



Grants for WAR MEMORIALS

funded by
The Wolfson Foundation and English Heritage

GUIDANCE NOTES

Thank you for your interest in our grant scheme for war memorials. The scheme is designed to help with projects for the repair and conservation of freestanding war memorials in England. To make an application you will need the following documents, which are all available in electronic form or in hardcopy from War Memorials Trust:

- these guidance notes;
- an application form;
- 'Advice on maintenance of war memorials';
- 'War memorial theft: Prevention and solutions';
- 'Conservation and management of war memorial landscapes'.

If you would like these documents in a different format, please contact the English Heritage Customer Services Department:

Phone: 0870 333 1181

Textphone: 01793 414 878

E-mail: customers@english-heritage.org.uk

All War Memorials Trust helpsheets referred to in this guidance are available on the Trust's website www.warmemorials.org. The application form can be obtained by contacting the Trust at conservation@warmemorials.org.

Please read the guidance notes thoroughly before you start to fill in your application.

Applications for this scheme are assessed in batches every three months. The closing dates for applications are 31 March, 30 June, 30 September and 31 December each year.

The scheme is funded by The Wolfson Foundation and English Heritage. Applications are processed by War Memorials Trust and grant offers and payments are made by English Heritage on behalf of English Heritage and The Wolfson Foundation.

The Wolfson Foundation is a charitable foundation set up in 1955 whose aims were stated by the Founder Trustees to be the advancement of health, education, the arts and humanities. While the Foundation invests the majority of its funding in scientific and medical research, its priorities also include the conservation of historic buildings and monuments.

English Heritage is the Government's statutory adviser on the historic environment. Its role is to champion and care for the historic environment which it does by:

- improving understanding of the past through research and study;
- providing conservation grants, advisory and education services;
- identifying and helping to protect buildings and archaeological sites of national importance;
- maintaining over 400 historic properties and making them accessible to the broadest possible public audience; and
- maintaining the English Heritage Archive as the central publicly accessible archive for the historic environment in England.

War Memorials Trust works to protect and conserve war memorials across the UK. It provides advisory and advocacy services, financial assistance for repair and conservation through grant schemes and is a key referral point for all issues regarding war memorials. The Trust promotes an understanding of the historical and cultural significance of war memorials to ensure they are cherished and preserved for future generations. War Memorials Trust is an independent registered charity which relies upon voluntary income and support to undertake its work.

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Part 1: About this grant scheme

1.1 What war memorials are eligible?

To be eligible for a grant under this scheme, a war memorial must be a freestanding structure in England and must be accessible to the public. It should not be a functional building or part of another building and it should not represent a financial asset to its owner. This means that memorial halls, bridges, hospitals and chapels, for example, are not normally eligible. Elements of designed landscapes with a specific memorial function may qualify, along with freestanding memorials within them, but otherwise public parks and gardens are normally excluded. Graves of all types are excluded from the scheme.

1.2 Who can apply?

Applicants can be organisations or individuals. If you are not legally responsible for the war memorial, we would expect you to get written consent for your project from the person or organisation that is responsible. In some cases, we may need the owner to sign up to the terms and conditions of the offer, for example where we need assurance that public access will be provided.

If the ownership of the war memorial is unknown, you must show that you have taken reasonable steps to trace the owner. These could include checking with your local authority, carrying out local land charge searches and advertising in the local press. For guidance on how to trace the owner, read War Memorials Trust's helpsheet 'Ownership of war memorials'.

If you own or are representing a number of war memorials and you wish to apply for several projects at once, please contact War Memorials Trust's Conservation Team before making an application. They will be able to advise you whether the projects can be submitted under a single application. Any such application would need to clearly distinguish the costs relevant to each memorial.

English Heritage will not normally consider war memorials under any of the other grant schemes it runs. If you would like further advice on this, contact War Memorials Trust's Conservation Team.

