

Small Grants Scheme

Guidance Notes



War Memorials Trust

Registered Charity Number: 1062255

War memorials have traditionally been funded by local communities. Public subscription and donations paid for the creation of war memorials. Maintenance is a community responsibility representing their ongoing tribute to the fallen of their community.

The Small Grants Scheme seeks to help communities who could not otherwise fund works required. It seeks to facilitate repair and conservation works through its grants and act as a catalyst for action. The 'Principles and eligibility criteria' document (available on our website and upon request) outlines the principles applied by War Memorials Trust to administering its Small Grants Scheme. It has limited funds to support repair and conservation work.

Any applicant seeking funds from the Trust to look after their war memorial must respect the conservation principles followed by the Trust. Works outside the scope of this scheme may not contravene the Trust's conservation principles but may have to be excluded from funding due to limited resources or are works that in the opinion of the Trust are the responsibility of the community.

1. Filling in the Application Form

These Guidance Notes are intended to assist you in answering the questions in the Application Form and in assembling your supporting information. If you have a query that is not covered in these notes or are uncertain how to answer any of the questions on the form, please contact the Conservation Team via the details in section 2.1.

1.1 Supporting documents

At the beginning of the Application Form there is a checklist of supporting documents. It is very important you provide everything that is requested as any missing information will cause a delay in processing your application, and may affect your chances of being offered a grant. The following is an explanation of why this information is important:

1.1.1 Historic evidence

- Copies of documents relating to the history of the war memorial (both written and photographic if available) for example, original design drawings, parish minutes, newspaper reports. Historic photographs are particularly useful. It is important to have details of the name of the architect or designer, sculptor and builder of the memorial and its date of construction and dedication, if these are recorded.

We need this material to understand the background and context of the memorial. It may have been designed by a prominent architect which could affect decisions about its treatment. When re-instating missing elements, photographs will provide a model for the replica design. Furthermore, this evidence may provide information on the materials of the memorial to ensure that any replacements or repairs are undertaken with the same material. For guidance on how to find historical material, read War Memorials Trust's helpsheet 'Researching the history of a war memorial' and try the resources in section 2.2 of the Guidance Notes.

1.1.2 Photographs

- A recent set of good quality colour photographs of the war memorial, showing the war memorial as a whole, its setting and close-ups of areas to be repaired as described in Q13. Applications submitted without good quality photographs will not be considered.

These are **essential** for **every** application. These must show the whole memorial in its setting and close-up views of areas which will be worked on, for example, open joints, weathered inscriptions, cracks. If an application is for reinstatement of any lost features, photographs illustrating the original appearance of the memorial are important, as detailed above.

We need photographs to assess the condition of the memorial and the need for the works since we cannot undertake site visits pre-application or during assessment. Photographs are your primary way of illustrating the problems to support your application and so you should provide the best quality you can. If you do not send us a photograph that shows a problem, then we will not know it is there. Photographs can be sent on a CD, by email or as a hard copy on photographic paper. **Digital versions of photographs are preferred.** Do not mark or write on the front of the photographs directly in any way or attach stickers. If you wish to do this or if it will be helpful then please do so on an additional copy. You should write the name of the copyright holder clearly on the back.

1.1.3 Map

- A map showing the location of the war memorial at street level.

We need a map in order to precisely record the location of the memorial and to enable us to find it on post-completion site visits; unfortunately we are unable to undertake site visits prior to or during an application. Therefore, we need a street level map. If a memorial is located within a building then we do not require a map of its location within the building, but the building's location. However, you may supply a map of the memorial's location within a building in addition to a street map, if relevant.

1.1.4 Quotes

- Copies of two quotes for the proposed works. The content should describe the methods, treatments and products proposed.

A minimum of two quotes are required for an application. Detailed quotes or specifications are required for certain types of work, particularly for larger projects. Please contact the Conservation Team if you are unsure whether this is required for your project.

Please see section 1.5 for more detailed guidance regarding this requirement.

1.1.5 Professional reports/drawings

- Copies of any architectural drawings, surveys, condition reports, specifications or other expert advice, if relevant.

As we are not able to visit the memorials in person, any professional guidance will support your application as it will give us detailed information about the memorial (e.g. its materials, fixings, location), a professional assessment of the condition of the memorial and recommendations for its repair/conservation.

Professional reports and specifications are particularly important for more complex and large conservation/repair projects and dismantling or relocation as they will ensure that the memorial is thoroughly assessed and a clear direction for the works will be provided.

