

Small Grants Scheme

Principles and eligibility criteria



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. This document 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 document 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. About the grant scheme

1.1 What types of war memorials are eligible?

War memorials of all types in the United Kingdom, Channel Islands and Isle of Man are eligible for assistance from the Small Grants Scheme. Graves of all types are excluded from the scheme, as are war memorials located outside the UK even if they are for British service personnel. For the Trust's definition of a war memorial please see War Memorials Trust's helpsheet 'Definition of a war memorial'.

1.2 Who can apply?

Applicants can be organisations or individuals. If you are not legally responsible for the war memorial, you are expected to get written consent for your project from the person or organisation that is responsible. If the ownership of the war memorial is unknown, you must show that you have taken reasonable steps to trace the owner. This should include checking with the local authority, carrying out local land registry searches and advertising in the local press. Please see the Trust's helpsheets on 'Ownership of war memorials' and 'Researching the history of a war memorial' for guidance.

1.3 How much can War Memorials Trust offer?

If War Memorials Trust offers you a grant, this will normally be of up to 50% of the eligible costs up to a maximum grant of £2,500.

Please note that while all applications are assessed on their own merits the number and value of grants we can make under this scheme depends on the availability of funds.

Therefore, the percentage of eligible costs and maximum value of a grant may change.

1.4 When can War Memorials Trust fund?

War Memorials Trust is unable to fund work retrospectively so cannot make an offer if work is underway or under contract. Please do not commence work prior to receiving a decision on your application to the scheme.

2. Eligibility criteria

2.1 Aims and objectives of the scheme

The Small Grants Scheme aims to support conservation and repair work on war memorials under the following criteria. Any proposed work on a war memorial **must** meet **at least one of these four principal criteria** to be considered for a grant. In addition, the work should not contravene one criterion in pursuit of another.

- A. Ensure war memorials are conserved to slow the processes of natural decay.
- B. Ensure war memorials are protected from damage by human action.
- C. Ensure the original intention, design and layout of war memorials are preserved to respect the desires of those who erected the memorial and have used it in subsequent years.
- D. Ensure memorials remain relevant and accessible to individuals and communities.

In addition to meeting the aims above, we prioritise work in terms of importance and urgency.

2.2 The type of work we fund

The Small Grants Scheme focuses on assisting with the conservation and repair of war memorials. **Work should aim at managing the process of decay without damaging the war memorial's overall appearance, altering the features that give it its historic or architectural importance, or unnecessarily disturbing or destroying historic fabric.** Please see the Trust's helpsheet on 'Conservation principles' for guidance.

Some types of work are more complicated than others. Therefore, some of the more subjective areas of work are explained in greater detail below. If you have any queries regarding the eligibility of your project please contact the Conservation Team in advance of completing your Application Form. Further information on this is in section 3.1.

Assessments

- Costs of condition/structural surveys or reports, in order to assess the extent of current condition and help establish appropriate conservation or repair strategies. Such reports are often obtained for memorials with a number of complex repair issues and can be used for contractors to quote against. If you are unsure whether you need this type of report, the Conservation Team can advise you. Please note, condition surveys or reports are not the same as quotes for work and should be undertaken by a relevant professional (e.g. architect, chartered architectural technologist, building surveyor, structural engineer or conservator).

Repairs

- Urgent and necessary repairs to the fabric of the war memorial including works of structural stabilisation.
- Stone and mortar repairs to damaged stone.
- Selective replacement of severely weathered functional elements or decorative features where the structural stability or the integrity of design of the memorial is compromised by its present condition.
- Works related to 'hard' landscaping, such as steps, walls and railings, which form an integral part of the memorial's design, inside and including, the boundary of the war memorial. For example, a war memorial may be located within a paved area with surrounding fence or wall; in this case the paved area and surrounding fence or wall would be considered part of the war memorial if it is clearly part of its design. The war memorial's landscaping is not considered to include public highways, common land or street furniture adjacent to the war memorial.
- Works to memorial buildings which are urgently needed to keep the building in use. This can include, but is not exclusive to, services/utilities, security, doors, windows, flooring, walls, etc. This excludes the following types of work, among others: building new extensions, car parks, redecoration, maintenance or anything which is non-essential routine work.

