

Small Grants Scheme in Scotland

Guidance Notes for Applicants



War Memorials Trust



About this grant scheme

This grant scheme is run by War Memorials Trust (WMT) and is primarily supported by funding provided by Historic Scotland (HS). Additional funding is also available through WMT's own fundraising.

What type of war memorials are eligible?

This scheme applies only to freestanding structures within Scotland which have no use other than as war memorials. Buildings and other structures which have some commemorative function but which combine this with other functions e.g. bridges, gardens, or memorial halls, are not eligible. To be eligible, the war memorial must be a freestanding structure and not be part of another building e.g. a plaque within or attached to another building. Graves of all types are also excluded.

Some war memorials which have a high degree of architectural or historic merit may also be eligible for support under HS's Building Repair Grant Programme. To be eligible for this scheme the war memorial must be of outstanding architectural or historic merit and is likely to be designated as a Listed Building. For further advice contact the Senior Development Officer at HS Investment and Projects Team on 0131 668 8819.

Please note that conservation and repair work to non-freestanding war memorials in Scotland is eligible for assistance under WMT's general Small Grants Scheme which can support work to all types of war memorials in the UK and for which a separate application form is available.

If you are in doubt as to which grant scheme to apply for you are advised to check beforehand with WMT's Conservation Officer on 020 7881 0862 or conservation@warmemorials.org.

Who can apply?

Applicants can be organisations or individuals. If you are not legally responsible for the war memorial, you are expected to get written consent for your project from the person or organisation that is responsible. For more detailed information please see Note 1 on page 3.

How much can we offer?

This scheme can fund up to 75% of the total eligible costs of the project up to a maximum of £7,500. Please note that, while all applications are assessed on their own merit, the number and value of grants made under this scheme depend on the availability of funds.

WMT is unable to fund work retrospectively so work should not commence prior to making and receiving a decision on the application to the scheme.

Eligibility criteria

The type of work we fund

This grants scheme focuses on supporting the conservation and repair of freestanding war memorials in Scotland. It will support works that aim to repair and protect the memorial's historic fabric and maintain its commemorative function without damaging the overall appearance and setting or altering the features that give each memorial its historic or architectural character. More specifically the types of work that can be funded include the following:

Conservation and repair of war memorials

- Urgent and necessary repairs to the fabric of the war memorial including works of structural stabilisation;
- Works to improve the legibility of eroded inscriptions, such as cleaning, re-leading, re-gilding and limited re-cutting;
- Cleaning, where the surface build-up is damaging to the fabric or where there are so many surface deposits that the inscriptions are becoming illegible;
- Conservation works related to 'hard' landscaping, such as steps, walls and railings, which form an integral part of the memorial's design.

Surveys

- Condition surveys, in order to assess the extent of current damage and help establish appropriate restoration strategies, including fees for specialist contractors;
- Fees of a conservation accredited professional adviser.

Restoration

- Reinstatement of lost elements which are important to recover the design integrity of the memorial and only when supported by historical evidence.

We **cannot** offer grants for work such as:

- General maintenance costs;
- Cleaning for purely cosmetic reasons;
- Reconstruction/restoration that is not based on firm historic evidence;
- Replacements in a style or material that is at odds with the war memorial's original and/or existing design;
- New work, additions or alterations to the war memorial's original and/or existing design and setting;
- Any works that may be considered to be damaging or detrimental to the memorial;
- Work carried out before a written grant offer has been made and accepted;
- Creation of new war memorials.

If your project combines types of work eligible for funding with types of work that are ineligible, any grant offer will be made towards the cost of eligible works only, provided there are no objections to any aspect of the ineligible works. You are required to inform us of all works that you are intending to carry out (whether eligible or not).

Application process

Application to WMT's Small Grants Scheme in Scotland is via an Application Form and supporting information. Please answer all the questions on the form and enclose all the information requested, as incomplete applications cannot be considered.

Applications for this scheme are dealt with in monthly batches and there are no deadlines for submission.

When your application and supporting information arrives it will be checked and its receipt acknowledged. If any further information is needed at this point, it will be requested.

When your application has been considered, you will be informed of our decision. If your application is rejected, the reasons will be explained. If your application is approved, a grant offer letter and contract will be sent. If you wish to accept the offer, you will need to sign a copy of the contract and return it to WMT within two months of the offer letter. The grant offer is valid for twelve months from the offer date.

The grant contract will contain details of the approved or amended method statement by which the works should be carried out on the memorial. It is important that, if you are successful in obtaining a grant, you make your chosen contractor aware of this method statement and ensure that the works are carried out as specified. Failure to comply with the approved method statement and any other terms and conditions within the contract could lead to the grant offered not being paid.

Filling in the application form

The following Notes are intended to assist you in answering the questions in the Application Form and in preparing 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 Officer.