1.3 How much can we offer?

If we offer you a grant, this will normally be for up to 75% of the eligible project costs or £30,000, whichever is the smaller amount. In very exceptional cases, we may offer more than this after reviewing the resources available to you and estimating how much you could expect to raise from other sources. We do not normally offer grants for projects costing less than £3,000 in total. Projects below this level may be eligible for other grant schemes administered by War Memorials Trust, details of which are available on the Trust's website.

Please note that this is a competitive scheme. While all applications are assessed on their own merits, the number and value of grants we can make under this scheme depend on the availability of our funds. Therefore, where there is strong demand, grants may be less than 75% and not all eligible projects will receive an offer. We also seek to fairly distribute grants across different regions of England.

1.4 The kind of work we fund

Work should aim to restrain the process of decay without damaging the war memorial's overall appearance, altering the features that give it its historic or architectural significance, or unnecessarily disturbing or destroying historic fabric. Work should be the minimum intervention required to achieve the desired outcome. We would normally expect work to be like for like: that is that it takes a traditional approach using traditional materials. This approach is set out in more detail in 'Conservation Principles', published by English Heritage. This can be downloaded from the English Heritage website at: www.english-heritage.org.uk/professional/advice/conservation-principles or obtained in hardcopy by telephoning English Heritage Customer Services on 0870 333 1181.

The types of work that we can fund include:

- **urgent** and **necessary** repairs to the fabric of the war memorial, including works of structural stabilisation;
- 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;
- work to improve the legibility of eroded inscriptions, such as cleaning, re-leading, re-gilding and limited re-cutting, where the words can **no longer be read**;
- reinstatement of missing elements, where the memorial has **largely** retained its integrity of design, where without such work its symbolic value is compromised and where there is historic evidence of the design;
- cleaning, where the surface build-up is damaging the fabric by chemical action or where there is so much dirt on the memorial that it must be removed in order to assess the extent of necessary work, or to read the lettering;
- works related to 'hard' landscaping, such as steps, walls and railings, which form an **integral part** of the war memorial's design;
- works related to other landscaping, such as specimen trees and other 'structural' planting, earthworks and water features, which form an **integral** part of the war memorial's design;
- fees for a conservation-accredited architect, building surveyor or architectural technologist to specify, inspect and certify the work.

1.5 The kind of work we do not fund

In line with the principles referred to in the previous section, we do not offer grants for work such as:

- routine maintenance;
- any work that should be undertaken by the owner or custodian as a matter of course;
- dismantling unless absolutely necessary to carry out repair;
- removing or relocating the war memorial for any reason;
- new work, additions or alterations to the existing design or materials of the war memorial, for example replacing limestone plaques with granite, adding extra names or erecting railings where none existed before;
- reconstruction that is **not** based on firm historic evidence, or the reinstatement of features that were deliberately removed as part of a later phase in the history of the memorial;
- cleaning for purely cosmetic reasons. It is considered best practice to avoid cleaning purely for its own sake, as this can shorten the life of a memorial. Some cleaning materials and techniques can cause significant damage. Cleaning may also detract from the appearance of a memorial, for example by making carved inscriptions more difficult to read;
- routine horticultural work such as re-seeding and herbaceous planting;
- any work carried out before a written grant offer has been made and accepted.

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**. There are other grant schemes which may be able to help with work ineligible under this scheme and War Memorials Trust's Conservation Team can advise on these. In some cases, our grant will be conditional on certain other works not being carried out if they will cause damage to the memorial or detract from the integrity of its design.

Part 2: Applying for a grant

2.1 Making an application

The first step is to discuss your project with War Memorials Trust's Conservation Team. You will need to complete the 'Grants Pre-application form' which is available on War Memorial Trust's website (see www.warmemorials.org/grants/) 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 **full** application form and gather together the information that we will need in order to assess your application. Application forms will not normally be sent out less than ten working days prior to a deadline.

You **must** include the following supporting documents with your application form:

- copies of documents relating to the history of the war memorial, both written and photographic if available (see section 3.3 below);
- recent photographs of the war memorial (see section 3.3 below);
- a map showing the location of the war memorial (see section 3.3 below);
- copies of **at least three detailed quotes** describing the methods by which the work will be carried out, the products or materials to be used and the price for the job (see section 3.2 below).