Architectural drawings and plans are required if your project involves any alterations to the **current** fabric of the memorial. For example, replacement of lost/stolen features, addition of railings (as vandalism prevention or reinstatement), additional plaques for the addition of names, large scale indentation of replacement stone or materials and relocation. This ensures that everyone involved in the project is informed and has the same expectations of the works and to ensure that the project is appropriate.

1.1.6 Legal documentation

- Copies of documentation relating to permission for the proposed work (e.g. from the owner of the memorial if this is not the applicant, Listed Building Consent, Conservation Area Consent, Scheduled Monument Consent, Planning Permission, Faculty or other ecclesiastical permission), if applicable.

Statutory consents do not have to be obtained to submit an application in all cases, but will be required before any works are undertaken. However, if these consents are in place prior to an application it will be known that the proposed works can legally be undertaken. If consents are applied for after an application there is the possibility that certain works may not be permitted, and therefore the grant may have to be amended or cancelled. Consent from the owner of the memorial will be required for an application if this is not the applicant.

Due to the nature of certain projects the relevant statutory consents or guidance from the local authority or Diocesan Advisory Committee will be required with submission of an application. Such projects include, but are not exclusive to: relocation; electrification of bells, organs and clocks; alterations or additions to listed memorials. Please contact the Conservation Team for further guidance.

1.2 Section 1: Who is applying for the grant?

Q1 The main contact person should be the person who is willing to answer questions relating to the application and to whom all paperwork will be addressed.

We prefer to send correspondence by email, so if an email address is provided you should check it regularly. **We are aware emails occasionally appear in the junk folder of inboxes so please monitor this and if this occurs ensure you accept the address as a safe address to prevent emails being missed.**

Q2 We publicise our grant work and local newspapers may want to speak with applicants. If you are not comfortable with this, please make sure you tick the box.

Q3 If you would prefer to have payment made by cheque please state this here and state the details of who the cheque should be made payable to.

1.3 Section 2: About the war memorial

Q6 If you do not have legal responsibility for the memorial you must include a letter from the owner giving you permission to undertake this project. If the ownership is unknown, you must include a statement explaining what steps you have taken to establish ownership. These could include checking with your local authority, carrying out local land charge searches and advertising in the local press.

Ownership of war memorials can be difficult to establish as the majority were raised by public subscription. However, there may have been a formal transfer of ownership or deeds for the memorial that establish the owner/custodian. This type of information is likely to be held locally. Please see the Trust's helpsheets on 'Ownership of war memorials' and 'Researching the history of war memorials'.

In order to answer Qs 7-10, you will need to contact the Conservation Officer at your local planning authority. You may also wish to read War Memorials Trust's helpsheets on planning for your respective country.

A freestanding memorial is a self supporting structure (e.g. cross, cenotaph, and lychgate). Freestanding memorials are not fixed to another structure (e.g. plaque attached to a wall, window, or clock on a tower).

Q7 If a war memorial is listed it means it has been added to the statutory list which is managed by the relevant heritage organisation: Cadw, English Heritage, Historic Scotland or Northern Ireland Environment Agency. Listed Building Consent may be required for

certain works. If the memorial is listed, please indicate at what level in the relevant country's designation system.

Q8 If a war memorial is a scheduled monument, it means it has been added to the statutory schedule; Scheduled Monument Consent may be required for certain works. Your local planning authority may be able to advise on this, it is also recommended that you contact the relevant heritage organisation for your country as consent is normally required for all works to scheduled monuments.

Q9 If a war memorial is in a conservation area, it means it is within an area designated by the local authority as being of special historic and architectural interest and certain works may be controlled and require permission. Your local planning authority can advise on this.

Q10 To be within the curtilage or fabric of a listed building, a war memorial needs to have been within the boundary of a listed building prior to 1st July 1948. As such the memorial would be included within the listing for the building and Listed Building Consent may be required. Your local planning authority can advise on this.

Q11 These consents do not normally have to be obtained to submit an application, but will be required before any works are undertaken. However, if these consents are in place prior to an application it will be known that the proposed works can legally be undertaken. If consents are applied for after an application there is the possibility that certain works may not be permitted, and therefore the grant may have to be amended or cancelled.

If you are unsure whether these consents are required you should contact the local planning authority or the relevant church authority if the memorial is located in a church/yard.

Q12 This is an important question on the Application Form. We need this information to understand the background and context of the memorial. Often, historic information will support your application no matter how big or small the project is, such as illustrating inscriptions were originally painted and require re-painting as this has been lost, or confirming the type of stone the memorial is made from to ensure appropriate stone repairs or cleaning methods are undertaken. When re-instating missing elements, photographs and plans will provide a model for the replica design. Furthermore, it may have been designed by a prominent architect, which could affect decisions about its treatment.

