



SOURCES OF
FINANCIAL
ASSISTANCE FOR
THE
CONSERVATION OF
SCOTLAND'S
HISTORIC
GRAVEYARDS

by
Dr Susan Buckham

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TECHNICAL
CONSERVATION,
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GROUP



Carved Stones Adviser Project



Author

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Cover Photo: Duffus Old Kirk, Moray, Source: Council for Scottish Archaeology

CONTENTS

ACKNOWLEDGEMENTS	ii
CONTENTS	iii
1 INTRODUCTION	1
2 ESSENTIAL INFORMATION	3
Controls applying to works in historic graveyards	3
Good practice for graveyard conservation and maintenance	4
Health and safety considerations	4
3 SOURCES OF FUND-RAISING HELP AND ADVICE	5
Information specially designed to help projects dealing with the built heritage	5
General fund-raising help and advice	5
Local funding opportunities	5
The Scottish Enterprise network	6
Fund-raising directories and databases	6
4 FUNDING SOURCES	7
5 OTHER AVAILABLE RESOURCES	21
APPENDIX A USEFUL CONTACTS	25
APPENDIX B GRAVEYARDS AND GRAVESTONES PROJECT FORM	28



1 INTRODUCTION

This publication has been written to assist those raising funds for projects to enhance the protection and enjoyment of Scotland's historic graveyards. Such works embrace a range of interests, from producing a graveyard leaflet or onsite information boards, to undertaking gravestone repairs or completing a wildlife survey.

The report has been produced by the Carved Stone Advisor Project following collaboration with the Scottish Civic Trust.

The Carved Stones Adviser Project provides advice on all aspects of graveyard conservation and recording. The project is based at the Council for Scottish Archaeology and is funded by Historic Scotland. For more information visit www.scottishgraveyards.org.uk or contact:

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Tel: 0131 247 4119, Email: s.buckham@nms.ac.uk

For more information about the work of The Scottish Civic Trust, visit their website: www.scotnet/sct or contact them at:

Scottish Civic Trust,
The Tobacco Merchants House,
42 Miller Street, Glasgow, G1 1 DT
Tel: 0141 221 1466

This report should not be regarded as a definitive or exhaustive source of information, but rather as a starting point with signposts to major sources of funding. The booklet offers introductory guidance on finding other potential sources of funds, obtaining help with fund-raising or accessing specialist advice. An online version of the document is also available at www.scottishgraveyards.org.uk

Although the information given and the sources listed in this report are aimed at historic graveyard projects, much of the content is likely to have more general application to conservation projects concerned with the wider historic environment.

It is intended that the information contained within this report will be reviewed in the near future, with any readers' feedback considered, prior to updating and representing content in future editions and formats. A feedback form for completion and return is included in Appendix B.

Ingal Maxwell OBE
Director TCRE Group
Historic Scotland
Edinburgh
March 2004



2 ESSENTIAL INFORMATION

Key points to be considered when sourcing funding for a project:

1. Before fundraising begins your group or body needs to have permission to carry out any work. This requires the owner of the burial ground to be identified and contacted as well as any relevant gravestone or lair owners. Some graveyards and gravestones also have statutory designations which require special permissions to be obtained and this is likely to affect the type of works that can be undertaken. See the section of this chapter titled '*Controls applying to works in historic graveyards*'
2. It is unlikely that funds will be given retrospectively for work that is already underway or completed. Be aware that grant applications may take some time to be assessed and that there is no guarantee of success. It is highly advisable to secure funding before beginning a programme of work and to ensure that sufficient funds are available to complete any package of works proposed.
4. Funding bodies are unlikely to provide 100% of project costs, in which case you will need to find contributory funds. Some funders, such as charities, prefer to offer a large number of relatively small grants to enable them to support a wider number of good causes. Depending on the scale of your project, you may need to put together a package of funding obtained from a number of different funding sources acting in partnership to find sufficient financial support for your project.
5. It is worth noting that almost all grants available are made to 'not for profit' groups or charities as opposed to individuals – so it may make sense to form your own group. Legal and organisation advice is available from a number of sources including the Association of Preservation Trusts, the National Federation of Cemetery Friends, Scottish Council of Voluntary Organisations, Council for Scottish Archaeology and the Scottish Association of Family History Societies. See Appendix A for contact details for these organisations.
6. Funding bodies usually require copies of constitutions and recent accounts. Again, advice is available from the organisations referred to above.

7. You may need to prepare detailed documentation to accompany your application for funding, such as access plans, conservation plans, business plans or audience development plans. See Chapters 3 and 5 for information relating how to get more advice about preparing this type of documentation.

8. Think about how you can ensure that your work is sustainable and ensure your project follows best practice guidelines. For advice about graveyard conservation and recording visit www.scottishgraveyards.org.uk and contact the relevant specialists during your project planning stage. See Chapter 5 and Appendix A for further details.

9. Discuss your proposals for conservation work with the local authority archaeologist and conservation officer or planning department. Technical conservation advice is available from a range of Historic Scotland publications listed in this guide and the Carved Stones Advisor Project. Details of this initiative and publications are given in Chapter 5.

10. Advice on recording and research can be sought from the Carved Stones Adviser Project in the first instance. Your local authority Sites and Monuments Record, the Royal Commission for Ancient and Historic Monuments of Scotland and the Scottish Association of Family History Societies may also be able to provide specific advice. See Appendix A for contact details.

Controls applying to works in historic graveyards

A graveyard or burial ground may be statutorily protected by a range of cultural and / or natural heritage designations. These designations may require consents to be obtained prior to carrying out works and will affect both the type of work that can take place and the procedures for undertaking a graveyard project.

Detailed information outlining how to find out if your site is affected by any special designations, the types of work requiring consent and who you need to contact for consent before you start your project, can be found in the following specific Historic Scotland Graveyards and Gravestones Leaflet:

- *1 Working in a scheduled or listed graveyard or burial ground*

This free leaflet can be downloaded from Historic Scotland's website: www.historic-scotland.gov.uk or from www.scottishgraveyards.org.uk. Alternatively free hard copies may be ordered by contacting TCRE Publications Dept, Historic Scotland, Room G20, Longmore House, Salisbury Place, Edinburgh, EH9 1SH.

E-mail: hs.conservation.bureau@scotland.gsi.gov.uk or telephone 0131 668 8638.

More general advice on Scheduled Ancient Monuments, Listed Building Legislation and Conservation Areas is available in the following Historic Scotland publications:

- *Scheduled Ancient Monuments: A guide for owners, occupiers and land managers*
- *Historic Scotland Memorandum of Guidance on Listed Buildings and Conservation Areas*
- *Scotland's Listed Buildings: A Guide for Owners and Occupiers*

This information can also be downloaded free from Historic Scotland's website or can be obtained by contacting the Historic Scotland TCRE Publications Dept (details as above).

Good practice for graveyard conservation and maintenance

Advice on preparing a conservation strategy, acquiring professional advice, caring for and repairing gravestones, carrying out ground maintenance and accommodating nature, along with other useful information, appears on the Carved Stones Adviser Project website www.scottishgraveyards.org.uk. Much of the website content has been adapted from Historic

Scotland's *Practitioners' Guide to the Conservation of Historic Graveyards* publication. See Chapter 5 for details of this publication.

Historic Scotland has also produced three leaflets dealing with these topics in the Graveyards and Gravestones Leaflet series available free of charge electronically on line at www.historic-scotland.gov.uk or www.scottishgraveyards.org.uk or as hard copies from the Scottish Conservation Bureau (see contact details above).

- *2 Good practice in maintaining a historic graveyard*
- *3 Looking after gravestones*
- *8 Abandoned structures within graveyards*

Health and safety considerations

Whilst graveyards are not inherently dangerous places, the potential for injury still remains. There is an increasing awareness of the risks posed to members of the public by the presence of unstable gravestones.

Historic Scotland has produced three leaflets in the Graveyards and Gravestones series dealing with health and safety in graveyards and these are available free of charge online at www.historic-scotland.gov.uk or www.scottishgraveyards.org.uk. Hard copies may also be obtained from the Scottish Conservation Bureau (see contact details above).

