

Grants Guidance Notes



War Memorials Trust

Registered Charity Number: 1062255

These Guidance Notes should be **read in conjunction** with the Application Form and the advice on [War Memorials Trust's website](#) about the grants process. The information is designed to support the applicant through the process and ensure you provide all the information required at each stage. These Guidance Notes may appear very detailed, and even over-complicated, but are designed to be read alongside the Application Form to help you ensure you are filling it in correctly.

You **must** answer all the questions, only writing 'not applicable' if the question is not relevant to your project. Failure to provide all the information needed will delay your application as War Memorials Trust will have to contact you to request this.

Before receiving your Application Form you should have completed a [Grants Pre-application form](#). You will have received advice from War Memorials Trust as to what may be eligible for support. Should your project have changed in any way since then you should either read the [What can and cannot be funded](#) document or [contact War Memorials Trust](#) to discuss. Failure to follow advice provided at pre-application stage is likely to lead to your application being delayed or rejected so contact the charity to [discuss](#) any issues or questions as you complete your Application Form.

Many of the further sources of information in these Guidance Notes are websites. Where appropriate we have also provided telephone numbers. These can change so [contact us](#) if you cannot access the information.

War Memorials Trust appreciates that often communities are enthusiastic to get projects and works completed. However, remember it is in the long-term interest of preserving your war memorial to ensure the works are done properly. As a conservation charity War Memorials Trust will assess all proposals based on best conservation practice to support that long-term objective.

Remember works **cannot be funded** if they have finished, already started or will start before a decision is made.

Grant scheme supporters



Department for
Digital, Culture
Media & Sport



Historic England



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

Guidance Notes

These Guidance Notes are intended to **assist** you in **answering** the questions in the Application Form and in **assembling** your quotes/tenders and supporting information. These Guidance Notes may appear very detailed, and even over-complicated, but are designed to be read alongside the Application Form to help you ensure you are filling it in correctly.

If you have a query that is not covered in these notes, you are unsure how to answer any of the questions on the form or you are finding these Guidance Notes too complicated [contact War Memorials Trust](#). Contact details can be found at the end of these Guidance Notes or by clicking the link. We encourage you to talk to us about any issues; it is better to deal with these as soon as possible.

How to input information

The Application Form is available electronically as a digital form or as a hard copy document which can be completed by hand. War Memorials Trust would prefer applications to be sent electronically as these are easier to process but will accept hard copies.

If you are completing the electronic form then you will need to enter data into the fields, some of which are restricted to certain lengths or formatting. Boxes will need to be checked by clicking on the box to indicate an answer; this will place an X in the box as a check mark. As you type data into the larger grey boxes they will expand to fit your text.

If you are completing the form by hand, then use **block capitals** and ensure all the information is presented clearly. Use all the space provided and add additional sheets of paper - clearly marked - if necessary.

If you have any problems using either type of form [contact War Memorials Trust](#).

Section 1: Who is applying for the grant?

We need to know about you as the applicant. We need the correct contact details so we can discuss your application with you and let you know the outcome.

If provided War Memorials Trust will use your email address to acknowledge your application, raise any initial questions and it will be the default means of correspondence for your grant application. Any formal offer, deferral or rejection letters will be sent to the postal address provided. We are aware emails occasionally appear in the 'junk' folder of inboxes so monitor this and if it occurs ensure you accept War Memorials Trust's email address as a safe address to prevent emails being missed.

1. Applicant's details

Complete the section with all relevant information:

- tell us who the organisation or individual making the application is

- provide the contact details for the main person dealing with the application

Section 2: About the war memorial

We need to know about the war memorial. It is important we understand what it is, whether it has any protection and its history to make informed decisions when assessing your application.

We all need to make sure that we are aware of the legal status of the memorial and that you have all relevant permissions in place. It is also important to understand the context of the memorial and the original decisions about the war memorial's design, features, inscriptions etc. made by those who erected it. Whilst these do not necessarily have to be followed it is important that the intentions and desires of earlier generations are understood, respected and used to inform decisions made about war memorials today and in the future.

