

# Small Grants Scheme in Scotland

## Application Form



War Memorials Trust



HISTORIC SCOTLAND

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.




**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](mailto: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 4 Lower Belgrave Street London SW1W 0LA**  
Telephone: **conservation** 020 7881 0862 fax: 020 7259 0296  
Web: **email:** [conservation@warmemorials.org](mailto:conservation@warmemorials.org) **www.warmemorials.org**  
Reg. Charity No: 1062255