- *4 Health and safety in historic graveyards: guidance for visitors and owners*
- *5 Health and safety in historic graveyards: guidance for works teams and volunteer workers, including volunteer surveyors*
- *6 Emergency measures for historic memorials: A short guide for cemetery managers*

3 SOURCES OF FUND-RAISING HELP AND ADVICE

Information specially designed to help projects dealing with the built heritage:

- The Scottish Civic Trust's *Sources of Financial Help for Scotland's Historic Buildings* contains introductory 'Rough Guides' to conservation plans, feasibility studies and business plans.
- The Architectural Heritage Fund's website (www.ahfund.org.uk) and the Fund for Historic Buildings' website (www.ffhb.org.uk) both contain useful funding advice and information for building preservation trusts.
- The UK Association of Preservation Trusts offers guidance notes to member trusts, which can also be purchased by non-members. Their pack includes information on fundraising as well as other aspects of running a building restoration project including: testing a project's viability, accounting, VAT, the statutory framework, charity and company law, insurance, conservation plans, business plans, acquisition and disposal (see Appendix A for contact details). Local fund raising usually relies on community involvement rather than national bodies.

General fund-raising help and advice:

- Contact your Local Authority to find out if they have a community development officer, a grants officer or a regeneration officer. For more information see the Council's entry in the local telephone directory or go to www.ukonline.gov.uk to find links to your Local Authority's website.
- The Scottish Council for Voluntary Organisations (SCVO) are the umbrella body for voluntary organisations in Scotland, with offices in Edinburgh, Glasgow and Inverness (see Appendix A for contact details). Their website: www.scvo.org.uk has a section dedicated to general information about fundraising, as well as to other key issues affecting voluntary groups and charities.
- CVS Scotland is the national network of Councils of Voluntary Service across Scotland, supporting 60 independent local CVS organisations which encompass a broad range of interests including social welfare, education, health, housing, culture, conservation, community development, training, support, and the environment. Your local Council for Voluntary Services should be able to help you

identify sources of funding and have various resources such as grants databases and directories which you can access. For details of your local CVS in Scotland visit the SCVS website www.cvsscotland.org.uk or contact Jeanette Syme, CVS Team Administrator Tel: 0131 556 3882 or Email: Jeanette.Syme@scvo.org.uk

- Each of the websites noted in the *Fundraising Directories and Databases* section of this chapter provide useful information and advice on fundraising issues. Many of the funders included in this booklet also have websites providing valuable advice. For example, the Heritage Lottery Fund website contains comprehensive guidance on preparing business plans, audience development plans, access plans and training plans.

Local funding opportunities

Local fund-raising usually relies on community involvement rather than national bodies.

The first port of call should be the Local Authority who may be able to provide a list of local grant-giving bodies that may be relevant. These could include the common good fund, some form of area improvement grant and so on. Local and district libraries may also have lists of funding organisations and books detailing fundraising strategies.

Solicitors and accountants often control local funds or bequests that could be applicable and so it may be of use to write to them and check whether this is the case in your area.

It would be worth investing time and money in producing some material to accompany any letters sent requesting funding. This might include photographs of the current condition of the site, sketches of the proposal or a newsletter or leaflet. A newsletter could also be a useful method of highlighting the proposals in the local area and may encourage individuals and groups to become involved.

It would be useful to write to other relevant local groups at an early stage such as civic societies, history groups and environmental bodies as they may be able to contribute in various ways such as helping with events, works and publicising the project. Most small charities and groups will appreciate the inclusion of a stamped addressed envelope with your letter.

The Scottish Enterprise Network

Scottish Enterprise is a Scottish Executive funded economic development network made up of Scottish Enterprise and thirteen local enterprise companies. Their purpose is to “help the people of Scotland create and sustain jobs, prosperity and a high quality of life”. Scottish Enterprise work with companies, individuals and the public sector. Part of their remit is to be involved in the physical improvement of public space. Scottish Enterprise covers all of Scotland apart from the Highlands and Islands, which are covered by a separate enterprise body, Highlands and Islands Enterprise, consisting of ten local enterprise companies.

The enterprise companies provide local focus and knowledge. They should be contacted directly for further information on grants or loan schemes of a local, national or European nature that may be applicable to a particular project involving the restoration or interpretation of a historic graveyard. This can also be done through the Scottish Enterprise web site on the Grantfinder Database (see *Fund-raising Directories and Databases* section below).

Contacts

Scottish Enterprise Network
Helpline 0845 607 8787

Scottish Enterprise
0141 248 2700
www.scottish-enterprise.com

Highlands and Islands Enterprise
01463 234 171
www.hie.co.uk

Fund-raising directories and databases

Relatively few directories of sources of funding deal exclusively with the range of grants available for historic sites and monuments. The most notable exceptions include *Sources of Financial Help for Scotland's Historic Buildings* and *A Directory of Grants for Places of Worship in Scotland*, which are available free of charge from the Scottish Civic Trust (see Appendix A for contact details).

Another source of information is *Funds for Historic Buildings in England and Wales: a directory of sources* produced by the Architectural Heritage Fund and available online at www.ffhb.org.uk (see Appendix A for full contact details). Although this directory primarily provides information for England and Wales, many of the sources included apply to the UK as a whole.

The main source of information about general grant giving bodies in Scotland is the *Directory of Scottish Grant Making Trusts*. This Directory is published by the Scottish Council for Voluntary Organisations (SCVO). Most libraries should have a copy of the Directory, which can also be consulted online at: www.scvo.org.uk/essentials/directories/grant_making_trusts






There are also several UK-wide grants databases and directories that can be consulted over the Internet or at local access points such as public libraries. These include:

- www.grantsnet.co.uk – this website has an online grants database.
- www.funderfinder.org.uk – Funderfinder produces two funding databases *FunderFinder PIN* (People In Need) for individuals and *FunderFinder GIN* (Groups In Need) for groups. Access is by subscription only but you may be able to make a search via a local access point such as a public library or through the organisations listed in this publication.
- www.grantfinder.co.uk – Access to the Grantfinder database is by subscription but again you may be able to make a search via a local access point.
- *Directory of Grant Making Trusts* produced by Directory of Social Change and published in association with the Charities Aid Foundation is available as a CD-ROM, online by subscription to www.trustfunding.org.uk or in printed book form, a copy of which should be available through most libraries.

4 FUNDING SOURCES

Funding sources detailed in this guide

Detailed information about specific sources of financial assistance identified as offering funding potential for historic graveyard projects is listed over the following pages. To assist readers, the following symbols have been used beside entries to show the types of work supported by each of the funders included in the guide:

-  Structural or fabric repairs
-  Interpretation
-  Research and education
-  Recording
-  Natural heritage

The Aggregates Levy Sustainable Action Fund



Area of Funding	Scotland
Nature of Funding	Grants to help communities that are affected by the exploitation of aggregates. The Scottish Executive through Sustainable Scotland administers the scheme
Application Method	Contact for application information.
Guidance Notes	Yes
Timetable	On-going
Contact	Mark Stirling, Scottish Executive, Sustainable Development Team 1-H (Bridge), Victoria Quay, Edinburgh. EH6 6QQ, Tel: 0131 244 0395, Fax: 0131 244 0195, www.sustainable.scotland.gov.uk
Individuals	No
Eligible Applicants	Local communities or bodies working with local communities. It does not only apply to the immediate communities as the effects of exploitation can be felt some distance from the site. The removal of rock, gravel or sand is considered to be aggregate exploitation. The scheme should: <ol style="list-style-type: none"> 1. Combat the environmental effects of past or current extraction such as visual impact, noise, dust, pollution, transport, loss of habitat etc. 2. Have demonstrable benefit to the local community in social and or economic terms.
Restrictions	No funding is available for work required by statute or contractual obligations but it may supplement this to produce a higher standard than previously considered. The scheme does not cover the exploitation of coal, clay, soil etc.
Amount	There is no minimum limit but an upper limit has been set at £50,000
Notes	The grant can fund the whole project or can be used as matching funding. The scheme will continue but at the present time the distributive mechanism and criteria are being reconsidered.