If you cannot find any information, you need to **state the sources** you searched. Please see War Memorials Trust's helpsheet on 'Researching the history of a war memorial' and the notes above on historic evidence.

1.4 Section 3: Project proposal

Q13 It is important that you have a clear idea of what work you want done to the

memorial before seeking any quotes. In this question you are asked to describe what work you propose to carry out and explain why it is necessary. You will need to make the case that the works are the minimum necessary to resolve the problems you have identified and fit within the eligibility criteria for the scheme. The project proposal should outline the main problems with the memorial and why they need to be addressed. You should **align your objectives with those of the scheme** (A, B, C and D in section 2 of the 'Principles and eligibility criteria' document). You do not need to provide any detailed technical information as that will be obtained from the contractors who quote for the work or from your professional adviser (if you appoint one). Failure to provide an adequate project proposal will cause your application to be rejected. If you wish to include fees for professional advisers (e.g. an architect, chartered architectural technologist or surveyor) in your application (as per Q16) please detail what their role will be in the project and any reports/specifications they will produce. It is recommended that conservation-accredited professionals are sought for professional guidance and repair/conservation projects.

1.5 Section 4: Project costs

Q14 Please provide the requested details on the Application Form in regards to the quotes you have obtained, and also supply copies of the quotes with your application.

You will need to obtain **two** quotes for each element of the work. For example if a bronze memorial is to be cleaned to remove corrosion this may be undertaken by a single contractor and therefore two quotes are required. However, in another example, the foundations of a memorial may need to be repaired as they are causing structural problems, and the memorial also requires cleaning and an additional name. In this case, it is likely that a single contractor would not specialise in all these works so two quotes would be required for the works to the foundations, and two quotes for the cleaning and additional name.

We strongly recommend that you request itemised quotes.

We require two competitive quotes to ensure that the best value for money is achieved and so that we can compare proposed methods. This is particularly important as we are unable to visit the memorial before or during a grant application, so the assessments of the contractors are vital.

In exceptional circumstances, for example in remote locations or for very specialist work, it may not be possible to find two contractors willing to quote. If this is the case, then please contact the Conservation Team for guidance.

If you are unsure of the technical issues please discuss with the Conservation Team, or visit the Trust's website where you will find technical advice.

We recommend that you show the contractors a copy of these Guidance Notes and our helpsheet 'Preparing a method statement' so that they understand what information they need to provide as they may not have worked on grant-aided projects before. This will save you having to go back to them later for further information. You should make clear

to them that the work should be the minimum necessary to resolve the problems you have identified and fit within the eligibility criteria for the scheme (see section 2 of the 'Principles and eligibility criteria' document for the scheme).

Contractors should comment on the materials of the memorial, condition of the fabric and the cause of the problems. Their quotes should give full details of **how** the work will be carried out including details of methods, materials and products to be employed, and how these will address the situation. Works should not only address the symptoms of any problems, but also the causes.

As a charity, we need to ensure our funds are directed towards appropriate projects and that appropriate methods are employed, this is why we require this level of detail. Insufficient detail in the quotes may affect your chances of being considered for a grant.

It is important to note that this level of detail will often be above that normally provided by contractors for quotes. You should therefore ensure that they understand you are applying for funding for the project and that this level of detail is required. It is your responsibility as grant applicant to obtain and supply this information. Submission of detailed methods with the application will avoid the need to have to go back to the contractors for additional information.

Q15 The Trust does not include VAT costs in applications if they can be recovered by the applicant.

Work to existing fabric is usually subject to VAT, while new works are zero-rated. The HM Revenue & Customs Notice 708 Customs: Buildings and Construction (February 2008) is a useful guide. We will assume all local authorities will be able to reclaim VAT unless the applicant explains otherwise (except for Community Councils in England or Scotland). Applications from churches or Parochial Church Councils should contact the Memorials Grant Scheme below to see if they are eligible for a grant to reclaim the VAT on the project. We will assume all other groups cannot reclaim VAT unless otherwise stated.

The Memorials Grant Scheme introduced by the Department for Culture Media and Sport returns as a grant the VAT incurred by charities or faith groups exempted from the need to register as charities in building, repairing or maintaining public memorial structures. When you apply to us, you should check whether that scheme is still operating. Their contact details can be found in section 2.2 of these Notes. At the time of publishing these Guidance Notes the scheme was still in operation until April 2015, but it is important to make contact to ensure the scheme is still running.

