

Staged payments policy



War Memorials Trust

Registered Charity Number: 1062255

This policy sets out War Memorials Trust's guidance on applying for staged grant payments and the associated administration of the payment plan.

1. Eligibility criteria for accessing Staged payments

Staged payments for grants are designed to facilitate the completion of repair and conservation works to war memorial works that have been awarded a grant but where the applicant may not be able to undertake the project if the whole grant was to be paid upon completion of works.

Staged payments create an additional administrative burden on War Memorials Trust so it is expected that such payments will be an exceptional occurrence rather than being available to all. This is because processing Staged payments will take time away from wider support of all grant applicants which has to be managed fairly. Further paperwork is required to apply for Staged payments and it should not be assumed this will be approved.

Staged payments are only likely to be considered where a project has a total cost of more than £2,500. If War Memorials Trust made a 50% contribution towards a project of that scale this would be a grant of £1,250. If a grant is less than £1,250 it would require exceptional circumstances for the Trust to agree to Staged payments due to the administrative cost of staged payments.

Eligible applicants

- Groups who will be required to make Staged payments to their contractor/s during a project and who can demonstrate that their financial position does not allow them to carry these costs through to the completion of the project
- Groups who can demonstrate that the costs of the project are significantly larger than their normal financial transactions and activity. Examples of such groups might include veterans' groups, local/family history societies, civic trusts, community councils and charitable trusts

Ineligible applicants

- Larger local authorities e.g. County or District level
- Groups whose financial position enables them to carry the costs of a project through to completion

2. How to apply for Staged payments

Eligible groups wishing to apply for Staged payments should indicate this on the Application Form. This will be identified by the Conservation Officer assessing their project.

War Memorials Trust cannot consider a Staged Payments request before a Grant Offer is made.

a. Setting up Staged payments at Grant Offer

If an applicant has indicated on the Application Form that they wish to be considered for Staged payments this will be noted during the assessment process. If a Grant Offer is made a Staged payments Application Form will be included with the Grant Offer.

Once a Staged payments Application Form has been received it will be reviewed, although no timeframe can be provided. If the charity can facilitate Staged payments for the specific case a Staged payments offer letter will be sent setting out the payment plan for the grant and accompanied by Staged payments request forms which will be required to draw down each element of the grant.

b. Staged payment requests after a Grant Offer made

The applicant must have signed and accepted a Grant Offer, returned their Contractor Declaration/Bacs form and have the remainder of the funds for the project secured before submitting a Staged Payments Application Form if they have not indicated this requirement when applying.

Once a Staged payments Application Form has been received it will be reviewed, although no timeframe can be provided. If War Memorials Trust can facilitate Staged payments for the specific case a Staged payments offer letter will be sent setting out the payment plan for the grant and accompanied by Staged payments request forms which will be required to draw down each element of the grant.

3. Payment of grant

If the project has been approved for Staged payments then payments will be considered depending on the nature of the specific project. An example payment proposal is:

- 25% of the grant on agreement for Stage payments and with the Grant Contract etc. signed and returned (stage 1)
- 25% of the grant at completion of stage 2 of the works
- 25% of the grant at completion of stage 3 of the works
- 25% of the grant on submission of the Completion Report (stage 4)

While four stages of payment are suggested above, fewer payments can be applied with greater percentages, however please note that if the percentage for the initial stage 1 payment is requested at more than 25% clear evidence and justification will be required.

4. How to make payment requests

a. The first payment request (stage 1)

A request for an initial grant payment can be made using the Staged Payment Request Form stage 1. War Memorials Trust will make payment of the first instalment of the grant (within two weeks or if it will take longer you will be advised) once this form has been completed and returned along with the acceptance of the Staged Payment Offer Letter.

b. Subsequent staged payment requests (stage 2 and 3)

A request for a staged payment can be made once the contractor has reached the completion of the staged works identified in the Staged Payment Offer Letter. The request should be made using the Staged Payment Request Form stage 2+3 which will request:

- An update confirming that all works to date are in line with the Method Statement (contained within the Grant Contract)
- A financial statement of the works carried out which includes copies of invoices which have been received to date from all contractors
- Recent photos showing the progress of works

c. The final payment request (stage 4)

A request for the final payment can be made using the Staged Payment Request Form final which will need to be submitted with the final Completion Report and the associated documents you are required to submit with that Report.