Cleaning

- i) Cleaning **ONLY**: where the surface build up is damaging the fabric by chemical action;
- ii) where there is so much dirt on the memorial that it must be removed in order to assess the extent of the necessary work;
- iii) in order to read the inscriptions.

Cleaning is not undertaken for cosmetic reasons as over, or unnecessary, cleaning can damage a memorial. Details of how cleaning fulfils at least one of the above criteria will need to be supplied with an application. The Conservation Team can advise if cleaning is appropriate.

Replacements/reinstatement

- Reinstatement of completely missing memorials or parts of memorials, particularly decorative features and inscriptions. The replacements must be a faithful reproduction of the original design and there must be historic evidence to support the work. Please see section 1 in the schemes Guidance Notes about supporting documents. Consult War Memorials Trust's helpsheet on 'Researching the history of a war memorial' for suggestions of potential sources of historic information.

Addition of names/inscriptions

The inscriptions on a war memorial are intrinsic to its commemorative function. However, as a conservation charity the Trust can only fund the addition of names to a war memorial if they can be sympathetically accommodated on the memorial in the same manner as the existing inscriptions. This means that any inappropriate materials/designs, additional elements, or 'new' memorials to accommodate the additional names, cannot be considered for funding.

Any names proposed to be added need to be linked to conflicts already commemorated on the memorial or names from later conflicts which are not recorded elsewhere locally.

For example, a war memorial cross in a churchyard carries the names of those who fell in World War I. If the names from World War II were not recorded anywhere locally the Trust could support their addition if there is space on the memorial. However, if after World War II a war memorial plaque was erected inside the church with the names from that conflict, then the Trust would view that as the choice of the community at that time and would not fund the repetition of the World War II names on the cross. (The Trust would not necessarily object to the names being added but has to focus its limited funds. If someone is commemorated locally already then it is not the Trust's role to replicate this, although the local community can do so if they wish.) If there are no names recorded on a memorial, then the Trust cannot fund the addition of names as this is contrary to the original design intention.

Due to the nature of these works, they will be assessed on a case-by-case basis.

Further information on the types of works to inscriptions which are eligible for funding are listed below, including details of any supporting information which will be required.

- Addition of names to the existing structure of the war memorial. The addition of names to a war memorial **must** be supported by evidence that the local community has been notified, e.g. local newspaper article, public notices etc. Confirmation of how the names will be added and that they will be in the same style, font and format as the existing names will be required, and that they are not recorded elsewhere locally. Plans should be submitted if appropriate (for example, to illustrate the location of additional plaques). Photographs should also be submitted which illustrate the existing type of inscriptions on the memorial, and where it is proposed to add the additional inscription(s).
- The correction of errors on original inscriptions. This must be supported by evidence of why the correction is needed and how it will be undertaken. Definitive evidence that an error has occurred will be required otherwise there is the risk that a legitimate name will be altered or removed.
- Works to improve the legibility of inscriptions. This includes re-leading, re-gilding, re-painting and limited re-cutting and cleaning. If there are no remnants of paint on inscriptions to illustrate they were originally painted, evidence will need to be supplied to support this, see section 1.1.1. in the scheme's Guidance Notes for further guidance. Re-cutting should be a last resort option for lettering which is illegible as re-cutting can only be undertaken a finite number of times, and will inevitably result in inappropriate loss of original fabric if undertaken when not required. It also needs to be considered whether the stone is in a suitable condition for re-cutting.
- Addition of newly researched names for conflicts which are already represented on the memorial. The criteria for names should be in keeping with the intentions of the community when the names of that conflict were added, if known.

Access

- Upgrading 'hard' landscaping features to improve access and to meet present-day safety standards or in order to comply with legislation (e.g. disabled access). You will

be required to show how the current arrangements do not comply with the law. Works should be sympathetic to the design and materials of the memorial.

- Upgrading building services to war memorial halls to improve access and to comply with legislation (e.g. disabled access). You will be required to show how the current arrangements do not comply with the law.