You should enclose the following documents only if they apply to your project:

- if you need to employ a professional adviser, for example if the total cost of your project is **more than £20,000** (including VAT), you must also include a copy of the specification and schedule of works they have prepared (see section 3.1 below);
- if you are not legally responsible for the repair of the war memorial, you must provide a letter of consent for the work from the owner, or, if the owner cannot be traced, evidence of what you have done to establish ownership (see section 1.2 above);
- copies of any other professional reports or written advice about the proposed work;
- copies of your applications for any statutory consents needed for the work and the decision letter(s), if available.

You should already have consulted War Memorials Trust's Conservation Team through the 'Grants Pre-application form' before completing your application form. They can answer any questions about the application form. The Conservation Team can point you to directories of contractors and conservators who work on historic buildings, including war memorials. Details of two online directories of contractors are given in section 4.2. You do not have to use someone from these directories and there may be other suitable people in your area. It is advisable to check that they have suitable knowledge and experience of historic buildings work by requesting references, examples of previous similar projects and qualifications such as the CSCS (Construction Skills Certification Scheme) Heritage card. Section 4.2 also gives details of online directories of conservation-accredited architects and surveyors and other professionals.

Please send your completed application form and supporting documents to:

The Conservation Team, War Memorials Trust, 2nd Floor, 42a Buckingham Palace Road, London. SW1W 0RE

If you are able to send the application documents to us by email at conservation@warmemorials.org, please do so. However, please note that we will need the declaration (page 13) with an original signature in hardcopy.

We deal with all applications made under this scheme in three-monthly batches. Closing dates for applications are 31 March, 30 June, 30 September and 31 December each year. We aim to give a decision on your application within ten weeks of the closing date.

2.2 How we assess your application

War Memorials Trust will check your application to ensure that you have provided all the information we need to assess your project. Incomplete applications cannot be assessed, so please ensure you have included all the required information when you submit your application. War Memorials Trust will contact you if, on receipt of your application, any additional information is required.

War Memorials Trust will write to you to let you know who is dealing with your application and who will be your regular point of contact. They will also tell you the date of the meeting at which a decision on your application will be taken. If the initial review of your application shows clearly that your project does not qualify for a grant under this scheme, they aim to inform you in writing as soon as possible. It may be that your project can be considered under another grant scheme.

2.3 Successful applications and standard conditions

If you are offered a grant, you will have to sign a formal grant contract with English Heritage and the Wolfson Foundation, which will contain standard conditions and any special conditions specific to your project. **You must not start work on your project until you have received a written offer of grant and you have formally accepted the offer and its conditions.** We do not grant-aid work carried out before a written grant offer has been made and accepted.

The standard conditions include the following requirements:

- employing an appropriate conservation professional for projects with a total cost of **more than £20,000** (you may also wish to do this for complex projects below this threshold);
- obtaining the necessary consents, including statutory consents, for any work you undertake;
- completing the work within a **year** of the offer;
- providing reasonable public access to the war memorial. If it is not freely accessible to the public, you will need to inform English Heritage once a year about the public access arrangements that you have made. Details of the arrangements will be published on the English Heritage website;
- preparing a maintenance plan and carrying out regular routine maintenance;
- taking precautions against theft;
- agreeing not to alter or dispose of the war memorial without our consent;
- agreeing to reinstate the memorial in the event of loss or damage;
- allowing us to use any photographs or other information you submit for publicity or other non-commercial activity, for example, on the 'Grants Showcase' on War Memorials Trust's website.

Some of the grant conditions come into force once the work has been completed. These conditions apply for **five years** from the date the grant is paid. If you do not comply with the grant conditions, we may withhold payment or, if we have already paid, recover all or part of the grant from you.

For further information and a copy of our standard grant conditions, please contact War Memorials Trust's Conservation Team. The contact details are in section 4.1.

