

Small Grants Scheme

Guidance Notes for Applicants



War Memorials Trust

Registered Charity Number: 1062255

About this grant scheme

What type of war memorials are eligible?

War memorials of all dates and types in the United Kingdom are eligible for assistance from War Memorials Trust's Small Grants Scheme. Graves of all types are excluded from the scheme.

Please note that conservation and repair work on freestanding war memorials in England is eligible for assistance under an separate grants scheme, also run by War Memorials Trust (WMT). We run several grants schemes and each one assists with different types of work, has different eligibility criteria and different application forms. You are strongly advised to check beforehand with WMT's conservation officer on which grants scheme is most suitable to assist with your project.

Who can apply?

Applicants can be organizations or individuals (although payment cannot be made to an individual) .

If you are not legally responsible for the war memorial, we would normally expect you to get written consent for your project from the person or organization 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 your local authority, carrying out local land charge searches and advertising in the local press.

How much can we offer?

If we offer you a grant, this will normally be of up to 50% of the eligible costs up to a maximum of £2,500.00.

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 our funds.

WMT is unable to fund work retrospectively so please do not commence work prior to making and receiving a decision on your application to the scheme.

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 restraining 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.

The types of work that we can fund include:

Conservation and repair of war memorials

- Urgent and necessary repairs to the fabric of the war memorial including works of structural stabilisation;

- Works to improve the legibility of eroded inscriptions, such as cleaning, re-leading, re-gilding and limited re-cutting;
- Reinstatement of lost elements, particularly decorative features and inscriptions;
- Cleaning, where the surface build-up is damaging the fabric by chemical action or where there is so much dirt on a war memorial that it must be removed in order to assess the extent of necessary work or read the lettering;
- Works related to 'hard' landscaping, such as steps, walls and railings, which form an integral part of a memorial's design;
- Building services to war memorial halls, such as renewing lighting systems, when existing system poses a real threat to the building's fabric

Enhancement of and additions to war memorials

- Works related to 'soft' landscaping, such as reseeded and general improvement of memorial gardens, which form an integral part of the memorial's context;
- Preventive conservation works, such as the addition of features that assist with general security and protection (e.g. railings, window guards and lighting);
- Addition of new names and the correction of errors on old inscriptions;
- Relocation of war memorial that are considered to be at risk or no longer accessible to the public for commemoration. The relocation of a war memorial must be supported by evidence that there is widespread support from the local community.
- Upgrading hard-landscaping features to improve general access and to meet present-day standards or in order to comply with legislation (e.g. disabled access)
- Upgrading building services to war memorial halls to improve access and to comply with legislation (e.g. disabled access)

Surveys

- Condition surveys, in order to assess the extent of current damage and help establishing appropriate restoration strategies, including fees for specialised contractors.

We **cannot** offer grants for work such as:

- General maintenance costs.
- Cleaning for purely cosmetic reasons.
- Reconstruction that is not based on firm historic evidence.
- Replacements in a style or material that is at odds with the war memorial's original and/or existing design.
- New features that are at odds with the war memorial's original and/or existing design and context.
- Work carried out before a written grant offer has been made and accepted.
- Creation of new war memorials.

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.

Application to WMT's Small Grants Scheme is via application form and supporting information. Please answer all the questions on the form and enclose all the information requested, as incomplete applications cannot be considered.

Applications for this scheme are dealt with in monthly batches and there are no closing dates for submission.

These Guidance Notes are intended to assist you in answering the questions on the 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 WMT's Conservation Officer at the address below for advice. **Our conservation officer can also help you finding a suitable contractor or conservator to carry out the work.**

Making an application

Your Application's Progress

When your application and supporting information arrives it will be checked and its receipt acknowledged. If any further information is needed at this point, we will ask you for it.

When your application has been considered, we will contact you 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 WMT's grant offer and conditions. If you wish to accept the offer, it will remain open for 12 months from the date of the offer letter.

How we pay grants

A single payment is made by cheque after the satisfactory completion of all the grant-aided work. Before we can pay the grant, you will need to send a copy of the final invoice together with good-quality photographs of the work undertaken.

Preparing a method statement

Applications must be supported by a complete method statement, which must fully describe the condition of the war memorial and give full details of how the work will be carried out. The method statement should address any of the following technical issues that are relevant to your project. You should discuss the method statement in detail with the proposed professional advisors or conservators/contractors :

STRUCTURAL CONDITION

If there are any signs of structural movement, you should let us know whether the movement is current and what has caused it, and describe what remedial works you propose to carry out. If you need to undertake investigative works or seek further specialist advice, these may be eligible for a grant.

CLEANING

If you want to clean the war memorial, please give details of the material to be cleaned, the type of soiling to be removed and **the method of cleaning**. Because inappropriate cleaning methods can cause long-term damage to the war memorial, you may need to carry out on-site cleaning trials. The cost of these can be included in your overall project costs.