Aitken (Sylvia) Charitable Trust



Area of Funding	UK
Nature of Funding	The Trustees are particularly interested in specialist projects which cannot receive funding from other sources.
Application Method	Letter
Guidance Notes	No
Timetable	Trustees meet twice per year in the Spring and Autumn.
Contact	c/o Fergusons, 24 Woodside, Houston, Renfrewshire PA6 7DD, Tel: 01505 610412, Fax: 01505 614944
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants
Amount	Varies according to funds available and is at the discretion of the trustees
Notes	

Awards For All Scheme

Area of Funding	Scotland
Nature of Funding	Grants for small local groups run by the five lottery fund distributors in Scotland.
Application Method	Form
Guidance Notes	Yes
Timetable	On-going
Contact	Highlander House, 58 Waterloo Street, Glasgow G2 7DB, Tel: 0141 242 1200, www.awardsforall.org.uk
Individuals	No
Eligible Applicants	Small non-profit groups whose annual income the previous year was less than £20,000 are given priority.
Restrictions	No organisation that only exists to benefit members.
Amount	£500 and £5,000
Notes	Applicable as can fund works which enable a wide range of people to access their local heritage.

Kenneth Blackwood Charitable Trust





Area of Funding	Scotland
Nature of Funding	To gift money to charity in Scotland.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	Wylie & Bisset, 135 Wellington Street, Glasgow G2 2XE, Tel: 0141 248 3904, Fax: 0141 226 5074
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants
Amount	
Notes	

Carnegie United Kingdom Trust





Area of Funding	UK with a possible preference for Scotland
Nature of Funding	The three major funding policies for 2001-2006 are Rural Community Development, Creativity and Imagination, and Young People's active participation in Society.
Application Method	Letter
Guidance Notes	Yes
Timetable	
Contact	Carnegie UK Trust, Comely Park House, Dunfermline, Fife, KY12 7EJ, Tel: 01383 721 445, Fax: 01383 620 682, www.carnegieuktrust.org.uk
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants and website guidance notes
Amount	£1,000 - £30,000
Notes	


The Chase Charity

Area of Funding	UK, except Northern Ireland and London, with a special interest in rural areas.
Nature of Funding	Buildings, capital, core costs, one-off, project, research, salaries and start-up costs. Funding is available for up to three years.
Application Method	Letter
Guidance Notes	Yes
Timetable	
Contact	The Director, The Chase Charity, 2 The Court, High Street, Harwell, Didcot, Oxfordshire OX11 0EY Tel: 01235 820 044, Fax: 01235 820 044, www.chase-charity.org.uk
Individuals	No
Eligible Applicants	UK registered charities - normally only small charities with a local or regional remit. They prefer to support community initiatives to meet local needs.
Restrictions	They do not contribute to large widely circulated appeals, nor do they consider retrospective funding for work that has already taken place.
Amount	£1,000 - £30,000
Notes	

Church of England Cathedrals Fabric Commission for England Cathedral Amenities Fund    	
Area of Funding	UK
Nature of Funding	To assist with the preservation and improvement of the visual amenity of ancient cathedrals, abbeys and parish churches in England, Wales, Scotland & Northern Ireland.
Application Method	Letter
Guidance Notes	No
Timetable	On-going
Contact	Allie Nickell/Maggie Goodall, Church House, Great Smith Street, Westminster, London SW1P 3NZ Tel: 020 7898 1862/1888 Fax: 020 7898 1881, E-mail: maggie.goodall@c-of-e.org.uk
Individuals	No
Eligible Applicants	Administrative bodies of cathedrals and cathedral-like ancient churches.
Restrictions	No grants for fabric repairs or provision of visitor facilities.
Amount	£1,000 - £5,000
Notes	Landscaping, ironwork, churchyard improvements and feasibility studies are covered as part of this scheme.

Craignish Trust    	
Area of Funding	UK, with a Scottish bias
Nature of Funding	Provides funding for the Arts, Education, Environment and a project which is of particular interest to a Trustee.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	Lachlan K Fernie, Secretary, Geoghegan & Co, 6 St Colme Street, Edinburgh EH3 6AD Tel: 0131 225 4681 Fax: 0131 220 1132
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	No large national charities.
Amount	
Notes	

Culra Charitable Trust    	
Area of Funding	UK with a preference for Highland charities
Nature of Funding	General charitable purposes at the discretion of the trustees with emphasis on Highland charities.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	Company Secretary, c/o The Hedley Foundation, 9 Dowgate Hill, London EC4R 2SU, Tel: 0207 489 8076
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	
Notes	

Dalrymple Donaldson Fund 	
Area of Funding	Scotland
Nature of Funding	Grants to assist in restoration and repair of buildings of historical or antiquarian interest and for work to stabilise and consolidate buildings that are ancient or ruinous
Application Method	In writing to the Secretary, with completed Information Summary Form, for consideration yearly
Guidance Notes	Yes
Contact	Irene I Hughson, Secretary, Dalrymple Donaldson Fund, Banklug Farm, Neilston, East Renfrewshire, G78 3AY
Individuals	Yes
Eligible Applicants	See Guidance Notes for further details
Restrictions	Work on interiors and refurbishments where original features would be damaged or destroyed. Grants cannot be given retrospectively.
Amount	£1,000 - £5,000
Notes	

Darroch Charitable Trust

Area of Funding	Scotland with a possible preference for West of Scotland and Ayrshire connections
Nature of Funding	The Trustees disburse funds to Scottish-based organisations of their choice and particularly to those with a West of Scotland or Ayrshire connection.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	Norman M Alexander, 249 West George Street, Glasgow G2 4RB, Tel: 0141 221 7090
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	
Notes	

Entrust (landfill tax credit scheme)

Area of Funding	UK
Nature of Funding	Funding for building restoration, public parks and amenities, and landfill related issues viz: recycling, land reclamation, pollution prevention etc. Grants come from landfill operators and their contributing third party partners or through distributive environmental bodies.
Application Method	Form
Guidance Notes	Yes
Timetable	Applications should be lodged between October and January.
Contact	Jim Graham, Mirren Court Three, 123 Renfrew Road, Paisley, PA3 4EA, www.entrust.org.uk For Scottish landfill operators: www.sepa.org.uk For landfill operators registered for landfill tax purposes: www.hmce.gov.uk
Individuals	No
Eligible Applicants	Must be Entrust approved and within the vicinity (usually a 10 mile radius) of a landfill site owned or operated by any person who pays landfill tax.
Restrictions	Project will need some public access and should not be operated with a view to profit. Projects should not directly benefit the contributing landfill operator.
Amount	20% of the landfill operator's landfill tax liability.
Notes	Bodies should refer to the Northern Office and analyse web sites before applying. Landfill operators contribute entirely at their own discretion. Landfill operators have to be registered with H. M. Customs to take part in this scheme.

European Commission Office in Scotland

Area of Funding	Europe
Nature of Funding	
Application Method	Form
Guidance Notes	Yes
Contact	European Commission Office in Scotland, 9 Alva Street, Edinburgh., EH2 4PH, Tel: 0131 225 2058 Fax: 0131 226 4105, Website: http://www.cec.org.uk
Individuals	No
Eligible Applicants	See Guidance Notes for further details
Restrictions	See Guidance Notes for further details
Amount	
Notes	European money may be available, however identification and application is likely to be a time consuming and complex process. In addition the criteria and funding schemes available change regularly. A very wide range of potentially useful funds exist but meeting the criteria may be difficult and require involvement with similar projects in other EU countries thereby complicating the process. For further information a copy of the booklet <i>European Funding and Scotland: A Guide to the Funding Process, 5th Edition</i> can be obtained from the European Commission Representation Office and from the website.

Fresh Futures Grants Programme






Area of Funding	Scotland
Nature of Funding	Grants on the theme of making green spaces more accessible for communities throughout Scotland.
Application Method	Form
Guidance Notes	Yes
Timetable	On-going
Contact	Celaen Chapman or Hannah Dinneen, c/o Forward Scotland, Portcullis House 6th floor, 21 India Street Glasgow G2 4PZ, Tel: 0141 222 5630, Fax 0141 222 5631, www.fresh-futures.org.uk
Individuals	No
Eligible Applicants	Any existing organisation, new organisation or partnership or consortium of organisations. Local community organisations such as community councils, organisations from the public, private or voluntary sector. Those acting on behalf of local communities with full engagement with the community are particularly encouraged to apply. Disadvantaged areas are preferred.
Restrictions	Contact for eligibility restrictions.
Amount	Varies-no fixed rate-usually £3,000-£50,000 and in exceptional cases £100,000. The average amount is 30% of costs but may contribute up to 100% of costs.
Notes	This scheme is designed to help in the development of grounds and enhancing green corridors, although other areas could be applicable. The Fresh Futures Grant Programme is a collaboration between Scottish Natural Heritage and Forward Scotland and is funded by the New Opportunities Fund. The current scheme is set to end in the spring of 2003 however it will be replaced with a new scheme. Although not confirmed and subject to change, it is envisaged that it will be similar to the current scheme.