Note 1: If you do not have legal responsibility for the memorial, you must include a letter from the owner giving you consent to undertake this project. If ownership is unknown, you must include a statement explaining what steps you have taken to establish who is legally responsible. This should include checking with your local authority, carrying out local land charge searches and advertising in the local press.

Note 2: If you are unsure about the answers to Q4 and Q5 you should contact the Conservation Officer at your local authority. If your project involves a Listed war memorial, you should investigate whether the works proposed will require Listed Building Consent.

Note 3: A single payment is made by cheque or BACS after the satisfactory completion of all the grant-aided work. Before a grant is paid, you will need to send a completion report including details of the works carried out, copies of the final invoices and good-quality photographs following the works. More details on the completion report are included in the grant contract.

Note 4: Preparing a method statement

Applications must be supported by a complete method statement, which must fully describe the condition of the war memorial and give details of how the work will be carried out. You should discuss the method statement in detail with the proposed professional advisers or conservators/contractors. Your proposed works should be in line with best conservation practice and should aim to employ the least interventionist procedure. Materials and techniques that could potentially cause damage to the memorial should be avoided. These include abrading techniques, use of chemicals such as bleach and use of cement in pointing mortars. You should aim to use materials that are compatible with the memorial's components and any replacements should ideally be done on a like-for-like basis.

The method statement should address any of the following technical issues that are relevant to your project:

Structural condition

If there are any signs of structural movement, you should let us know whether the movement is on-going and what has caused it and describe what remedial works you propose to carry out. Depending on the condition of the memorial it may be necessary to undertake investigative works or seek further specialist advice and/or commission a structural survey. Please note that such surveys may be eligible for a grant.

Cleaning

If surface deposits are damaging the war memorial's fabric then cleaning may be required. You will need to provide the reasons for cleaning and detail the type of soiling to be removed. It is important to outline the proposed method of cleaning and list any materials that will be used in the process. Any procedures or materials that may be considered to be damaging to the memorial's fabric, either short or long term, will not be approved.

In instances where you are uncertain of what the most appropriate cleaning method is, you may need to carry out on-site cleaning trials. The cost of these may be included in your overall project costs.

Masonry repairs

If you propose to repair the war memorial's masonry, you should identify the type(s) of stonework or brickwork, describe its general condition and explain what types of repair you want to carry out (for example mortar repair, stone indent, stone or brick replacement). You will also need to identify the replacement materials that you propose to use.

You should examine the condition of the joints and if they need re-pointing, you should describe what the existing mortar is made from and state the proportions and constituents of the proposed new mortars.

Lettering in stone

If the lettering is no longer readable, you may consider carrying out works to make it legible. You will need to describe the nature of the existing lettering (incised, filled, painted, gilded, etc) and explain how any enhancement or re-cutting work will be carried out. Re-cutting should be done with hand (not power-assisted) tools. The use of electric tools or machine cutting will not be approved.

Decorative stone elements and sculpture

If stone sculpture has any fractures or missing elements, you should describe the damage and give details of any repairs, surface consolidation or protection which you propose to carry out. If you want to replace any missing features, you will also need to identify the materials that you propose to use. These should match the original wherever possible.

Metal sculpture and plaques

If you propose to carry out any work to metal sculpture or plaques, you should identify the type of metal, describe the condition of their surface and fixings and explain what type of work you propose to carry out (for example cleaning, removal of coatings, re-patination, repair of small defects and re-waxing).

Metal fixings

If there are there any signs of problems caused by the presence of ferrous fixings, such as iron staining or cracking, you should describe the damage and give details of the treatment or replacement which you propose.

Timber

If timber and joints have decayed so that they no longer have the necessary structural strength, you should describe their condition and explain what remedial works you propose to carry out. If timber is used in a decorative manner and has weathered you should describe the conservation process you are proposing including details of any materials to be used.

Landscaping

You should describe any works that you propose to carry out to existing 'hard' landscaping that forms part of the war memorial's design, and the reasons for carrying out the work.

Maintenance

You should encourage your contractor to make recommendations regarding future maintenance needs for the memorial outlining what works will be required and how frequently. The cost of drawing up this Maintenance Plan can be included in the overall cost of the project.

Note 5: Quotes must be obtained from independent conservators or contractors with suitable knowledge and experience. WMT recommends that applicants contact the following in order to obtain details of conservators and monumental masons to carry out the works. Depending on the type of work you are proposing to carry out, different types of contractors may be required.

Historic Scotland Conservation Bureau	The Conservation Register	National Association of Memorial Masons (NAMM)
T: +44 (0)131 668 8668	T: +44 (0)20 7785 3804	T: +44 (0)1788 542264
hs.conservation.bureau@scotland.gsi.gov.uk	info@conservationregister.com	enquiries@namm.org.uk
www.historic-scotland.gov.uk	www.conservationregister.com	www.namm.org.uk

Note 6: If you cannot recover VAT for the proposed works, you may be interested in the Memorial Grant Scheme: 'an interim grant scheme, which returns, in grant aid, the amount of VAT incurred on the construction, renovation and maintenance of eligible memorials'. More information can be obtained from www.memorialgrant.org.uk or 0845 600 6430.