2. Reference information

It is important for War Memorials Trust to be sure we have identified the right war memorial:

- a. confirm the War Memorials Trust **WM** reference number which will have been quoted on all correspondence and used in the response to your pre-application e.g. WM1000
- b. confirm that the War Memorials Online record has an up-to-date condition survey completed. www.warmemorialsonline.org.uk is seeking to create a greater understanding of the condition of war memorials and it is important that the condition of potential grant cases is known. You should ensure details of the memorial for which an application is being made are up-to-date. If you cannot do this, explain why. In previous correspondence War Memorials Trust will have highlighted the War Memorials Online reference number e.g. WMO123456
- c. if you are applying for a grant for a war memorial in Scotland you will also need to confirm that you have submitted details to Historic Environment Scotland Canmore, the online catalogue of the National Record of the Historic Environment www.historicenvironment.scot/archives-and-research/archives-and-collections/canmore-database

3. Name and location of the war memorial

Enter the name of the memorial and its address details.

You should also include a map of the war memorial showing its street location with your application. We need a map in order to precisely record the location of the memorial and to enable us to find it if a site visit is required before or after a grant.

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 with information on internal location included in the address details e.g. 2nd Floor.

4. Briefly describe the appearance and setting of the war memorial

- a. You should provide a short summary of what the memorial looks like and its surroundings. Include information on the materials it is made from highlighting if it has any metal elements. For example,
- stone cross with lead lettering in the churchyard of St Mary's standing under trees alongside gravestones
 - granite stone of remembrance with polished granite surface for inscription with lettering carved into the stone. It is located at the roadside in a small garden in the middle of the village
 - brass plaque in the Nave of the Church of St Francis
 - timber bench located in the public park with a small metal plaque carrying a name

It is important to mention any metal elements on the memorial such as lead lettering, metal crosses, fixtures or fittings.

- b. You should confirm the wars or conflicts those commemorated by your war memorial participated in. This is likely to be shown by inscriptions or dates on the war memorial.
- c. You should confirm if any branches of the Armed Forces are referred to on the war memorial. In some cases, inscriptions include details of the service of those commemorated. For example, regiments or squadrons are listed, ranks are given etc. This can be useful background information for War Memorials Trust to be aware of.

5. Name of local planning authority (unitary, district, city or borough council or council area)

You should enter the name of the local planning authority. This will be the local authority or council which assess planning applications for the area in which the war memorial is located.

6. Do you know who owns / has responsibility for the memorial?

You should indicate which of the options describes your current position.

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 and indicating their willingness to provide public access. If the owner will not give their permission, then it will not be possible to provide a grant.

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 registry searches and advertising in the local press.

Ownership of war memorials can be difficult to establish as the majority were funded 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.

See War Memorials Trust's helpsheets on '[Ownership of war memorials](#)' and '[Researching the history of a war memorial](#)'.

7. Is the war memorial freely accessible to members of the public?

You should ensure that there is reasonable public access to the war memorial or that there will be after the project has been carried out. As public money may be used to support a Grant Offer it is important the public, especially any relatives of those commemorated, can visit and pay their respects.

Many war memorials are, because of their location, accessible at all times. Others are harder to access especially if located internally. As a minimum the memorial should be available to visit once a year. Other sources of funding may have other minimum requirements. For example, the [Memorial Grants Scheme](#), which can provide VAT relief for certain groups, will require a minimum of 30 hours public access a week.

Information on access should be added to [War Memorials Online](#) so people are aware. If the memorial is currently not accessible, explain how you will ensure you provide access if you receive a grant.

Questions 8 - 10

The following questions can require research and advice is provided about how to do this in each section. You may also be able to obtain further information from the Conservation Officer or Planning Officer at your local planning authority or [War Memorials Trust](#).

8. Is your war memorial a freestanding structure?

You should select whether your memorial is freestanding or not.