Friends of War Memorials Small Grants Scheme






Area of Funding	UK
Nature of Funding	Conservation and repair of existing war memorials, landscaping and new memorials.
Application Method	Form
Guidance Notes	Yes
Timetable	On-going
Contact	Maggie Goodall, 4 Lower Belgrave Street, London SW1W 0LA, Tel: 020 7259 0403, www.war-memorials.com
Individuals	No
Eligible Applicants	Bodies responsible for war memorials. Grants cannot be paid to private individuals (but where circumstances require it, payment may be made direct to contractors / craftspeople.)
Restrictions	See eligible applicants
Amount	£250
Notes	Friends of War Memorials highlight select appeals in their newsletter. It also includes news, events and relevant publications. There is also a Home Office code of practice booklet available and source of funding for war memorials booklet. Both can be obtained from the Friends of War Memorials.

The Gamma Trust

Area of Funding	UK with a possible preference for Scotland
Nature of Funding	General charitable purposes, especially cultural heritage, healthcare, and medical research. The type of grants awarded are for projects, research and recurring costs.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	The Manager, Clydesdale Bank, Trust and Executry Unit, Brunswick House, 51 Wilson Street, Glasgow G1 1UZ, Tel: 0141 223 2507
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	
Notes	






The Gannochy Trust		    
Area of Funding	Scotland, with a preference for the Perth area.	
Nature of Funding	The main object is the needs of youth and recreation, with grants categorised as social welfare, recreation, education, arts, health, and environment.	
Application Method	Letter	
Guidance Notes	Yes	
Timetable		
Contact	Mrs Jean Gandhi, Secretary, or Murdoch M MacKenzie, Administrator, Kincarrathie House Drive, Pitcullen Crescent, Perth PH2 7HX, Tel: 01738 620 653	
Individuals	No	
Eligible Applicants	UK registered charities.	
Restrictions	See eligible applicants.	
Amount		
Notes		


The Getty Jnr (J. Paul) General Charitable Trust		   
Area of Funding	UK. Preference given to deprived areas outside London and the south-east	
Nature of Funding	Preservation of buildings of historic interest, gardens and historic designed landscapes.	
Application Method	An A4 Letter	
Guidance Notes	Yes	
Timetable	On-going	
Contact	Ms Bridget O'Brien Twohig, 1 Park Square West, London NW1 4LJ, Tel: 020 7486 1859, www.jpgettytrust.org.uk	
Individuals	No	
Eligible Applicants	Local voluntary organisations with strong volunteer support. Registered charities only, particularly those facing difficulty raising funds.	
Restrictions	No funding for churches or cathedrals. Residential projects are unlikely to be considered. Not general repair work.	
Amount	Capital or recurrent core funding. Salaries are sometimes considered.	
Notes	The application letter must be strictly 2 sides of A4. Do not shrink text to fit this, edit it appropriately. Consult website or telephone for full guidelines before applying.	


WM Grant & Sons Ltd. Charitable Trust		    
Area of Funding	UK	
Nature of Funding	The policy is for Trustees to apply discretion to disburse funds to a wide variety of charitable organisations within the UK. Appeals for funds should be made annually.	
Application Method	Letter	
Guidance Notes	No	
Timetable		
Contact	Messrs Ernst & Young, George House, 50 George Square, Glasgow G2 1RR, Tel: 0141 552 3456	
Individuals	No	
Eligible Applicants	UK registered charities. Previously successful organisations are favoured, as are small operators where there has been a high degree of personal effort by those involved.	
Restrictions	See eligible applicants.	
Amount		
Notes		


The Heritage Lottery Fund		    
Area of Funding	UK	
Nature of Funding	Targeted Initiatives - Public Parks Initiative	
Application Method	Form	
Guidance Notes	Yes	
Timetable	On-going	
Contact	28 Thistle Street, Edinburgh EH2 1EN, Tel: 0131 225 9450, www.hlf.org.uk	
Individuals	No	
Eligible Applicants	Parks must be of heritage importance. Parks include historic cemeteries and memorial gardens.	
Restrictions	All HLF funding is for not-for-profit groups. Parks should not be mainly used for new burials.	
Amount	£50,000+ £1million+ £5 million+	
Notes	There is also a project planning grant available see the Public Parks application pack for further details.	




The Heritage Lottery Fund		    
Area of Funding	UK	
Nature of Funding	Targeted Initiatives - Young Roots	
Application Method	Form	
Guidance Notes	Yes	
Timetable	Cut off dates 1st April and 1st September. Applications are accepted or rejected within 3 months.	
Contact	28 Thistle Street, Edinburgh EH2 1EN, Tel: 0131 225 9450, www.hlf.org.uk	
Individuals	No	
Eligible Applicants	Targeted directly at the needs and interests of young people (13-20) to increase opportunities for learning about heritage and promoting greater appreciation of the value of heritage. The project should be delivered through partnerships. The project should last for up to 18 months.	
Restrictions	All HLF funding is for not-for-profit groups. All projects must raise 10% of money needed.	
Amount	£5,000 - £25,000	
Notes		

The Heritage Lottery Fund		    
Area of Funding	UK	
Nature of Funding	Standard Programme - Your Heritage	
Application Method	Form	
Guidance Notes	Yes	
Timetable	3 Months from receiving form	
Contact	28 Thistle Street, Edinburgh EH2 1EN, Tel: 0131 225 9450, www.hlf.org.uk	
Individuals	No	
Eligible Applicants	Not-for-profit organisations.	
Restrictions	All HLF funding is for not-for-profit groups. All projects must raise 10% of money needed. No grants for individual sites or buildings privately or commercially owned unless as part of an umbrella scheme put forward by a not-for-profit organisation.	
Amount	£5,000 - £50,000	
Notes		

Historic Scotland		
Area of Funding	Scotland	
Nature of Funding	Ancient Monument Grant	
Application Method	In the first instance, consult the Historic Scotland Ancient Monument Standing Building Inspector for the local authority area concerned.	
Guidance Notes	The following free leaflets are available from Historic Scotland : <input type="checkbox"/> Graveyards and Gravestones Electronic leaflet 7: Historic Scotland grants in relation to graveyards or burial grounds <input type="checkbox"/> Grants for Ancient Monuments: A Guide to Grants Available for the Preservation, Maintenance and Management of Ancient Monuments	
Timetable		
Contact	Ancient Monuments Division, Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH Tel: 0131 668 8775, E-mail: hs.ancientmonuments@scotland.gsi.gov.uk, www.historic-scotland.gov.uk	
Individuals	Yes	
Eligible Applicants	Applications can be made by the owner or a third party who has the consent of the owner to undertake works.	
Restrictions	See eligible applicants	
Amount		
Notes	Ancient Monument Grants are available for one-off works aimed at conserving monuments or ruinous structures in a graveyard. Competition for funds is considerable.	

Historic Scotland		
Area of Funding	Scotland	
Nature of Funding	Management Agreement	
Application Method	In the first instance, consult the Historic Scotland Ancient Monument Standing Building Inspector for the local authority area concerned.	
Guidance Notes	<p>The following free leaflets are available from Historic Scotland</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graveyards and Gravestones Electronic leaflet 7: Historic Scotland grants in relation to graveyards or burial grounds <input type="checkbox"/> Grants for Ancient Monuments: A Guide to Grants Available for the Preservation, Maintenance and Management of Ancient Monuments 	
Timetable		
Contact	Ancient Monuments Division, Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH Tel: 0131 668 8764, E-mail: ron.dalziel@scotland.gsi.gov.uk, www.historic-scotland.gov.uk	
Individuals	Yes	
Eligible Applicants	A Management Agreement must be with the occupier of the land in question.	
Restrictions	See eligible applicants	
Amount		
Notes	A Management Agreement is an option for long-term or repeated work at an ancient monument.	