If you are later able to recover the VAT or receive a separate grant specifically for the VAT, you will have to repay the relevant amount of grant to War Memorials Trust.

Q16 Only enter professional advisers' fees here i.e. architects, chartered architectural technologists, surveyors and structural engineers. It is recommended that conservation-accredited professionals are commissioned. Fees from contractors for providing you with quotes are not eligible. If you wish to include the fees in your application please detail in Q13 what role the adviser will have in the project and any reports or specifications they

will be producing. Please include a quote for their fees or fee rates with the application. If the application is successful and professional adviser fees are included in the grant offer, you will need to submit an invoice for this work when you come to claim the grant and evidence of their role, such as reports or certifying works.

Q18 You must enter **an amount in £** here. The amount must not exceed 50% of the project costs with or without VAT as applicable. The maximum grant available under this Scheme is £2,500.

Do not enter a form of words (e.g. 'as much as possible') or a percentage.

1.6 Section 5: Declaration

You must complete all the parts of this section. If **any** of the information is not completed **the application cannot be accepted**.

2. Useful contacts

2.1 Grant scheme contact

If you have any questions about the application process, please contact:

The Conservation Team
War Memorials Trust
2nd Floor
42a Buckingham Palace Road
London
SW1W 0RE
Telephone: 020 7233 7356 or 0300 123 0764
Email: conservation@warmemorials.org (all enquiries)
grants@warmemorials.org (only for submission of applications)
Website: www.warmemorials.org

2.2 Other useful contacts

For historical research

UK National Inventory of War Memorials
Imperial War Museum
Lambeth Road
London
SE1 6HZ
Telephone: 020 7207 9851/9863
Website: www.ukniwm.org.uk

Public Monuments and Sculpture Association
70 Cowcross Street
London
EC1M 6EJ
Telephone: 020 7490 5001
Email: pmsa@btconnect.com
Website: www.pmsa.org.uk

National Monuments Record (public archive of English Heritage)
English Heritage
Kemble Drive
Swindon
SN2 2GZ
Telephone: 01793 414600
Email: nmrinfo@english-heritage.org.uk
Website: www.english-heritage.org.uk/server/show/nav.19920 (enquiry and research services)

There may be other war memorial research projects local to you. Further information may be available from the Links section of War Memorials Trust's website.

For information about conservation professionals and specialist contractors

The Building Conservation Directory
c/o Cathedral Communications Ltd
High Street
Tilsbury
Wiltshire
SP3 6HA
Telephone: 01747 871717
Email: info@buildingconservation.com
Website: www.buildingconservation.com/directory.html

Conservation Register
The Conservation Register
c/o Institute of Conservation
3rd Floor Downstream Building
1 London Bridge
London
SE1 9BG
Telephone: 020 7785 3805
Email: info@conservationregister.com
Website: www.conservationregister.com

National Association of Memorial Masons

1 Castle Mews

Rugby

Warwickshire

CV21 2XL

Telephone: 01788 542 264

Email: enquiries@namm.org.uk

Website: www.namm.org.uk/namm_database/members_accredited_search.asp (to search for masons)

National Association of Master Letter Carvers contact details can be provided on request.

Chartered Institute of Architectural Technologists – Directory of Accredited Conservationists

397 City Road

London

EC1V 1NH

Telephone: 020 7278 2206

Email: info@ciat.org.uk

Website: www.ciat.org.uk/en/members/conservation-register.cfm

Register of Architects Accredited in Building Conservation

c/o 11 Oakfield Road

Poynton

Cheshire

SK12 1AR

Telephone: 01625 871 458

Email: info@aabc-register.co.uk

Website: www.aabc-register.co.uk (search online database)

Royal Institute of British Architects - Conservation Register

Conservation Registrar

66 Portland Place

London

W1B 1AD

Telephone 0207 580 5533

Email: conservation.register@inst.riba.org

Website:

www.architecture.com/JoinTheRIBA/ConservationRegister/ConservationRegister.aspx

Royal Institution of Chartered Surveyors

Parliament Square

London

SW1P 3AD

Telephone: 0870 333 1600

Website: www.rics.org/site/scripts/download_info.aspx?fileID=2466&categoryID=302 (to download list of conservation accredited surveyors)

Other sources of funding (Please see War Memorial's Trust's 'Fundraising for war memorial projects' helpsheet for further guidance)

DCMS Memorials Grant scheme (for grant towards VAT)

Memorials Grant Scheme

Topmark (MGS)

160 Bath Street

Glasgow

G2 4TB

Telephone: 0845 013 6601

Website: www.memorialgrant.org.uk