- a freestanding memorial is a self-supporting structure such as a cross, cenotaph or lychgate
- freestanding memorials are not fixed to another structure so a plaque attached to a wall, a window, or a clock on a tower would be considered non freestanding

9. Is the war memorial a functional building, part of another building or a financial asset to its owner?

If a war memorial falls into one of these categories, it will only be eligible for certain grant schemes. It does not impact upon the ability to obtain a grant it will just influence which grant scheme War Memorials Trust can assess your project under.

You should select yes, to ensure we appropriately consider your project, if your war memorial is a

- functional building e.g. a memorial hall, bridge or hospital
- part of another building e.g. a chapel within a larger church, an entrance foyer
- financial asset to its owner e.g. a memorial building which is rented out

10. Designation

a. Is the war memorial designated?

If a war memorial is designated it means it has been added to the statutory list which is managed by the relevant national heritage organisation. Consents may be required for certain works.

Each national heritage body is responsible for identifying sites of national importance and designating them to offer protection. The type of designation applied will depend on the type of heritage asset. Descriptions vary slightly between the national heritage bodies but for war memorials the commonest forms of designation are:

- Listed Building – buildings of architectural and historic interest
- Scheduled Monument – nationally important sites and monuments
- Registered landscape – parks, gardens and battlefields

You **must** tell us if your war memorial is designated so we can deal with the permissions discussed in Question 17. You should find out the reference number and the grade or category. If you do not know if your memorial is designated then in:

- UK: visit the gov.uk website for advice www.gov.uk/scheduled-monument-consent-england-scotland-wales
- England: visit the National Heritage List for England managed by Historic England www.historicengland.org.uk/listing/the-list
- Northern Ireland: visit the relevant databases managed by Department for Communities www.communities-ni.gov.uk/services/buildings-database or www.communities-ni.gov.uk/articles/scheduled-monuments
- Scotland: visit the Listed Buildings Search managed by Historic Environment Scotland <http://portal.historic-scotland.gov.uk/designations>
- Wales: visit Cadw's information at <http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>

Alternatively, there are other databases and records available online and your local planning authority should have details of listed buildings and monuments in the area.

b. Is the war memorial part of the fabric or curtilage of a listed building?

The curtilage of a building is often defined by the property boundary (although individual cases vary). Any war memorial which was within the curtilage of a listed building prior to 1st July 1948 is automatically included as part of the listing for the building unless specifically excluded. This means Listed Building Consent may be required.

For example, a cross in a churchyard may not be listed in its own right but if the church is listed it may be deemed to be part of the curtilage. Similarly, a marble plaque in a listed building is extremely unlikely to be listed in its own right but it may be seen as part of the main building and be assessed for listing as part of the fabric.

You can follow the links in question 8.a above to find out if the memorial is in or near a listed building and include this on your application. Your local planning authority can advise on this as it is their job to interpret the extent of curtilage/fabric.

11. Is the war memorial in a conservation area?

If a war memorial is in a conservation area, it means it is within an area designated as being of 'special historical and architectural interest, the character or appearance of which is desirable to preserve or enhance'. This means that certain works may be controlled and will require permission from the local authority.

If you do not know whether your memorial or site is in a conservation area, then in:

- UK: the gov.uk website has advice www.gov.uk/apply-work-home-conservation-area
- England: contact your local planning authority or for information on conservation areas visit the Historic England website <https://historicengland.org.uk/advice/hpg/has/conservation-areas/>
- Northern Ireland: visit NI direct www.nidirect.gov.uk/conservation-areas-and-advice
- Scotland: contact your local planning authority
- Wales: visit Cadw's information at <http://cadw.gov.wales/historicenvironment/help-advice-and-grants/makingchanges/conservation/?lang=en>

Your local planning authority can also advise on this.