Historic Scotland		
Area of Funding	Scotland	
Nature of Funding	Historic Building Repair Grant	
Application Method	Further particulars can be obtained from the Grants Enquiry Section of Historic Scotland	
Guidance Notes	A free leaflet, Graveyards and Gravestones Electronic leaflet 7: Historic Scotland grants in relation to graveyards or burial grounds is available from Historic Scotland. Contact the Scottish Conservation Bureau for a copy.	
Timetable		
Contact	The Grants Enquiry Section, Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH Tel: 0131 668 8801, E-mail: hs.grants@scotland.gsi.gov.uk, www.historic-scotland.gov.uk	
Individuals	Yes	
Eligible Applicants	See Guidance Notes and notes below.	
Restrictions	See Guidance Notes and notes below.	
Amount		
Notes	Historic Scotland can award grants for conservation and repair works to structures which are assessed to be of outstanding architectural and / or historic interest and structures within a conservation area classified as outstanding. Most commonly, in the context of graveyards, these grants are for repairs to mausoleums and boundary walls. Competition for grant assistance is very keen.	

Hoover Foundation		  
Area of Funding	UK with a bias towards South Wales, Glasgow and Bolton.	
Nature of Funding	General charitable purposes, one-off grants for a specific project. If educational, grants can be awarded for a 3-5 year period	
Application Method	Letter	
Guidance Notes	No	
Timetable		
Contact	Mrs Marion Heaffey, Secretary, The Hoover Foundation, Pentrebach, Mid-Glamorgan CF48 4TU, Tel: 01685 721 222	
Individuals	No	
Eligible Applicants	UK registered charities.	
Restrictions	See eligible applicants.	
Amount		
Notes		

The Ironmongers Quincentenary Charitable Fund

Area of Funding	UK
Nature of Funding	Grants for the restoration of architectural ironwork
Application Method	Letter
Guidance Notes	Yes
Timetable	Applications to be received by March 31st.
Contact	Helen Saut, Charities Administrator Ironmongers' Hall, Barbican, London EC2Y 8AA Tel: 020 7776 2330
Individuals	No
Eligible Applicants	Organisations with charitable status and religious establishments only.
Restrictions	See eligible applicants
Amount	Up to £10,000
Notes	

Lady Eda Jardine Charitable Trust

Area of Funding	UK
Nature of Funding	General charitable purposes, although a category of beneficiaries is chosen each year.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	Linda Pennell, 48 Castle Street, Edinburgh EH2 3LX
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	
Notes	

The Jeffrey Charitable Trust

Area of Funding	Scotland and elsewhere
Nature of Funding	One-off and recurring grants are most commonly made for capital, buildings, core costs, endowment, project, research, running costs, salaries and start-up costs. Funding is available for up to three years.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	R.B.A. Bolton, Trustee, 29 Comrie Street, Crieff, Perthshire PH7 4BD, Tel: 01764 652 224, Fax: 01764 653 999
Individuals	No
Eligible Applicants	Organisations benefiting seafarers and fisherman, volunteers, and people in care or who are fostered or adopted
Restrictions	Animal-related charities, medical electives and projects eligible for statutory support are not considered.
Amount	£250 - £20,000. Typical Grant £1,000 - £1,500
Notes	

Mrs M A Lascelles Charitable Trust

Area of Funding	Scotland
Nature of Funding	The purposes of the Trust are general charitable purposes as recognised by the law of Scotland. The Trust operates principally by making grants to other recognised charities.
Application Method	Letter
Guidance Notes	No
Timetable	30th April and 31st October each year.
Contact	Mrs M A Lascelles, c/o Pagan Solicitors Asset Managers, 14 St Catherine Street, Cupar KY15 4HN Tel: 01334 653 777, Fax: 01334 655 063, E-mail: enquiries@pagan.co.uk
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	
Notes	

Lloyds TSB Foundation for Scotland

Area of Funding	Scotland
Nature of Funding	Grant assistance to local charities and community groups across Scotland that benefits the community. The Foundation will consider support for both capital and revenue costs.
Application Method	Form
Guidance Notes	Yes
Timetable	
Contact	The Lloyds TSB Foundation for Scotland, Riverside House, 502 Gorgie Road, Edinburgh EH11 3AF Tel: 0870 902 1201, Fax: 0870 902 1202, E-mail: enquiries@ltsbfoundationforscotland.org.uk www.ltsbfoundationforscotland.org.uk
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	There is no minimum or maximum sum granted, with awards ranging from a few hundred pounds to tens of thousands of pounds.
Notes	

The Catherine Mackichan Trust


Area of Funding	Scotland
Nature of Funding	The trust funds research into any aspect of Scottish history, archaeology, genealogy / historiography, onomastic topics and language.
Application Method	Form
Guidance Notes	Yes
Timetable	Apply between January 1st and April 14th each year
Contact	Catherine Mackichan Trust, The Honorary Secretary, Aros, Towerside, Whittingham, Alnwick NE66 4RF Tel: 01665 574 335. Application Forms from: Mr I Fraser, Vice Chairman, Catherine Mackichan Trust, School of Scottish Studies, 27-29 George Square, Edinburgh EH8
Individuals	Yes
Eligible Applicants	Applications are welcome from academic centres worldwide, schools, colleges and individuals or groups not formally attached to academic institutions.
Restrictions	See eligible applicants.
Amount	
Notes	





Dr. J. N. Marshall (Island of Bute) Memorial Trust Historical and Archaeological Grants




Area of Funding	Preference given to Bute and Argyll.
Nature of Funding	Wide ranging includes historical and archaeological research, architectural photography, surveying, cataloguing, conserving and restoration.
Application Method	Letter
Guidance Notes	No
Timetable	On-going
Contact	Mitchells Robertson Solicitors, George House, Hanover Street, Glasgow G1 2AD
Individuals	No
Eligible Applicants	Charities or the project must be charitable (e.g. for the advancement of education)
Restrictions	See eligible applicants
Amount	£5,000
Notes	Applicants should include charity number, object of charity, detailed specification of project, total costs, grant requested and a copy of the applicant's last annual report and accounts.

The Mickel Fund

Area of Funding	UK with a preference for Scotland
Nature of Funding	One-off and recurrent, capital including buildings, project and research. Funding is available for more than three years
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	A Smith, 126 West Regent Street, Glasgow G2 2BH, Tel: 0141 332 0001, Fax: 0141 248 4921
Individuals	No
Eligible Applicants	Voluntary organisations and charitable groups benefiting people of all ages, especially at risk groups. The trust prefers local charities but does give to UK charities.
Restrictions	See eligible applicants.
Amount	£100 - £10,000
Notes	Unsolicited applications from individuals will not be acknowledged.

Mitchell Trust		
Area of Funding	UK	
Nature of Funding	The conservation of the environment and wildlife is the principal aim of the Trustees.	
Application Method	Letter	
Guidance Notes	No	
Timetable	On-going	
Contact	R Mitchell, Murray Lodge, Burton's Lane, Chalfont St. Giles, Buckinghamshire HP8 4BL	
Individuals	No	
Eligible Applicants	UK registered charities.	
Restrictions	See eligible applicants.	
Amount	£200 - £1000	
Notes	Postal applications only. The information which should be included in the letter is as follows: Clear details of the project, an outline budget and the latest audited accounts (as concise as possible).	

Perth and Kinross Heritage Trust		   
Area of Funding	Perth and Kinross District	
Nature of Funding	Historic building grants, town scheme grants, Conservation Area enhancement grants, project grants and publication grants are available.	
Application Method	Form	
Guidance Notes	Yes	
Timetable	On-going	
Contact	The Lodge, 4 York Place, Perth PH2 8EP, Tel: 01738 477 081, Fax: 01738 477 089	
Individuals	Yes	
Eligible Applicants	Owners, lessees and prospective buyers may apply.	
Restrictions	Grants are not paid retrospectively.	
Amount	All grants vary at the Trustees discretion. The historic building grant maximum is £5,000. Town scheme grants are normally 50% of eligible cost. Conservation Area grants are normally up to 66% of eligible costs. Competitive estimates are required as are details of financial help from other organisations.	
Notes	The Trust is independent from Perth and Kinross Council. Applicants should read the Guidelines and Standard Condition Booklet and consult the Trust about a proposed project before submitting an application.	

