

Small Grants Scheme Completion Report



WM ref: _____ Name of War Memorial: _____

Contractors' Details [Continue on a separate page if necessary]

Name of Contractor (s): _____
Date work commenced: _____
Date work completed: _____

Completion statement

Please explain what works were carried out during your project and confirm that the materials and methods in the Method Statement in your Grant Contract were followed. If they are different for any reason, please provide an explanation.

Just sending a copy of the contractor's original quote or completion invoice on its own is not suitable for this statement as they often contain insufficient detail and this will delay payment.

[Continue on a separate sheet of paper if necessary]
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Local feedback

Please include any comments or feedback from the community about the war memorial project. We may use these comments in any publicity following the grant.

[Continue on a separate sheet of paper if necessary]

Supporting Documents

Please use the following checklist to ensure you have included evidence to support your statement.

1. Photos

- Enclosed photos of the areas of the memorial where work was undertaken
 - Enclosed photos of the whole memorial
- OR
- Will email the above photos to conservation@warmemorials.org

2. Invoices

- Copies of invoices from all contractors who worked on the memorial

Signature

I certify the above details are correct to the best of my knowledge

Signature: _____

Name: _____

For and on behalf of [grant recipient] _____

Date: ____/____/____

We may pass your contact details to your local newspaper in relation to publicity after the grant process. We will not pass on your contact details to any other third parties.

Please tick here if you **do not** consent to this

Your Completion Report will be assessed and if satisfactory, you will be notified of payment. Alternatively, the Conservation Team may contact you to ascertain more information before payment can be made.

Please return the Completion Report to:

The Conservation Team, War Memorials Trust, 42a Buckingham Palace Road, London SW1W 0RE or conservation@warmemorials.org