2.4 How we pay grants

A single grant payment is made **after** the satisfactory completion of all the grant-aided work. Before we can pay the grant, you will need to send us a completion report which should include: confirmation of what you have spent, copies of the bills or invoices for the work, good-quality photographs of the work undertaken and a statement of the work carried out, materials used and methods employed. In some cases, we may carry out a site inspection before payment is made.

As we cannot pay our grant until the work has been done, you will have to pay all the invoices you receive before you can claim our contribution towards the costs. This means that you must consider carefully how to cover these costs until you receive our grant.

2.5 VAT

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 (November 2011) is a useful guide. It can be found at www.hmrc.gov.uk/vat/. We will offer grants on the assumption that all work is liable for VAT, unless you tell us that you are able to reclaim some or all of the VAT or that the work will be zero-rated, or it is clear that you could obtain a grant for it elsewhere. The Memorials Grant Scheme (www.memorialgrant.org.uk) introduced by the Department for Culture Media and Sport (www.dcms.gov.uk) in 2005 returns as a grant the amount spent on VAT on the repair of memorials by registered charities or faith groups. When you apply to us, you should check whether that scheme is still operating.

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

2.6 After the work is completed

Once the work is completed, you will need to maintain the war memorial and take reasonable measures to prevent theft. To help you plan for this, we have published guidance leaflets on both subjects. The necessary actions need only involve minimal expense and can often be done through voluntary effort.

The leaflet 'Advice on maintenance of war memorials' explains how to make a written and photographic record of the memorial and prepare a maintenance plan. The record you make will have a dual purpose because it will form the basis of your strategy against theft. 'War memorial theft: Prevention and solutions' sets out how to assess the risk of theft and draw up an action plan to be used in the event of theft. We recommend that you prepare these plans while the repairs are in progress or soon afterwards while the issues are fresh in your mind. Both leaflets can be found at www.warmemorials.org/a-z/.

During the five years after the work is completed, we make site visits on a sample of cases to inspect the completed work and to check how the war memorial is being maintained. Please note that your maintenance plan and theft prevention documents may be requested during this time.

Part 3: Preparing your application and obtaining quotes

3.1 Project proposal

It is important that you have a clear idea of what work you want done to the memorial before seeking any quotes. In question 13 of the application form you are asked to describe what work you propose to carry out and explain why it is necessary. This is your project proposal. 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 (see section 1.4 above). You do not need to provide any 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.

Many projects will benefit considerably from professional advice. You can employ a conservation-accredited architect, building surveyor or architectural technologist to prepare a specification and schedule of works and to inspect and check the work. If the total cost of the works plus any VAT payable is likely to be **more than £20,000**, you will need to do so. You can include the cost of their fees in your project costs. You can find suitably qualified and locally-based professionals by searching the Register of Architects Accredited in Building Conservation, the RIBA Conservation Register, the list of conservation-accredited chartered surveyors maintained by the RICS or the Directory of Accredited Conservationists operated by the Chartered Institute of Architectural Technologists (see section 4.2 for contact details). We recommend that you contact three before deciding which offers the best value service. If the professional fee is likely to be more than £10,000, we expect you to seek at least three written tenders.

You should use your project proposal as the basis or brief on which your chosen adviser can prepare a specification and schedule of works on which quotes for the work can then be obtained from contractors. It is important to show these guidance notes to your adviser so that they are aware that their specification and schedule of works should be the minimum necessary to resolve the problems you have identified and fit within the eligibility criteria for the scheme (see section 1.4 of the guidance notes).

3.2 Quotes

Your project proposal should be the brief or basis on which the contractors you approach make their quotations. They are likely to wish to inspect the memorial before quoting. Their quotes should give full details of **how** the work will be carried out as explained below. Contractors should be invited to comment on the condition of the fabric and the cause of the problems. Insufficient detail in the quotes may affect your chances of being considered for a grant.

You will need to obtain **at least three quotes**. This ensures that you find a competitive price for the job. In exceptional circumstances, for example in remote locations or for specialised work, it may not be possible to find three contractors willing to quote. If this is the case, then please contact War Memorials Trust's Conservation Team for guidance. If three quotes are not obtainable, please explain in your application what approaches you made to contractors and provide evidence for this.