MASONRY REPAIRS

If you propose to repair the war memorial's masonry, you should identify the type(s) of stonework or brickwork, describe its general condition and explain what types of repair you want to carry out (for example mortar repair, stone indent, stone or brick replacement). You will also need to identify the replacement materials that you propose to use (wherever possible, these should match the original). **If joints need repointing, you should describe what the existing mortar is made from and let us know the proportions and constituents of the proposed new mortars.**

LETTERING IN STONE

If the lettering is no longer legible, you should describe the nature of the existing lettering (incised, filled, painted, gilded, and so on) and explain how any enhancement or recutting work will be carried out. **Recutting should be done with hand-powered tools.**

STONE SCULPTURES

If stone sculpture has any fractures or missing elements, you should describe the damage and give details of any repairs, surface consolidation or protection which you propose to carry out. If you want to replace any missing features, you will also need to identify the materials that you propose to use. These should match the original wherever possible.

METAL SCULPTURE AND PLAQUES

If you propose to carry out any work to metal sculpture or plaques, you should identify the type of metal, describe the condition of the surfaces and fixings and explain what type of work you propose to carry out (for example corrosion treatment, removal of coatings and re-patination, repair of small defects and rewaxing).

METAL FIXINGS

If there are there any signs of problems with ferrous fixings, such as iron staining or cracking, you should describe the damage and give details of the treatment or replacement which you propose.

TIMBER

If timbers and joints have decayed so that they no longer have the necessary structural strength, you should describe their condition and explain what remedial works you propose to carry out.

LANDSCAPING

You should describe any works that you propose to carry out to existing 'hard' or "soft" landscaping that forms part of the war memorial's design, and the reasons for carrying out the work.

War Memorials Trust 2nd Floor 42a Buckingham Palace Road London SW1W 0RE

Telephone: **conservation** 020 7233 7356 **fax:** 020 7834 0202

email: conservation@warmemorials.org **Web:** www.warmemorials.org

Small Grants Scheme

Application Form



War Memorials Trust

Registered Charity Number: 1062255

Section 1 About the war memorial

Q1 Name and location of the war memorial

Q2 Name of local planning authority (unitary, district, city or borough council)

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Q3 Who owns / has responsibility for the memorial?

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If you do not have legal responsibility for the memorial, you must include a letter from the owner giving you consent to undertake this project. If the ownership is unknown, you must include a statement explaining what steps you have taken to establish ownership.

For freestanding war memorials:

- Q4** Is the war memorial listed? Yes No
If 'Yes', please state at what grade: Grade I Grade II* Grade II
- Q5** Is the war memorial, or the site it stands on, a scheduled monument?
 Yes No
- Q6** Is the war memorial in a conservation area?
 Yes No

For war memorials other than freestanding :

Q7 Is the war memorial part of the fabric or curtilage of a listed building? Yes No

If you are unsure about the answers to questions 4, 5, 6 and 7, you should ask advice from the conservation officer at your local authority.

Q8 Please tell us about the history of the war memorial, including the name of its designer, sculptor or builder and its date of dedication, if known.

Section 4 Project costs

Q14 Please provide at least two competitive quotes to carry out the work described in your method statement. Quotes must be obtained from independent contractors or conservators with suitable knowledge and experience.

For help in finding a suitable contractor or conservator, please contact the conservation officer at War Memorials Trust.

Quote 1

Name	
Date of quote	
Amount (£)	VAT (£)

Quote 2

Name	
Date of quote	
Amount (£)	VAT (£)

Q15 Is VAT likely to be recoverable or zero-rated on any part of the work?

Yes

No

Q16 Please give details of any professional advisers (for example, conservation-accredited architect or building surveyor) you want to employ on the project, including their fees.

Name and profession	Proposed fee rate	Cost (£)	VAT (£)

Q17 Have you applied to any other sources of funding for your project? if yes, please give details of the funding body, the amount of grant you applied for and whether your application was successful. Please continue on a separate sheet if necessary.

Q18 How much grant are you asking for under this scheme?

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Section 5 Declaration

I/we confirm that I/we have read and accepted the guidance notes, and that the information on this application form, together with the supporting information enclosed with it, is accurate and complete to the best of my/our knowledge.

Signature
Name in capital letters
Date

SUPPORTING DOCUMENTS

You must enclose the following information with your application:

- A set of **good quality photographs** of the war memorial, showing the war memorial as a whole, its setting and close-ups of areas to be repaired . Applications submitted without photographs will not be considered.
- A map showing the location of the war memorial.
- A **detailed method statement** describing the methods by which you propose to carry out the work. This method statement must fully describe treatments and products proposed.
- At least **two quotes** for the work to the war memorial.
- Copies of any surveys, condition reports, specifications or other expert advice, if available.
- Copies of documentation relating to permission for the proposed work (e.g. listed building consent, Faculty or other ecclesiastical permission), if applicable.

Please keep copies of your completed form and all supporting documents. Do not send us original documents or anything of historical or personal value.

Please ensure that you have answered all the questions in this form and enclosed all the supporting documents described above and in the accompanying "Guidance Notes for Applicants"

You should send your completed application form and supporting documents to:

**The Conservation Officer
War Memorials Trust
2nd Floor
42a Buckingham Palace Road
London SW1W 0RE**

T: 020 7233 7356
E: info@warmemorials.org
W: www.warmemorials.org