12. Provide information on the history of the war memorial, including the name of its designer, sculptor and/or builder and its date of dedication

We need this information to understand the background and context of the memorial. It is important to have details of the name of the architect or designer, sculptor and builder of the memorial as well as its date of construction and dedication, if these are recorded. For example,

- it may have been designed by a prominent architect which could affect decisions about its treatment
- it may have used particular building skills or construction techniques of a particular time period which help us understand appropriate treatments

Often, historical information will support your application no matter how big or small the project is. For example,

- showing that inscriptions were originally painted and require re-painting as this has been lost
- confirming the type of stone the memorial is made from to ensure appropriate stone repairs or cleaning methods are used
- when re-instating missing elements, early photographs and original plans will provide a model for replica designs

You may be able to find

- original design drawings
- council/amenity association/church minutes discussing the planning or design of the memorial

- newspaper reports of the planning or unveiling
- historical photographs which are particularly useful for understanding the memorial over time

War Memorials Trust recognises it can be **difficult** to find information in some cases. You should **state all sources** searched, including online checks, even if they yield no information.

Sources of information or guidance may include

- your local community – members of the community are likely to have information and often the local media will be interested in a story and can perhaps encourage people to send you information
- your local library or research centre – may have copies of newspapers with details of unveiling or dedication services
- your local history or family history groups – may have information or volunteers willing to help you undertake some research
- War Memorials Trust's helpsheet on [Researching the history of a war memorial](#)
- War Memorials Online www.warmemorialsonline.org.uk
- War Memorials Trust's links section highlighting local research projects www.warmemorials.org/links
- IWM's War Memorials Register www.iwm.org.uk/warmemorials
- Public Monuments and Sculpture Association www.pmsa.org.uk or 020 7490 5001
- Historic England Archive www.historicengland.org.uk/images-books/archive
- Historic Environment Scotland Canmore <https://canmore.org.uk>
- other websites for your area or with a particular research interest

13. Briefly describe any significant work carried out to the war memorial since it was built

We need to understand as much as possible about the history of the war memorial including any previous works undertaken to it. If you are aware of any works, include details. This can inform decisions we make about how to treat the war memorial. It is also helpful to know the costs of any previous work and how this was funded.

If you are unaware of any works, indicate what research you have done to find out about this. This information is likely to be held by the war memorial custodian/owner. It is important that you provide evidence to War Memorials Trust of your efforts to find out this information.

Section 3: Project proposal – what works do you want to do

14. Confirm you will submit good quality recent colour photographs of the war memorial

We need a **set of good quality recent colour photographs** of the war memorial, showing the war memorial in its wider setting, as a whole, each side or ‘elevation’ and close-ups of areas to be repaired or conserved.

We cannot visit every war memorial. Therefore, we will rely on the photographs you provide to assess your application. Applications submitted without good quality recent colour photographs will not be considered.

If you submitted photographs with your Grants Pre-application form you will be asked for more if they are needed. If you were not asked for anymore then we can treat those submitted as part of your application as long as they are no more than six months old. If the photographs sent with your Grants Pre-application form show the memorial more than six months ago you will need to send new photographs with your Application Form.

Remember, to give your application the greatest chance of success then you **must** to provide recent good quality colour photographs showing clearly what the problems are. We cannot offer a grant to works we cannot see so make sure every issue or problem you are looking to address is shown in the photographs you submit. For example, open joints, weathered inscriptions or cracks need to be photographed and shown to us. If an application is for reinstatement of any lost features, older photographs showing the original appearance of the memorial are vital; we cannot support reinstatement if there is no evidence of what was originally there.

It is also important to provide photographs of the whole memorial and its setting. See War Memorials Trust’s [advice](#) on taking a good set of photographs and read our helpsheet on [Photographing war memorials](#).

Photographs can be sent on a CD, by email or as a hard copy ideally on photographic paper. Digital versions of photographs are preferred. Be aware War Memorials Trust cannot accept emails larger than 8MB so you may need to send photographs over more than one email. If you are sending hard copy photographs 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 you think it will be helpful, then do so on an additional copy.

You should write the name of the copyright holder for each photograph clearly on the back.

When signing this Application Form, you will be giving War Memorials Trust and other organisations permission to use these photographs so if you are not the copyright holder ensure that you get their permission.

15. Briefly describe the background to your project? Why is it needed?

We are interested in what is driving your project. We do not decide applications according to the level of community support but the information can help us understand proposals better. Grants are given to necessary repair and conservation works and those war memorials in greatest need are given highest priority.