The Pilgrim Trust		  
Area of Funding	UK	
Nature of Funding	Grants towards the preservation of particular features of historic buildings or the conservation of individual monuments or structures of importance to the surrounding environment.	
Application Method	Form	
Guidance Notes	Yes	
Timetable	Applications considered quarterly.	
Contact	Georgina Nayler, Cowley House, 9 Little College Street, London SW1P 3SH Tel: 020 7222 4723, Fax 020 7976 0461, www.thepilgrimtrust.org.uk	
Individuals	No	
Eligible Applicants	Organisations with charitable status and recognised public bodies.	
Restrictions	No applications from projects underway, no individuals.	
Amount	£1,000-£20,000 Capital expenditure preferred but may allow salary or other management costs if they have a defined time limit and clear objectives.	
Notes	Projects should give a new use to outstanding buildings; dissemination of information about historic buildings and their importance to the community; or the repair and conservation of architecturally significant churchyard walls and exterior funerary monuments.	

Rural Challenge Fund




Area of Funding	Scotland
Nature of Funding	Capital and revenue grants for rural communities to develop projects that find new ways to tackle local problems, or create a wider range of opportunities in rural areas. The Fund is run as an annual competition and opens for applications in July/August each year.
Application Method	Form
Guidance Notes	Yes
Timetable	On-going
Contact	The Scottish Executive, Environment and Rural Affairs Dept, Rural Policy Team, 1st Floor, Pentland House Robb's Loan, Edinburgh EH14 1TY, Tel: 0131 556 8400, Fax: 0131 244 6259, E-mail: ruralpolicy@scotland.gsi.gov.uk, Website: http://www.scotland.gov.uk
Individuals	
Eligible Applicants	Non-profit making community or voluntary organisations, or partnerships in rural Scotland are eligible. National projects are considered if they benefit the rural communities across Scotland.
Restrictions	See eligible applicants above and the Guidance Notes provided for the scheme.
Amount	
Notes	






Rural Stewardship Scheme



Area of Funding	Scotland
Nature of Funding	Capital and revenue grants for the improvement of features within the rural environment. One of the useful areas would be the historic and archaeological areas section of the stewardship scheme.
Application Method	Form
Guidance Notes	Yes
Timetable	On-going
Contact	Environment and Rural Affairs Department Secretariat, Scottish Executive, Room 440, Pentland House 47 Robb's Loan, Edinburgh EH14 1TY, Tel: 0131 556 8400, Fax: 0131 244 6116, E-mail: ceu@scotland.gsi.gov.uk, Website: http://www.scotland.gov.uk
Individuals	Yes
Eligible Applicants	While this scheme does not specify churchyards they may be eligible providing they are set in an area of open ground.
Restrictions	See eligible applicants
Amount	
Notes	It provides finances for wall construction and movement of tracks. The grant would also be able to help with projects which improve the interpretation of these sites. Wall construction and various other wildlife protection schemes are also covered by these schemes and so may be applicable.



The Rural Trust

Area of Funding	UK
Nature of Funding	The protection, maintenance or preservation of the countryside, and to educate the public and promote any object that will benefit the countryside.
Application Method	Letter
Guidance Notes	No
Timetable	On-going
Contact	Dr Charles Goodson-Wickes, Chairman, Fraser House, Albemarle Street, London W1S 4JB Tel: 020 7409 1447, Fax: 020 7409 1449
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	£250 - £9,000
Notes	

Scottish Community Foundation		    
Area of Funding	Scotland	
Nature of Funding	Grant assistance to local charities and community groups across Scotland that benefits the community.	
Application Method	Form	
Guidance Notes	Yes	
Timetable		
Contact	Scottish Community Foundation, 126 Canongate, Edinburgh EH8 8DD, Tel: 0131 524 0300, Fax: 0131 524 0329, www.scottishcommunityfoundation.com	
Individuals	No	
Eligible Applicants	UK registered charities.	
Restrictions	See eligible applicants	
Amount	£1,000 - £5,000	
Notes		

Scottish International Education Trust		    
Area of Funding	Scotland	
Nature of Funding	Provides assistance to individual Scots, or to projects which will be of benefit to Scotland, culturally, socially, economically, educationally or in relation to the environment.	
Application Method	Letter	
Guidance Notes	No	
Timetable		
Contact	J McClellan, Director, Scottish International Education Trust, 22 Manor Place, Edinburgh EH3 7DS Tel: 0131 225 1113, Fax: 0131 225 1113	
Individuals	Yes	
Eligible Applicants	See restrictions below.	
Restrictions	The Trust does not normally contribute to general appeals to meet capital costs or the maintenance of other organisations.	
Amount		
Notes		

Scottish Natural Heritage		 
Area of Funding	Scotland	
Nature of Funding	Grants are available for improving the conservation of species, habitats and landscapes, promoting public enjoyment of natural heritage, and increasing awareness and understanding of the natural heritage.	
Application Method	Consult SNH before submitting an application	
Guidance Notes	Yes	
Timetable	On-going	
Contact	SNH Headquarters, Policy Directorate, 12 Hope Terrace, Edinburgh EH9 2AS, Tel: 0131 447 4784, www.snh.org.uk	
Individuals	Yes	
Eligible Applicants	The applicant must have the right to undertake the project and own or manage the land involved or have the agreement of the owner.	
Restrictions	No retrospective applications	
Amount	Various; rarely exceed 50%	
Notes	Applicants should contact their local SNH office in the first instance. These can be found in the Yellow Pages or by contacting SNH Headquarters. SNH is the Government's statutory adviser whose aim is to conserve and enhance Scotland's natural heritage.	

The Shell Better Britain Campaign		 
Area of Funding	UK	
Nature of Funding	Grant aid to community groups with practical projects for improving their local environment, including the use of sustainable construction techniques to renovate buildings and their surroundings.	
Application Method	Form	
Guidance Notes	Yes	
Timetable	On-going	
Contact	Grants Team, King Edward House, 135a New Street, Birmingham B2 4QJ, Tel: 0121 248 5900, E-mail enquiries@sbcc.co.uk, www.sbcc.co.uk	
Individuals	No	
Eligible Applicants	Community Groups	
Restrictions	Unidentified	
Amount	Up to £2,000	

UK Villages Community Kitty Fund

Area of Funding	UK
Nature of Funding	This is a fund from which a number of grants are allocated to community projects.
Application Method	Online Form (see contact details below)
Guidance Notes	Yes
Timetable	Grants are awarded twice a year.
Contact	Amy Collins, UK Villages Ltd., 37 Church Street, Harston CB2 5NP Tel: 01223 874 500, Fax: 01223 874 600, E-mail: amy@ukvillages.co.uk, www.ukvillages.co.uk/kitty
Individuals	Yes
Eligible Applicants	See guidance notes online.
Restrictions	See guidance notes online.
Amount	£50 - £500

Unemployed Voluntary Action Fund (UVAF)

Area of Funding	Scotland
Nature of Funding	The UVAF aims to assist voluntary organisations to develop volunteer projects in Scotland.
Application Method	Form
Guidance Notes	Yes
Timetable	Regular deadlines. Contact for dates.
Contact	Comely Park House, 80 New Row, Dunfermline KY12 7EJ, Tel: 01383 620 780, www.uvaf.org.uk
Individuals	No
Eligible Applicants	Voluntary organisations in Scotland, which are properly constituted and recognised as charitable.
Restrictions	See eligible applicants.
Amount	

Miss Hazel M Wood Charitable Trust

Area of Funding	UK
Nature of Funding	The Trust gives to charitable organisations in the UK concerned with the arts, architecture, national heritage and social welfare.
Application Method	Letter
Guidance Notes	No
Timetable	
Contact	W B Robertson, Messrs Lindsays, 11 Atholl Crescent, Edinburgh EH3 8HE, Tel: 0131 229 1212
Individuals	No
Eligible Applicants	UK registered charities.
Restrictions	See eligible applicants.
Amount	

5 OTHER AVAILABLE RESOURCES

Carved Stones Adviser Project (including www.scottishgraveyards.org.uk)

This initiative unites cemetery professionals, heritage specialists, community groups, and individual members of the public to work collectively to safeguard the future of Scotland's historic graveyards. The project is based at the Council for Scottish Archaeology and is funded by Historic Scotland. The Adviser is piloting the *Directory of Scottish Graveyard Projects*, which aims to compile information on all ongoing or completed work involving research, recording and conservation of Scottish graveyards and gravestones.

The project's website www.scottishgraveyards.org.uk provides at a glance summaries of how to complete recording and conservation work and includes a large number of detailed guidance notes and booklets that can be downloaded. The website also provides guidance for cemetery owners and managers to encourage conservation best practice within graveyard repairs and grounds maintenance. The noticeboard pages contain information about current news, events and publications dealing with graveyards.

