



Llywodraeth Cymru
Welsh Government

Making an Ancient Monument Grant

Guidance for applicants in Wales

1. Introduction

Ancient Monuments can range from Neolithic burial chambers to buildings of the industrial revolution. They are vulnerable to a variety of pressures, and need to be cared for if their condition is not to deteriorate. We recognise that repair works may be costly or may not always be in the financial interests of the owner of the monument. We are therefore prepared to assist with grant in appropriate cases.

What works are eligible for grant?

We consider applications for grant for works of preservation, maintenance and management of ancient monuments. Schemes which assist in public access and interpretation of ancient monuments will also be considered. The precise works will vary from monument to monument, whether it is the remains of a stone castle or a field monument, such as a pre-historic earthwork. For stone structures the work often includes the repair of stonework and the consolidation of masonry. For field monuments, work can involve schemes to arrest erosion and the replacement of grass cover.

Please note that we are unable to pay applicants for their own staff costs, such as wages or travel and subsistence.

If you wish to apply for an ancient monument grant, but are not sure how the proposed works should be undertaken, Cadw's regional inspector of ancient monuments will be pleased to offer advice on works that might be beneficial to the monument. Please see the end of this document for contact details.

Are any other consents needed for the work?

If you are offered a grant and accept it, scheduled monument consent will automatically be granted for the work. If, however, no grant offer is made, then a

separate application to the Welsh Ministers (via Cadw) for scheduled monument consent will need to be approved before works start.

Other consents, such as planning permission or environmental consent, may also be required from bodies such as the local planning authority or Natural Resources Wales.

What level of grant is available?

We generally offer grant of fifty per cent of the estimated eligible costs of the proposed work. A grant above this level may be considered in exceptional circumstances, for example, where major and costly works are required which would not otherwise be undertaken.

The payment of grant claims will be in line with the actual costs of the works covered in the application, based on the submission of paid invoices or certificates showing the payment for the works have been made by the applicant or the applicant's agent.

For projects involving volunteers, the value of their time can be counted as match funding for the Welsh Government Grant.

How are grant requests assessed?

Grant requests are assessed against criteria including the necessity and urgency of the works, appropriateness of proposals, scale of expected impact, value of match funding and level of community benefit. We would also expect that reasonable public access to the site is provided. Due to limited resources and level of demand, not all grant applications will be successful.

Successful applications will be notified in writing and a formal offer of grant will be sent. However, no work should commence until the grant offer has been formally accepted. We will provide written feedback on request for unsuccessful applications.

2. Making your application

Who can make an application for ancient monument grant?

Owners of an ancient monument can apply for financial assistance from the Welsh Government to help preserve and maintain it.

If you are not the owner of the monument, but wish to undertake work to it and apply for a grant, you may do so, provided that you have obtained the owner's written permission confirming that they are content for you to do the work and to receive grant on their behalf. Please ensure that you fully complete section 5 of the ancient monument grant application form.

When will I be notified of the outcome of my application? Successful applicants will be notified in writing and a formal offer of grant will be sent. No work should commence until the grant offer has been formally accepted. We will provide written feedback on request for unsuccessful applications.

3. Completing your application form

An application for ancient monument grant must be made on an application form which can be requested from us.

In order for your application to be considered, all sections of the form which apply to your application must be completed. The submitted form must be accompanied by the following essential information;

- Details of the proposed works, including working / elevation drawings as appropriate. For major works, a detailed specification of the proposed works will be required.
- The estimated cost of the works (including written estimates or competitive tenders as appropriate)
- Start date
- The estimated duration of the works.
- The community benefits of the works
- Confirmation that notification of the application has been given to the owner and any tenant of the monument, if necessary.

If your application is not accompanied by all essential information and documentation, it will not be considered and will be returned to you.

Estimates of cost of the works to be carried out

Applications must be accompanied by the following estimates or tenders;

- Applications for works estimated to cost £5,000 or under in total (excluding VAT) must be accompanied by one written estimate;
- Applications for works estimated to cost between £5,001 and £25,000 in total (excluding VAT) must be accompanied by three written estimates;
- For applications for works estimated to cost over £25,000, at least three competitive tenders must be sought.

Indication of community benefit delivered by works

It is expected that in most circumstances, monuments in receipt of a grant from Cadw will be made accessible to the public at reasonable times.

Wider community benefits that can be achieved by conservation projects include provision of interpretation, holding open days or participating in open doors events, providing training opportunities and involvement of volunteers.

Specification and working / elevation drawings

It is important to provide a detailed and informative description of the proposed works and their purpose, so that we can establish precisely how the monument will be affected by the proposed works.

Where ground disturbance is proposed, for example when digging foundations or laying underground services and pipelines, the application plan (ideally a 1/500 survey) should show the exact line, width and depth of any trenches. However, you will also need to demonstrate that there is no practicable alternative route or location which avoids the monument, and that the need to undertake the works outweighs the presumption in favour of the preservation of a monument of national importance.

For works affecting upstanding remains, a specification and working or elevation drawings to a scale of 1:50 (or 1:20 for specific details) should be provided wherever possible, together with a site plan at an appropriate scale (normally 1:500). If no elevation drawings are available, photographs of the areas of the monument for which repair or consolidation works are proposed should be provided.

4. Claiming grant funding

When will grant be paid?

Grant will usually be paid after the works have been completed and we have received a request for payment. Requests for payment must be made on our payment claim form. Our regional inspector of ancient monuments will visit the monument, certify whether the works have been carried out to a satisfactory standard and confirm whether payment can be made. For larger projects, interim claims for payment may be submitted.

In all cases, claims for payment of grant must be supported by paid invoices or certificates showing that payment for the works have already been made by the applicant or the applicant's agent.

Where interim payments are agreed, ten per cent of the grant offered will be retained until the work has been inspected and satisfactorily completed. If the works are not carried out in accordance with the terms of the grant, then part or all of the grant may be recovered.

5. Contact Details

How do I apply?

More information and a grant application form are available to download. Alternatively, please contact us directly.

By email: alex.king@gov.wales or leanne.morgan@gov.wales

By telephone: 03000 256072

By post: Ancient Monuments Administration

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