide as they may not have worked on grant-aided projects before. This will save you having to go back to them later for further information. You should make clear to them that the work should be the minimum necessary to resolve the problems you have identified and fit within the eligibility criteria for the scheme (see section 2 of the 'Principles and eligibility criteria' document for the scheme).

Contractors should comment on the materials of the memorial, condition of the fabric and the cause of the problems. Their quotes should give full details of **how** the work will be carried out including details of methods, materials and products to be employed, and how these will address the situation. Works should not only address the symptoms of any problems, but also the causes.

It is important to ensure that funds are directed towards appropriate projects and that appropriate methods are employed, this is why this level of detail is required. Insufficient detail in the quotes may affect your chances of being considered for a grant.

It is important to note that this level of detail will often be above that normally provided by contractors for quotes. You should therefore ensure that they understand you are applying for funding for the project and that this level of detail is required. It is your responsibility as grant applicant to obtain and supply this information. Submission of detailed methods with the application will avoid the need to have to go back to the contractors for additional information.

Q16 VAT costs are not included in applications if they can be recovered by the applicant.

Work to existing fabric is usually subject to VAT, while new works can be zero-rated. The HM Revenue & Customs Notice 708 Customs: Buildings and Construction (April 2014) is a useful guide. It is assumed all local authorities (except for community councils) will be able to recover VAT incurred unless the applicant explains otherwise. Applications from churches or faith groups should contact the Memorials Grant Scheme below to see if they are eligible for a grant for the VAT costs on the project. We will assume all other groups cannot recover VAT costs unless otherwise stated.

The Memorials Grant Scheme introduced by the Department for Culture, Media and Sport returns as a grant the VAT incurred by charities or faith groups exempted from the need to register as charities in building, repairing or maintaining public memorial structures. When you apply you should check whether that scheme is still operating. Their contact details can be found in section 2.2 of these Notes. At the time of publishing these Guidance Notes the scheme was still in operation until March 2015, but it is important to make contact to ensure the scheme is still running.

If you are later able to recover the VAT or receive a separate grant specifically for the VAT, you will have to repay the relevant amount of grant.

Q17 Only enter professional advisers' fees here i.e. architects, chartered architectural technologists, surveyors, structural engineers. It is recommended that conservation-accredited professionals are commissioned and if you are including their fees in the application this will be a requirement. Fees from contractors for providing you with quotes are not eligible.

If your project cost is £20,000 or over it will be a requirement of any grant offer that you employ an appropriate conservation-accredited professional to oversee the project (i.e. architect, chartered architectural technologist, surveyor, structural engineer or conservator). You are welcome to include these fees in your application. To oversee a project the adviser will need to manage the works when the contractors are on site which includes things such as approving mortar mixes and being available to advise should any additional works become apparent. They will also be expected to sign-off the works on completion. Ideally they will also produce the original specification if this is not produced by another conservation professional.

If you wish to include the fees in your application please detail in Q14 what role the adviser will have in the project and any reports or specifications they will be producing. Please include a quote for their fees or fee rates with the application. If the application is successful and professional adviser fees are included in the grant offer, you will need to submit an invoice for this work when you come to claim the grant and evidence of their role, such as reports or certifying works.

Q18 It is important to confirm you will not be receiving additional funding for the project from Historic Scotland or any other Scottish Government source as projects receiving funding from these sources are ineligible for CMRF.

Q19 You must enter **an amount in £** here. The amount must not exceed 75% of the lowest quoted project costs with or without VAT as applicable. The maximum grant available is £30,000.

Do not enter a form of words (e.g. 'as much as possible') or a percentage.

To calculate 75% you should take the project cost figure and multiply it by 0.75 to get 75% of the total.

If your project is in excess of £40,000 in total cost this should be discussed with WMT's Conservation Team.

1.6 Section 5: Declaration

You must complete all the parts of this section. If **any** of the information is **not completed** the application **cannot be accepted**.

It is not required but we encourage you to provide a quote which could be used in press material if you are successful in obtaining a grant. This quote may cover why your war memorial is important, what difference a grant will make or who will benefit from an offer. If you can indicate who should be credited as giving the quote then should you be awarded a grant this can be used and we will not have to contact you for this before we are able to announce offers.

2. Useful contacts

2.1 Grant scheme contact

If you have any questions about the application process, please contact:

Conservation Officer – Scotland

Telephone: 07419 372 904 (direct) or 0300 123 0764

Email: conservation@warmemorials.org (all enquiries)

grants@warmemorials.org (only for submission of applications)

Website: www.warmemorials.org

All correspondence, letters and paper applications should be posted to

Conservation Officer – Scotland

War Memorials Trust

2nd Floor

42a Buckingham Palace Road

London

SW1W 0RE

2.2 Other useful contacts

For historical research

War Memorials Online

Telephone: 020 7233 7356 or 0300 123 0764

Email: info@warmemorialsonline.org.uk

Website: www.warmemorialsonline.org.uk

Imperial War Museums' War Memorials Archive

Telephone: 020 7207 9851/9863

Website: www.ukniwm.org.uk

Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS)

Telephone: 0131 662 1456

Email: info@rcahms.gov.uk

Website: www.rcahms.gov.uk / www.canmore.rcahms.gov.uk

Public Monuments and Sculpture Association

Telephone: 020 7490 5001

Email: pmsa@btconnect.com

Website: www.pmsa.org.uk

The Scottish War Memorials Project

Website: www.warmemscot.s4.bizhat.com

There may be other war memorial research projects local to you. Further information may be available from the Links section of War Memorials Trust's website or from a general internet search or contacting your local library or research centre.

For information about conservation professionals and specialist contractors

The Building Conservation Directory

Telephone: 01747 871 717

Email: info@buildingconservation.com

Website: www.buildingconservation.com/directory.html

Conservation Register

Telephone: 020 3142 6799

Email: conservationregister@icon.org.uk

Website: www.conservationregister.com

National Association of Memorial Masons

Telephone: 01788 542 264

Email: enquiries@namm.org.uk

Website: www.namm.org.uk/namm_database/members_accredited_search.asp (to search for masons)

National Association of Master Letter Carvers

Website: Details can be found on the NANN website www.namm.org.uk/public-information/master-letter-carvers/.

Register of Architects Accredited in Building Conservation

Telephone: 0161 832 0666

Email: registrar@aabc-register.co.uk

Website: www.aabc-register.co.uk (search online database)

Royal Institute of British Architects - Conservation Register

Telephone 020 7580 5533

Email: conservation.register@riba.org

Website: www.architecture.com/JoinTheRIBA/ConservationRegister/ConservationRegister.aspx

Royal Incorporation of Architects in Scotland

Telephone: 0131 229 7545

Email: info@rias.org.uk

Website: www.rias.org.uk/services/find-an-architect/

Royal Institution of Chartered Surveyors Scotland
Telephone: 0131 225 7078
Email: scotland@rics.org
Website: www.ricsfirms.com/vw/search/Advanced.aspx

Chartered Institute of Architectural Technologists
Telephone: 020 7278 2206
Email: info@ciat.org.uk
Website: www.ciat.org.uk

Other sources of funding

Please see War Memorials Trust's 'Fundraising for war memorial projects' helpsheet for further guidance as well as the 'Other sources of funding' page on WMT's website: www.warmemorials.org/other-funding

DCMS Memorials Grant scheme (for grant towards VAT)
Telephone: 0845 600 6430
Website: www.memorialgrant.org.uk

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