Your application should enclose copies of the detailed quotes you obtained. You should summarise the quotes at question 14, and state which your preferred one is. This will need to be the cheapest unless you sought quotes on a basis which included other factors besides price or if the cheapest is not

acceptable for technical reasons. This will need to be illustrated in the supporting documents submitted so that it is clear that the project will deliver the best value for money.

For projects with a total cost of **less than £20,000 (including VAT)**, only the quotes are required. If the total cost of the project is **more than £20,000 (including VAT)**, you will need to employ a conservation-accredited architect, building surveyor or architectural technologist to prepare a specification and schedule of works. These documents should then form the basis for the tenders you obtain for the work and should be submitted with your application. For projects of this size, the quotes will need to be obtained via a formal tender process undertaken in line with public procurement rules. You can ask your architect, surveyor or architectural technologist to obtain the tenders on your behalf. You can include the cost of the professional fees in your overall project costs. Projects where the work is estimated at more than £50,000 will need to be advertised. It will be helpful to discuss this element and its management with us before you approach contractors. Information about procurement can be found at www.english-heritage.org.uk/professional/funding/grants/procurement-regulations/

The quotes or tenders should address any of the following issues that are relevant to your project. This information needs to be supplied as part of the application by you, or by those submitting quotes. If you are unsure of the technical issues please discuss with War Memorials Trust's Conservation Team, or look at the technical advice on the Trust's website. **We recommend that you show the contractors a copy of these guidance notes so that they understand what is required 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 1.4 above).

Structural condition

If there are any signs of structural movement, we need to know whether the movement is current, what has caused it and what remedial works are proposed. We also need to know about any monitoring undertaken. If investigative works or further specialist advice is required as a first step, these may be eligible for a grant.

Cleaning

If cleaning is proposed (in line with the criteria outlined in section 1.4 above), we need details of the material to be cleaned, the type of soiling to be removed, the method of cleaning and names of any products to be used.

Inappropriate cleaning methods can cause long-term damage to the war memorial so on-site cleaning trials may need to be carried out. The cost of these can be included in the overall project costs. Cleaning trials will normally need to be approved by War Memorials Trust's Conservation Team as a condition of the grant before the full work goes ahead.

Masonry repairs

If masonry repairs are proposed, we need the type(s) of stonework or brickwork to be identified, and to have a description of its general condition and an explanation of what types of repair will be carried out (for example mortar repair, stone indent, stone or brick replacement). We also need to know what replacement materials are proposed (wherever possible these should match the original).

If joints need re-pointing, we need to know what the existing mortar is made from and what the proportions and constituents of the proposed new mortars will be.

Lettering in stone

If the lettering is no longer legible, we need a description of the nature of the existing lettering (incised, filled, painted, gilded etc) and an explanation of how any enhancement or re-cutting work will be carried out. Re-cutting should be a last resort and should be undertaken with hand tools (not power-assisted) only, and in the same style as the original. In most cases it will be necessary for cleaning to first be undertaken to determine the level of deterioration and necessary intervention. The cost of cleaning can be included in the overall project costs. In such cases the results of the cleaning and recommendations for the lettering will normally need to be approved by War Memorials Trust's Conservation Team as a condition of the grant before further work is undertaken.

Stone sculptures

If stone sculpture has any fractures or missing elements, we need a description of the damage and details of any repairs, surface consolidation or protection to be carried out. Any replacements should be based on historic photographic evidence. If you want to replace any missing features, we will also need to know the materials that will be used. These should match the original wherever possible.

Metal sculpture and plaques

If any work to metal sculpture or plaques is proposed, we need to know the type of metal, and have a description of the condition of the surfaces and fixings and an explanation of what type of work will be carried out (for example, corrosion treatment, removal of coatings and repatination, repair of small defects, re-waxing).

Metal fixings

If there are any signs of problems with ferrous fixings, such as iron staining or cracking, we need a description of the damage and details of the treatment or replacement proposed.