For more information about the Carved Stones Adviser Project contact: Dr Susan Buckham, Council for Scottish Archaeology, c/o NMS, Chambers Street, Edinburgh, EH1 1JF. Tel: 0131 247 4119. Email: s.buckham@nms.ac.uk

Conservation of Historic Graveyards: Guide for Practitioners 2, Publication

ISBN 1 900168 74 X. Published by Historic Scotland. 204pp, A4, 2001 (PB), £19.50

This Guide for Practitioners is principally concerned with post-Reformation sites in Scotland but has much wider application. Following a brief historical introduction the guide addresses technical conservation issues relating to the various elements of the graveyard, including materials and deterioration processes, specialised repair and conservation techniques, and routine maintenance, supported by a checklist of good practice. Appendix B of the publication contains a Conservation Plan template tailored for graveyards. Copies can be ordered from the Scottish Conservation Bureau / TCRC Publications Dept, Historic Scotland, Room G20, Longmore House, Salisbury Place, Edinburgh, EH9 1SH. Telephone 0131 668 8638 or can be ordered on-line at www.historic-scotland.gov.uk/shop

Historic Scotland Graveyards and Gravestones Leaflets available electronically on line.

- *1 Working in a scheduled or listed graveyard or burial ground*
- *2 Good practice in maintaining a historic graveyard*
- *3 Looking after gravestones*
- *4 Health and safety in historic graveyards: guidance for visitors and owners*
- *5 Health and safety in historic graveyards: guidance for works teams and volunteer workers, including volunteer surveyors*
- *6 Short guide for cemetery managers: emergency measures for historic memorials*
- *7 Historic Scotland grants in relation to graveyards or burial grounds*
- *8 Abandoned structures within graveyards*

Leaflets can be downloaded from Historic Scotland's website at (www.historic-scotland.gov.uk/index/wwd_whatwedo/wwd_conservation/technical_conservation/tc_carved_stones_eleaflets.htm) or from www.scottishgraveyards.org.uk Alternatively free hard copies can be ordered from the Scottish Conservation Bureau/TCRC Publications Dept-contact details as previously.

Other Historic Scotland Free Publications.

Historic Scotland has numerous free publications including the titles below. These are available to download from Historic Scotland's website at: <http://www.historic-scotland.gov.uk/index/re-resources/re-freepublications.htm> or by contacting Historic Scotland's Publications Dept-contact details as previously.

- *Archaeological Information and Advice in Scotland* (a guide to national and local organisations involved in archaeology in Scotland)
- *Conservation Plans: A Guide to the Preparation of Conservation Plans*
- *Grants for Ancient Monuments: A Guide to Grants Available for the Preservation and Management of Ancient Monuments*
- *Grants for the Repair of Historic Buildings: Consultation Paper on Grants for the Repair of Historic Buildings*

- *Scheduled Ancient Monuments: A Guide for Owners, Occupiers and Land Managers : A Guide to Scheduling Under the Ancient Monuments and Archaeological Areas Act 1979*
- *Passed to the Future: Historic Scotland's Policy for the Sustainable Management of the Historic Environment*
- *Scotland's Listed Buildings: A Guide for Owners and Occupiers*
- *The Stirling Charter: Conserving Scotland's Built Heritage*

Aberdeenshire Historic Kirkyards Report

Produced by Aberdeenshire Council to record the physical and historical importance of individual historic kirkyards in Aberdeenshire. The report incorporates a structural survey to determine the extent to which each kirkyard will need a programme of conservation repairs and an analysis of their contents for future interpretative potential. Reports are available online:

http://www.aberdeenshire.gov.uk/web/archaeology.nsf/html/5M6DR9?OpenDocument&style=lei_arch_history

www.buildingconservation.com Website

www.buildingconservation.com is maintained by Cathedral Communications and sets out information from their annual publications: *The Building Conservation Directory, Historic Churches and Historic Gardens*.

Churchyards and Cemeteries Habitat Action Plan

The London Biodiversity Partnership has produced a habitat action plan for churchyards and cemeteries. The plan aims to develop a strategic approach to the protection, management and enhancement of the nature conservation value of cemeteries and churchyards within an urban context. The action plan can be downloaded from:

<http://www.lbp.org.uk/action/habitat/hapchurch.htm>

Discovery and Excavation in Scotland Journal

Provides an annual summary of all archaeological fieldwork, including graveyard surveys and excavations, undertaken in Scotland each year. The journal is available to Council for Scottish Archaeology members and most libraries in Scotland also hold copies.

Graveyard Gazetteer: Calton Old and New Burial Grounds, Edinburgh

Between November 1998 and April 1999, a Conservation Plan was developed for Calton Hill, including its buildings, monuments, burial grounds and landscape, by LDN Architects on behalf of the City of Edinburgh Council. A Graveyard Gazetteer for Calton Old and New Burial Grounds is contained in Appendix 7: Architectural Gazetteer, which can be downloaded from the Council's website:

http://www.edinburgh.gov.uk/CEC/Recreation/Heritage_and_Arts/Calton/Calton_Hill.html

Historic Scotland Scottish Conservation Bureau Enquiry Service

The Scottish Conservation Bureau is a central point of contact for information, advice and support for the conservation of buildings and artefacts in Scotland. The Bureau's enquiry service can help with finding Conservators, Restorers and Building Contractors and Consultants in your area, technical advice on conservation matters and information on training in conservation. For more information contact: Scottish Conservation Bureau, Historic Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH. Tel: 0131 668 8668

Email: hs.conservation.bureau@scotland.gov.uk

Historic Scotland TCRE Resource Centre

The Technical Conservation Research & Education (TCRE) Resource Centre is a specialist conservation library and information service containing books, journals, CD-ROMs, directories, and online information services. The collection includes resources on conservation of graveyards and copies of all Historic Scotland TCRE publications are available for reference or for loan. Inter-Library Loans are also available for rare or specialised books. The library is open 9am-5pm weekdays by appointment only. Please contact Alice Wilson on 0131 668 8642 or e-mail: Alice.Wilson@scotland.gsi.gov.uk to arrange an appointment.

National Monuments Record of Scotland (NMRS) & CANMORE Database

The Royal Commission on the Ancient and Historic Monuments of Scotland (RCAHMS) records and surveys all forms of the built heritage in Scotland and makes this information available through the National Monuments Record of Scotland (NMRS). CANMORE is a searchable database of the NMRS that can be freely consulted over the Internet (<http://www.rcahms.gov.uk/canmoreintro.html>). Within the extensive collections of the NMRS, there is material from almost 1000 Scottish graveyards. Material can also be consulted in the NMRS library, which is open to the public from Monday to Friday 9:30am – 4:30pm. Enquiries can also be made by contacting the NMRS directly: RCAHMS, John Sinclair House, 16 Bernard Terrace, Edinburgh EH8 9NX. Tel: 0131 662 1456
Email: nmrs@rcahms.gov.uk

Paradise Preserved Report

In 2002, English Heritage and English Nature produced this report to provide guidance on the conservation and management of cemeteries. The report highlights the importance of conserving both the man-made and the natural elements within cemeteries and provides useful background information on Conservation Management Plans. However, because key differences exist between cemeteries in Scotland and England, not least in the areas of geology, legislation, policy and practice, guidance primarily applies to an English context. The report can be downloaded from: www.english-heritage.org.uk or from www.english-nature.org.uk

Scottish Archive Network (SCAN)

Scottish Archive Network is developing on-line access to the collections of almost all of Scotland's public archives (<http://www.scan.org.uk/>). There are individual sections providing information on death records and burial records.

Scottish Cultural Resources Access Network (SCRAN)

The SCRAN website (<http://www.scran.ac.uk>) contains over one million records from museums, galleries and archives and access to images, sounds, movies and learning resources relating to culture, history, science and the arts. Non-subscribers can search the whole resource base for free-to-view thumbnail images and a basic caption. Access to full records, captions, large images, movies and learning resources is available by subscription.

Sites and Monuments Record (SMR)

Most of Scotland's Regions and Islands Areas have a Sites and Monuments Record (SMR), which comprises a listing of information on all known sites within the area administered by the local authority. An online summary of archaeological services is produced by the Council for Scottish Archaeology, (http://www.britarch.ac.uk/csa/otherorgs_arcs.html), which shows whether your local authority area administers an SMR and gives contact details. Public consultation of SMRs is limited and by arrangement only.