War Memorials Trust 2nd Floor 42a Buckingham Palace Road London SW1W 0RE
Telephone: conservation 020 7233 7356 fax: 020 7834 0202
Web: email: conservation@warmemorials.org www.warmemorials.org
Reg. Charity No: 1062255

Small Grants Scheme in Scotland

Application Form



This Application Form should be completed in conjunction with the Guidance Notes

Section 1 About the war memorial

Q1 Name and location of the war memorial.

Name
Address

Q2 Name of local planning authority.

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Q3 Who owns / has responsibility for the memorial? (please see Note 1)

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Q4 Is the war memorial listed? (please see Note 2) ☐ Yes ☐ No

If 'Yes', at what category: ☐ Category A ☐ Category B ☐ Category C(s)

Q5 Is the war memorial in a conservation area? (please see Note 2) ☐ Yes ☐ No

If 'Yes', what is the name?

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Q6 Please tell us about the history of the war memorial, including the name of its designer, sculptor or builder and its date of dedication, if known.

Q7 Please briefly describe the war memorial including information regarding its setting and its compositional materials. Please tell us about its condition.

Q8	Name of organisation
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Name of main contact person (if you are applying for an organisation)

Address

	Postcode
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Telephone

Fax

E-mail

Q9 Grant payee name.

Q10 Account details. (please see Note 3)

Account name

Name of bank

Account number (8 digit number)

Sort code

Q11 Name and telephone number of your local newspaper.

Q12 Please give a summary of the work you propose to carry out and explain why it is necessary.

[illegible]

- Q13** Please attach a separate method statement describing in detail the condition of the war memorial and the method (treatments and products) that will be used to carry out the work (please see Note 4).

Section 4 Project costs

- Q14** Please provide at least two competitive quotes for the work described in your method statement (please see Note 5).

Quote 1

Name		
Date of quote		
Amount (£)	VAT (£)	TOTAL (£)
Notes		

Quote 2

Name		
Date of quote		
Amount (£)	VAT (£)	TOTAL (£)
Notes		

- Q15** Is VAT likely to be recoverable or zero-rated on any part of the work? (please see Note 6)

☐ Yes

☐ No

- Q16** Please give details of any professional advisers (for example, conservation-accredited architect or building surveyor) you want to employ on the project, including their fees.

Name and profession	Proposed fee rate	Cost (£)	VAT (£)

- Q17** Have you applied to any other sources of funding for your project? If yes, please give details of the funding body, the amount of grant you applied for and whether your application was successful. Please continue on a separate sheet if necessary.

- Q18** How much grant are you asking for under this scheme?

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Section 5 Supporting documents

Please ensure the following is enclosed with your application:

- ☐ A set of good quality photographs of the war memorial, showing the war memorial as a whole, its setting and close-ups of areas to be repaired. Applications submitted without photographs will not be considered. Applicants are encouraged to submit digital photos either on a CD-Rom or DVD enclosed with the application or by e-mailing them to conservation@warmemorials.org stating clearly the memorial's name as it appears on this Application Form.
- ☐ A map showing the location of the war memorial.
- ☐ A detailed method statement describing the methods by which you propose to carry out the work. This method statement must fully describe treatments and products proposed as described in Note 4 of the Guidance Notes.
- ☐ At least two quotes for the work to the war memorial.
- ☐ Copies of any surveys, condition reports, specifications or other expert advice, if available.
- ☐ Copies of documentation relating to permission for the proposed work (e.g. Listed Building Consent, Faculty or other ecclesiastical permission), if applicable.
- ☐ Copies of documentation relating to the issue of ownership of the memorial as described in Note 1 of the Guidance Notes.

Please keep copies of your completed form and all supporting documents. Do not send us original documents or anything of historical or personal value.

Section 6 Declaration

I/we confirm that I/we have read and accepted the Guidance Notes and that the information on this Application Form, together with the supporting information enclosed with it, is accurate and complete to the best of my/our knowledge.

By submitting this Application Form together with any supporting information which is submitted, the Applicant hereby grants to the War Memorials Trust a perpetual non-exclusive royalty-free licence (together with the right to sub-licence at its sole discretion to others) to make or allow use of all information submitted with the Application Form or any intellectual property rights in such information submitted as it sees fit. By granting such a licence, the Applicant warrants that it has or will have the right to do so and that no use of the information submitted will infringe the rights of any third parties.

Signature(s)
Name(s) in capital letters
Date

You should send your completed Application Form and supporting documents to the Conservation Officer at War Memorials Trust at the address below.

War Memorials Trust 2nd Floor 42a Buckingham Palace Road London SW1W 0RE
Telephone: conservation 020 7233 7356 fax: 020 7834 0202
Web: email: conservation@warmemorials.org www.warmemorials.org
Reg. Charity No: 1062255