Physical additions

- Preventative conservation works, such as the addition of features that assist with general security and protection (e.g. railings, window guards, lighting, CCTV). These will be considered if evidence is presented of a problem, including how long it has been happening, or when and why it was identified. This could be photographs of graffiti, newspaper articles etc. Information on steps already taken to tackle the problem should be included. Please see the notes in section 1 of the Guidance Notes about supporting evidence. This type of work will be judged on a case-by-case basis as physical additions should be a last resort. Please see the 'War memorial theft: Prevention and solutions' guidance for further advice.

Relocation

- Relocation of war memorials should be a last resort. Therefore, there are strict eligibility criteria for the funding of relocation of war memorials. The Trust **only** funds those that are considered to be **at risk** or **completely inaccessible** to the public. The relocation must be supported by evidence that the local community has been notified e.g. local newspaper article, public notices etc. At risk memorials are considered to be those threatened by redevelopment of land or buildings or in locations where they are being consistently vandalised or damaged. Inaccessible memorials are considered to be those in storage rather than those in private companies or other buildings where an appointment is needed to access the memorial. Please see War Memorials Trust's helpsheets on relocation for further information.

Please note that if it is proposed to relocate a listed memorial, it will be a condition of any grant that the required processes for updating the relevant organisation of the new location is undertaken, so as not to invalidate the listed status of the memorial (de-listing and re-listing). Contact the Trust's Conservation Team for further guidance on this matter.

2.3 Works we cannot fund

War Memorials Trust is reliant on voluntary income for its grant schemes and the on-going demand for the eligible works listed above exceeds the funds available. Therefore some other types of works associated with memorials, although important, must be excluded from the grant scheme on the basis that they are part of the normal maintenance routine of custodianship, not of an urgent nature, or not related to the aims of the scheme.

- Creation of new war memorials. New memorials are considered to be those which have never existed before.
- Works to war memorials which are under 15 years old. Any works are considered maintenance given the short lifespan of the memorial and the availability of custodians to undertake the work. Anything beyond general maintenance and repair (e.g. vandalism) may be considered as an exception within one of the categories of section 2.2 above.

- Memorials which are **not war memorials**. For a definition of a war memorial see War Memorials Trust's helpsheet 'Definition of a war memorial'.
- General maintenance costs. Maintenance is considered to be work that should be undertaken on a regular basis. For example, small amounts of re-pointing, cleaning with water and bristle brush for low levels of dirt. If in doubt, check War Memorials Trust's guidance 'Advice on the maintenance of war memorials'.
- Cleaning for reasons other than explained in section 2.2. Repetitive cleaning gradually causes damage to the war memorial and reduces its lifespan. If in doubt, check War Memorials Trust's various helpsheets on cleaning.
- Electrification of clocks/organs/bells if this was not the original system, unless there is evidence the original system cannot be repaired or replaced like-for-like.
- 'Soft' landscaping (planting) around war memorials or in memorial gardens.
- Military/remembrance service items next to, or attached to, the war memorial e.g. flagpoles, wreath holders. This does not apply to objects which are war memorials themselves.
- Moveable objects in the vicinity of a war memorial, e.g. flower pots. This does not apply to objects which are war memorials in themselves, e.g. a war memorial bench.
- Buildings which war memorials are attached to but are not war memorials in themselves; e.g. a chapel with a war memorial plaque in it, a church tower with a memorial clock on it.
- General signage or interpretation boards about the war memorial. This includes adding wording to war memorials which do not have any at present specifying that they are a war memorial.
- Reconstruction that is not based on firm historic evidence. Please see the notes in section 1 of the Guidance Notes about supporting documents.
- Replacements in a style or material that is at odds with the war memorial's original and/or existing design, e.g. replacing limestone plaques with granite, changing the font or the style of inscriptions.
- Replacements for aesthetic reasons only, e.g. replacing concrete paving for stone paving.
- New features that are at odds with the war memorial's original and/or existing design, e.g. adding railings (unless there is a clear need in regards to vandalism), lighting, addition of materials not currently on the memorial, painting originally un-painted inscriptions. The Trust does not normally fund physical additions to war memorials, except in exceptional circumstances, such as in regards to vandalism, noted in 2.2 above.
- Relocation of memorials neither at risk nor completely inaccessible, e.g. not enough space to hold services, next to a busy road, muddy ground or a steep and undesirable location. It is also expected that if a company or organisation is moving

property that they should accommodate the relocation of any war memorials in their plans. Likewise, any development or regeneration works should also include the necessary relocation of any memorials in the plans and budget. Please see War Memorials Trust's helpsheets on relocation.