Timber

If timbers and joints have decayed so that they no longer have the necessary structural strength, we need a description of their condition and explanation of what remedial works are proposed.

Landscaping

You should describe any works that you propose to carry out to existing landscaping elements that form part of the war memorial's design and the reasons for carrying it out.

3.3 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 asked for 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:

- 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 also helpful to have documentation of the name of the architect or designer, sculptor and builder of the memorial and its date of construction and dedication, if these are known.

You will need to list all sources searched, including online checks, even if they yield no information. Local newspapers, libraries, photographic sources and council files often contain the only known records of a memorial and its builders and of subsequent repairs and alterations.

There are two national sources of information on war memorials: the War Memorials Archive, hosted by the Imperial War Museum (see www.iwm.org.uk/warmemorials), which holds historical information, and War Memorials Online (see www.warmemorialsonline.org.uk/), which holds photographs and information on condition and previous projects. There may be other war memorial projects local to you that could provide background information for example North East War Memorials Project (www.newmp.org.uk) or Memorials & Monuments on the Isle of Wight (www.isle-of-wight-memorials.org.uk).

We need this material to understand the background and context of the memorial. The memorial or lettering may have been designed by a prominent architect or designer, which could affect decisions about its treatment. When re-instating missing elements photographs will provide a model for the replica design. For guidance on how to find historical material read War Memorials Trust's helpsheet 'Researching the history of a war memorial' (see www.warmemorials.org/a-z/) and try the resources in section 4.2 of the guidance notes.

- Recent photographs of the war memorial. 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.

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 and so you should provide the best quality you can. This can either be digitally on a CD or by email (the preferred options), or hard copy on photo paper. Do not mark or write directly on the front of hardcopy photographs or attach stickers. You should write the name of the copyright holder clearly on the back. You should ensure that we have their permission to use the images for publicity or other non-commercial activity.

- A map showing the location of the war memorial.

We need a map in order to precisely record the location of the memorial and to enable us to find it on future site visits.

- Copies of at least three detailed quotes describing the methods by which the work will be carried out and any products or materials to be used.

See section 3.2 above. We cannot assess any application without seeing all the quotes obtained for the work.

Part 4: Contacts

4.1 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
Website: www.warmemorials.org

4.2 Other useful contacts for historical research

War Memorials Archive

Imperial War Museum
Lambeth Road
London
SE1 6HZ
Telephone: 020 7207 9851 / 9863
Website: www.iwm.org.uk/warmemorials

Public Monuments and Sculpture Association

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

4.2 Other useful contacts 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

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

Register of Architects Accredited in Building Conservation

c/o 11 Oakfield Road
Poynton
Cheshire
SK12 1AR
Telephone: 01625 871458
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

4.2 Other useful contacts for information about conservation professionals and specialist contractors (contd.)

Royal Institution of Chartered Surveyors

Parliament Square

London

SW1P 3AD

Telephone: 0870 333 1600

Email: contactrics@rics.org

Website: www.rics.org/uk/join/member-accreditations-list/building-conservation-accreditation/

(to download list of conservation accredited surveyors)

Chartered Institute of Architectural Technologists - Directory of Accredited Conservationists

397 City Road

London

EC1V 1NH

Telephone: 0207 278 2206

Email: info@ciat.org.uk

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

Conservation Accreditation Register for Engineers (CARE)

c/o the Institution of Civil Engineers and the Institution of Structural Engineers

Email: the Registers Coordinator (registers@ice.org.uk)

Website: www.careregister.org.uk/

(an engineer may be a suitable professional adviser in certain cases. War Memorials Trust's Conservation Team can advise further.) www.ice.org.uk/rgn6

4.2 Other useful contacts for other sources of funding

DCMS Memorials Grant scheme (for grant towards VAT)

Memorials Grant Scheme

PO Box 609

Newport

NP10 8QD

Telephone 0845 600 6430

Website www.memorialgrant.org.uk

Please see War Memorials Trust's 'Fundraising for war memorial projects' helpsheet for further guidance. This can be found at www.warmemorials.org/uploads/publications/59.pdf