APPENDIX A: USEFUL CONTACTS

AS AT MARCH 2004

The Architectural Heritage Fund

Clareville House
26/27 Oxendon Street
London SW1Y 4EL
Tel: 020 7925 0199
Email: ahf@ahfund.org.uk
Website: www.ahfund.org.uk

The Architectural Heritage Society of Scotland

Dr Seán O'Reilly
AHSS Director
The Glasite Meeting House
33 Barony Street
Edinburgh EH3 6NX
Tel: 0131 557 0019
Email: director@ahss.org.uk or
administrator@ahss.org.uk
Website: www.ahss.org.uk

The Association for Gravestone Studies

278 Main Street
Suite 207
Greenfield
Massachusetts 01301
USA
Email: info@gravestonestudies.org
Website: www.gravestonestudies.org

The Association of Preservation Trusts (Scotland)

Laura Norris
Cockburn Conservation Trust
174 High Street
Edinburgh EH1 1QS
Tel: 0131 220 3825
Fax: 0131 220 5310

British Lichen Society

Mrs P.A. Wolseley, Secretary
Department of Botany
The Natural History Museum
Cromwell Road
London SW7 5BD
Tel: 0207 942 5617
Email: bls@nhm.ac.uk
Website: users.argonet.co.uk/users/jmgray

Carved Stones Adviser Project

Dr Susan Buckham
The Council for Scottish Archaeology
c/o National Museums of Scotland
Chambers Street
Edinburgh EH1 1JF
Tel: 0131 247 4119
Email: s.buckham@nms.ac.uk
Website: www.scottishgraveyards.org.uk

The Cemetery Research Group

Dr. Julie Rugg
Centre for Housing Policy
University of York
Heslington
York YO10 5DD
Tel: 01904 433691
Email: jr10@york.ac.uk
Website: www.york.ac.uk/inst/chp/crg/

Church Monuments Society

Membership Secretary:
Mr Clive Easter BA BEd
55, Bowden Park Road,
Crownhill
PLymouth PL6 5NG
Email: churchmonuments@aol.com
Website: freespace.virgin.net/john.bromilow/CMS

Commonwealth War Graves Commission

2 Marlow Road
Maidenhead
Berkshire SL6 7DX
United Kingdom
Tel: 01628 634221
Email: webmaster@cwgc.org.
Website: www.cwgc.org

The Council for Scottish Archaeology

c/o National Museums of Scotland
Chambers Street
Edinburgh EH1 1JF
Tel: 0131 247 4119
Email: CSA@nms.ac.uk
Website: www.britarch.ac.uk/csa/

Friends of War Memorials

4 Lower Belgrave Street
London SW1W 0LA
United Kingdom
Tel: 020 7259 0403
Email: fowm@eidosnet.co.uk
Website: www.war-memorials.com

Historic Scotland

Head Office
Longmore House
Salisbury Place
Edinburgh EH9 1SH
Tel: 0131 668 8600
Website: www.historic-scotland.gov.uk

Institute of Cemetery and Crematorium Management

ICCM National Office
City of London Cemetery
Aldersbrook Road
Manor Park
London
United Kingdom E12 5DQ.
Tel: 020 8989 4661
Email: julie@iccm.fsnet.co.uk
Website: www.iccm-uk.com

The Institute of Historic Building Conservation

Scottish Branch (Temporary postal/telephone contact)
Charles Strang (Branch Convenor)
Glen Eden
St Boswells
Melrose
Roxburghshire TD6 0AE
Tel: 01835 822560
Email: ihbcscotland@yahoo.co.uk
Website: www.ihbc.org.uk

The Living Churchyard and Cemetery Project

Arthur Rank Centre
National Agricultural Centre
Stoneleigh Park
Warwickshire
England CV8 2LZ

National Association of Memorial Masons

27a Albert Street
Rugby
Warwickshire CV21 2SG
Tel: 01788 542264
Email: enquiries@namm.org.uk
Website: www.namm.org.uk

National Federation of Cemetery Friends

42 Chestnut Grove
South Croydon
England CR2 7LH

Royal Commission on the Ancient and Historical Monuments of Scotland

John Sinclair House
16 Bernard Terrace
Edinburgh EH8 9NX
Tel: 0131 662 1456
Email: nmrs@rcahms.gov.uk
Website: www.rcahms.gov.uk

The Scottish Association of Preservation Trusts

Laura Norris
c/o Cockburn Conservation Trust,
174 High Street
Edinburgh EH1 1QS
Tel: 0131 220 3825
Fax: 0131 220 5310

Scotland's Churches Scheme

'Dunedin'
Holehouse Rd.
Eaglesham
Glasgow G76 0JF
Tel: 01355 302416
Email: fraser@dunedin67.freeseve.co.uk
Website: www.churchnet.org.uk/scotchchurch

Scottish Churches Architectural Heritage Trust

15 North Bank Street
Edinburgh EH1 2LP
Tel: 0131 225 8644

The Scottish Civic Trust

The Tobacco Merchants House
42 Miller Street
Glasgow G1 1DT
Tel: 0141 2211466
Email: sct@scottishcivictrust.org.uk
Website: www.scottishcivictrust.org.uk

Scottish Conservation Bureau

Historic Scotland
Longmore House
Salisbury Place
Edinburgh EH9 1SH
Tel: 0131 668 8668
Email: hs.conservaion.bureau@scotland.gsi.gov.uk

Scottish Natural Heritage

12 Hope Terrace
Edinburgh EH9 2AS
Tel: 0131 447 4784
Website: www.snh.gov.uk

The Scottish Redundant Churches Trust

4 Queen's Gardens
St Andrews Fife
KY16 9TA
Tel: 01334 472032

Scottish Society for Conservation and Restoration

Chantstoun
Tartraven
Bathgate Hills
West Lothian EH48 4NP
Tel: 0131 466 8512
Email: admin@sscr.demon.co.uk
Website: www.sscr.demon.co.uk

Scottish Wildlife Trust

Cramond House
Cramond Glebe Road
Edinburgh EH4 6NS
Tel: 0131 312 7765
Email: enquiries@swt.org.uk
Website: www.swt.org.uk

Society for the Protection of Ancient Buildings in Scotland

The Glasite Meeting House
33 Barony Street
Edinburgh EH3 6NX
Tel: 0131 557 1551
Email: info@spabscotland.freeserve.co.uk
Website: www.spab.org.uk/scotland

TCRE Resource Centre

Historic Scotland
Longmore House
Salisbury Place
Edinburgh EH9 1SH
Tel: 0131 668 8642
Fax: 0131 668 8669
E-mail: Alice.Wilson@scotland.gsi.gov.uk

The UK Association of Preservation Trusts

Clareville House
26/27 Oxendon Street
London SW1Y 4EL
Tel: 020 7930 1629
Email: apt@ahfund.org.uk
Website: www.heritage.co.uk/apt

APPENDIX B: CARVED STONE ADVISER PROJECT: GRAVEYARD AND GRAVESTONE PROJECT FORM

The information you supply on this form will be used in the directory of Scottish Graveyard Projects featured on the Carved Stones Adviser Project website www.scottishgraveyards.org.uk

Please tick box if you would prefer for these details **not** to appear on the CSA website

Name of organisation or individual undertaking the graveyard project:	
Contact details:	
(these details will enable the carved Stones Adviser to contact you in the future)	
Name and location of site(s) where you are working.	Are these site(s) accessible to visitors.
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
Please tick boxes and provide brief description below to record the type of work you are undertaking:	
Memorial recording <input type="checkbox"/>	Clearing of vegetation <input type="checkbox"/>
Fundraising <input type="checkbox"/>	Promotion <input type="checkbox"/>
Repair or other conservation work <input type="checkbox"/>	Research <input type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> _____ _____ </div>	
please mention if any material is available for public consultation	
Is the project receiving grant funding?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> from source listed in this guide - please give name of source	
Yes <input type="checkbox"/> from source(s) not listed in this guide - please give name and contact details of source(s)	
Website links: please list any links here (eg society website, graveyard website etc)	
Downloads: please list any information that you would like to be made available to visitors (eg society newsletters, results, summaries, photographs/plans)	
Public Involvement: Are there any ways that the public can become involved with your project?	

Please return forms to CSA Office, c/o National Museums of Scotland, Chambers Street, Edinburgh EH1 1JF