Provide brief details, for example, you, or your community/organisation, think:

- the condition of the memorial is Poor or Very bad and/or health and safety risks
- the names are getting hard to read
- a relevant anniversary feels like a good time to address the condition of this war memorial
- as a local resident recently lost their life in conflict and their family wish to add a name this is a good time to undertake wider conservation works

16. Provide a summary of the work you propose to carry out and explain why it is necessary

We need to know what you are looking to do. This question is your opportunity to explain what work you propose to carry out and explain why you think they should happen. As a conservation charity War Memorials Trust will expect any work proposed to be in-line with best conservation practice. You need to show that the works are the minimum necessary to resolve the problems you have identified and fit within the funding criteria for a grant see [What we can and cannot fund](#). Failure to provide an adequate project proposal will cause your application to be deferred or rejected.

You are not expected to write any technical information here as this should appear in the quotes/tenders or other documents such as architect's specification or conservation report.

If you wish to include fees for a conservation-accredited professional advisers (e.g. an architect, chartered architectural technologist or surveyor) explain what their role will be in the project and any reports/specifications they will produce.

You should ensure that any advice provided in response to your [Grants Pre-application form](#) has been taken on board – resubmitting inappropriate works which you have been advised were ineligible previously will lead to your application being rejected.

If you are unsure of any of the advice or guidance provided as a result of the feedback provided in response to your Grants Pre-application form then you should [discuss this with War Memorials Trust](#). You should also ensure you have read all correspondence and helpsheets and ensure your contractors understand that you need the works to follow best conservation practice.

17.If the war memorial is listed, scheduled, in a conservation area or within in a church you may need consent. Has this been obtained?

We need to know that works to be undertaken are legal and permitted. This relates to questions 8 – 10 above.

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 or churchyard.

If you have obtained consent you should include copies of documentation relating to permission for the proposed work (e.g. Listed Building Consent, Conservation Area Consent, Scheduled Monument Consent, Planning Permission, Faculty or other ecclesiastical permission) with your Application Form. The Church of England provides guidance on the Faculty process at www.churchcare.co.uk/churches/faculty-rules-2015.

You do not have to obtain the consents before making an application but you **must not** start works without them. If you already have the consents before making this application, it can help speed things along as War Memorials Trust is then aware that the proposed works can legally be undertaken. If consents are applied for after a Grant Offer this may delay your project.

Some projects will require the relevant statutory consents or guidance from your local authority, Diocesan Advisory Committee or equivalent to be submitted with your application. Such projects include, but are not exclusive to, relocation, electrification of bells, organs and clocks and alterations or additions to listed memorials. War Memorials Trust will seek to provide this advice at Grants Pre-application stage.

Section 4: Project costs

Finding a Contractor

Quotes or tenders **must** be obtained from independent contractors or conservators with specialist knowledge and experience of conservation projects.

If your project has a total project cost of over £10,000 (£20,000 in Scotland) you will need to have a conservation-accredited professional advisor involved.

War Memorials Trust has advice on finding contractors on its [website](#). You should ensure you read this in conjunction with the other advice on procurement to help you find a suitable individual or company to undertake works.

Comparable quotes or tenders

Quotes or tenders need to show **comparable works** so it is clear what works you are proposing to do. For example, a quote for works to clean a war memorial which is similar in price to a quote for works to sharpen and deepen the lettering would not be seen as comparable because the proposed works are completely different. We need to see comparable costs for the same type of work.

Quotes or tenders should also itemise the cost of each element of the work. For example, a quote to clean, re-point and sharpen and deepen lettering should show the price for each separate item separately along with a total price for the works.

For larger projects involving a conservation-accredited professional advisor they will draw up a specification of works for the project. A tender process will then be undertaken which will see all contractors tender against the same specification of works.

Project costs

As many of the grants awarded by War Memorials Trust involve public money (e.g. from government, local authorities etc.) it is essential that value for money can be clearly demonstrated and the processes used to select a contractor or conservator are non-discriminatory, transparent and proportional to the contract being offered. This is especially important where public money represents more than 50% of the total project costs as these are deemed 'subsidised contracts' which means that they are treated as if they were public contracts.