- Funding works to memorials which have previously received a grant and where the current proposed works are deemed to be as a result of a lack of maintenance, or a re-application for the same works. In such cases, evidence of the maintenance of the memorial will be required for an application to be considered.
- Charges to obtain quotes from contractors.
- Work carried out before a written grant offer has been made and accepted.

3. Making an application

3.1 Making an application

The first step is to discuss your project with War Memorials Trust's Conservation Team. If you have not already done so, you will need to complete an '**Expression of interest**' form which is available on War Memorial Trust's website or by contacting the charity. If you are advised that the work you want to carry out to the war memorial is likely to qualify for a grant under this scheme, you will be invited to fill in the Application Form and gather together the information that we will need in order to assess your application.

If your project combines types of work we can fund with types of work we cannot fund, any grant we offer will be towards the **cost of eligible works only**. However, we may also ask for details on this ineligible work to ensure that it is not damaging to the memorial.

Please answer **all** the questions on the Application Form and enclose all the information requested, as **incomplete applications cannot be considered**. You may type on the electronic version of the Application Form and you can send it to us by email or by post. Remember to keep the originals of all your supporting documents.

Applications to the Small Grants Scheme are assessed in rounds on the following dates each year: 28th February, 31st May, 31st August and 30th November. It is advised that applications are submitted as early as possible in advance of these dates as this will provide an opportunity for any missing information to be requested and submitted prior to the decision date; incomplete applications cannot be considered. However, if a war memorial requires urgent attention please contact War Memorials Trust to discuss this and if an urgent need is demonstrated assessment may be possible outside the normal assessment dates.

Applications are assessed based on the priority of the need for the works and their urgency. Following the assessment date please note that it may take up to four weeks for a decision to be advised to the applicant. If there are insufficient funds to offer a grant to your project or all the information for assessment is not available by the assessment date, your application will be considered at the next round.

Further detailed information on grant timeframes is available on WMT's website: www.warmemorials.org/advice-for-applicants.

Please note that only one memorial can be covered per Application Form.

3.2 Your application's progress

When your Application Form and supporting information arrives its receipt will be acknowledged. A preliminary assessment will take place, and if any further information is needed at this point for the application to be progressed for a final assessment, we will contact you.

The Trust will require receipt of further information by a stated date, normally within 3-6 months. Failure to submit the information by that date will lead to your application being annulled and should you wish to apply you will be required to submit a new Application Form. This enables the Trust to effectively manage the large number of applications received.

The speed with which your application can be dealt with is influenced by the quality of the application and whether further information has to be sought. Careful and accurate completion of the Application Form following the advice provided in the Guidance Notes is likely to result in an application which requires minimum further information and increases your chances of receiving a quick response.

It should also be noted that demand on the grant scheme as well as on the Trust as a whole increases at certain times of year. If you are aiming to have the work completed in time for Remembrance services in November it is **strongly** recommended that the application is submitted well in advance. Although every effort will be taken to process applications as quickly as possible, assessment in time for specific deadlines cannot be guaranteed, particularly in the months leading up to November when application numbers increase and all applicants are likely to be trying to meet the same deadline.

When your application has been considered, we will contact you in writing with our decision. If your application is rejected, we will explain why. If your application is approved, we will send you a letter setting out War Memorials Trust's grant offer and conditions, a Grant Contract, Contractor Declaration and a Completion Report form. If you wish to accept the offer, it will remain open for **12 months** from the date of the offer letter. Any extensions must be negotiated with the Conservation Team in advance of the deadline.

3.3 How we pay grants

A single payment is made by BACS or cheque after the satisfactory completion of all the grant-aided work. Before we can pay the grant, you will need to send a Completion Report form and a copy of the final invoice together with good quality photographs illustrating the work undertaken. If requested, grants can also be paid by cheque.