War Memorials Trust has provided extensive guidance on this and all applicants **must** read the relevant documentation as part of their application to ensure you are appointing contractors fairly.

In normal circumstances projects which cost:

- **under £5,000** anywhere in the UK will need **two comparable quotes** as explained in
 - [Procurement - Getting quotes and finding the right contractor or conservator](#)

- [Appendix A: Total project cost less than £5,000 \(exc. VAT\)](#)
- **between £5,000 and £10,000** in England, Northern Ireland and Wales or **between £5,000 and £20,000** in Scotland will need **three comparable quotes** as explained in
 - [Procurement - Getting quotes and finding the right contractor or conservator](#)
 - [Appendix B: Total project cost between £5,000 and £10,000 \(£20,000 in Scotland\) \(exc. VAT\)](#)
- **over £10,000** in England, Northern Ireland and Wales or **over £20,000** in Scotland will need **three tenders** and the project will need to **involve a conservation-accredited professional advisor** as explained in
 - [Procurement - Getting quotes and finding the right contractor or conservator](#)
 - [Appendix C: Total project cost over £10,000 \(£20,000 in Scotland\) \(exc. VAT\)](#)

Multiple elements of a project

If your project involves multiple works and different contractors for different elements then you may wish to complete a version of Section 4 for each element of the project.

If you have an electronic version of the form you can save different copies and name them for the relevant part of the project e.g. Application Form and Application Form for metalwork. On the additional copies you only need to complete the sections relevant for the extra works.

If you are unsure how to deal with this [contact War Memorials Trust](#).

Free/Discounted/Voluntary materials or labour

Occasionally, war memorial projects may be offered free or voluntary labour or materials towards projects which can potentially reduce costs.

If you are submitting a grant application and one or more of your contractors has offered to undertake some of the works at a discounted or free rate or offered to provide materials more cheaply this can make comparable quotes more difficult. However, in order to enable assessment of such quotes or tenders:

- a proper quote or tender should be submitted
 - it should list all the itemised bits of work with the relevant price alongside with anything being provided free listed as £0
 - alternatively, if a reduction is being given on total price then the itemised list should be subtotalled and the final total price quoted should be the reduced price

This will ensure the actual cost of works is clear and the proposed reductions are obvious.

18. Provide below the details of your selection process, the comparable quotes or tenders for the proposed works and your preferred contractor

We need to

- understand how you have chosen your contractor
- see the details of the quotes or tenders
- see details of how you have fairly selected your preferred contractor.

You **must** confirm you have read the relevant advice for your project.

a. How did you select your contractor?

We need to know whether you chose your preferred contractor solely on Price or if you used a Price/Quality assessment. You will need to have decided which approach to take before you seek quotes/tenders and to have made this clear to contractors invited so that they have a fair chance to understand how you were making your decision.

Price/Quality assessments **require** that you provide the spreadsheet you have used to compare the price and quality along with the evidence of how you ran a fair and open process to obtain your quotes. You must show that contractors were aware you were assessing on both price and quality. You **cannot** add a quality judgement after receiving quotes to make a decision if you have not told those quoting that anything other than Price will determine the decision. Unless you demonstrate that you followed all the guidance to undertake a Price/Quality assessment War Memorials Trust will have to look at your application as following a Price only approach.

For further information on how to select a contractor you should read War Memorials Trust's helpsheet [Procurement - Getting quotes and finding the right contractor or conservator](#) and the relevant Appendix depending on the cost of your project. If you have any questions about selecting your contractor then please [contact War Memorials Trust](#) to discuss this.

b. Is a conservation-accredited professional advisor involved in the project?

You will need to involve a conservation-accredited professional advisor if your project

- costs over £10,000 in England, Northern Ireland and Wales or over £20,000 in Scotland, or
- is unusual, complex or difficult and you and War Memorials Trust has agreed that professional advice would be beneficial

Where professional fees are expected to be under £1,000 one quote would be acceptable but we recommend that you get at least three quotes for professional services. This is to ensure best value for money and demonstrate that a competitive process was undertaken to select the appropriate adviser. Include a copy of any quotes with this application. [Contact War Memorials Trust](#) for further guidance.

If you wish to include the fees in your application, detail in question 16 what role the conservation-accredited professional adviser will have in the project and any reports or specifications they will be producing. If the application is successful and professional adviser fees are included in the Grant

Offer, you will need to submit a copy of their invoice for this work when you come to claim the grant and provide evidence of their role, such as reports or certifying works.

Enter the details of the professional advisor and the proposed costs. The type of professional advisor **must** be relevant to the project and you can [contact War Memorials Trust](#) to discuss this.

i. Do you wish for these fees to be included as part of your project costs if they are eligible?

Confirm whether you wish these costs to be included as part of your project costs.

ii. Confirm the conservation-accreditation is for the individual professional advisor working on your project

It is important that the specific individual working on your project is conservation-accredited, not just their company. If you are working with an organisation it is not enough for the organisation to have some conservation-accredited staff if they will not be working on your project.

Use this box to confirm the individual working on your project is conservation-accredited.

iii. Have you previously received a Professional Advice Grant via War Memorials Trust related to this war memorial?

Confirm if you have previously received any funding from War Memorials Trust towards the costs of professional advice in relation to this war memorial. War Memorials Trust will not pay for the same advice twice so it is important to be aware whether previous funding has been provided.

c. Details of all the comparable quotes and tenders obtained for works to the war memorial

Enter the details of the quotes or tenders received. The [advice](#) at the beginning of this section explains how many quotes or tenders you need to provide.

Confirm you have included copies of these documents with your Application Form as War Memorials Trust will need to see these.

Fees from contractors for providing you with quotes are not eligible.

d. State your preferred contractor

Enter the name of your preferred contractor.

If you are selecting based only on Price this will be the cheapest contractor. If you are selecting using a Price/Quality assessment this will be the highest scoring contractor. See the details above on [Project Costs](#) or [contact War Memorials Trust](#) to discuss if you are unsure on this.

e. Is VAT likely to be recoverable, zero-rated or covered by a separate grant on any part of the work?

The grant schemes do not include VAT costs if they are otherwise covered. You will need to explain if you or the organisation you are applying for can reclaim the VAT or if it will not be charged or if it will be covered by a separate grant.

Work to existing fabric is usually subject to VAT. [The HM Revenue & Customs VAT Notice 708: buildings and construction](#) is a useful guide.

It is assumed

- all local authorities will be able to reclaim VAT unless the applicant explains otherwise (except for Community Councils in England or Scotland)
- charities and faith groups exempted from registering as charities (such as Parochial Church Councils) will apply to the [Memorials Grant Scheme](#) for a grant to cover the VAT
- all other groups will incur VAT unless otherwise stated

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.

f. Any additional information relevant to project costs to be provided

Enter any further information you believe relevant to your application and its costs.

19. Have you applied to any other sources of funding for your project?

We need to know if you have any other funding in place for your project. A Grant Offer from us must not lead to you receiving more than 100% of project costs in total.

Select Yes or No and answer the further questions as relevant.

a. Give details of the funding body, the amount of grant you applied for and whether your application was successful

List any other funders applied to, how much you are requesting and the status of your current application.

If you are a registered charity or a faith group exempted from registering as a charity, include the Memorials Grant Scheme (see question 18.e regarding VAT recovery).

b. If you have not applied to any other sources of funding, or are not successful obtaining other funding, indicate how you propose to fund the project.

If you have an allocated budget for the war memorial enclose details. You should advise whether the project can proceed if funding is not forthcoming from this application. Be aware grants are offered at 'up to' certain levels and it cannot be guaranteed that any funding will be available.

c. Grant Offers are not paid until the applicant has submitted a Completion Report on the project and it has been assessed to ensure works have been undertaken in-line with best conservation practice. Should it be required are you able to cover the cost of paying for your project if payment is required before the grant payment has been issued?

War Memorials Trust will need to receive and assess your Completion Report to ensure works have been completed in-line with the Contract and Method Statement before a grant payment is made. The charity aims to do this within 3 weeks of having received a full Completion Report with all the required information. However, at busy times it can take longer.

As such you, and if applicable your organisation, should ensure you are aware of the payment terms for any works undertaken. No work should be contracted before you received a decision on your grant application. But once you started commissioning work contractors may seek deposits, staged payments especially if they have to purchase materials or other outlays.

In exceptional circumstances War Memorials Trust may consider staged payments for projects to groups for whom the costs of the project are significantly larger than their normal financial transactions and activity or those whose financial position does not allow them to carry such costs through to the completion of the project. This would need to be discussed with War Memorials Trust in light of the [Staged payment policy](#).

- d. **For war memorials in England and Scotland check to confirm that no other funding for the project will be from Historic England, Historic Environment Scotland (or other Scottish Government sources)**

Historic England, Historic Environment Scotland or the Scottish Government cannot fund a war memorial project from more than one funding stream so confirm you do not have any other funding from these sources.

20. How much of a grant are you asking for under this scheme?

You **must** enter a number, not a percentage or a form of words (e.g. as much as possible). Grants are normally only considered up to 75% of the eligible costs with the normal maximum grant being up to £30,000.

Occasionally larger grants may be possible but these are at the discretion of War Memorials Trust. All requests in this field should be based on up to 75% of eligible costs up to a maximum of £30,000 unless previously discussed with and agreed by War Memorials Trust.

For help on finding other sources of funding see War Memorials Trust's [Fundraising for war memorial projects](#) helpsheet.

Section 5: Promoting your project

21. Provide a short quote which describes what a grant would mean for your project

You should provide a short quote which may be used to promote your project if you receive a Grant Offer. This may be used as part of news releases to help promote both your project and the grant schemes.

For example,

- “Works will ensure our war memorial is fit to mark the end of the centenary of World War I”
- “Conserving our war memorial will ensure it is a place for villagers to pay their respects and remember the fallen”
- “Repairing our war memorial will bring the community together and allow us to explain to young people what it is and why it is important”

You should ensure the person whose name is provided in the ‘By’ field is aware they have been quoted if this is not you.

22. Do you intend to promote or publicise any grant offered?

It is useful to know if you plan to undertake any promotion or publicity around your project as War Memorials Trust may be able to assist with this.

23. Do you intend to hold a rededication service once the works being proposed are completed?

It is not necessary to hold a rededication service but if you do hold an event War Memorials Trust would appreciate receiving details. Further information on rededication services can be found on War Memorials Trust’s helpsheet [Dedication and rededication ceremonies](#).

24. Name and telephone number of your local newspaper

Enter the name and telephone number for your local newspaper.

War Memorials Trust publicises its grant work and local newspapers may want to speak with applicants. If you are not comfortable with this, make sure you tick the box.

Section 6: Supporting documents

This section has 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 details related to each element have appeared under the relevant question.

You should tick each option to confirm information is enclosed.

Section 7: Declaration

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

War Memorials Trust will need the Declaration to be **signed by hand**:

- if you are completing the Application Form electronically then you should print a copy of Section 7, sign it and either scan a signed version of the page and send via email with your completed Application Form as an additional document or post the page to War Memorials Trust
- if you are completing the Application Form by hand you should just sign Section 7

Please be aware that the person who signs the Application Form will be expected to sign all subsequent documents related to the application. War Memorials Trust will compare signatures through the process hence why the Application Form must be signed by hand. Should the signatory for the application change at any time War Memorials Trust will require written confirmation.

Signing the declaration means you have read and accept the statements below:

- Freedom of Information

Some of the grant scheme supporters are subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which provide a general right of access to information. They may provide the information you have supplied and which we in turn may have provided to them in response to a request made under this legislation, subject to any exemptions which apply. They will consult with external parties as necessary prior to releasing information.

- Data Protection Act 1998

We will retain your personal details, along with the other information you have provided and information obtained from other sources, under the principles of the Data Protection Act 1998. We may disclose such data if we are required to by law.

War Memorials Trust contact details

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

grants@warmemorials.org
020 7233 7356 / 0300 123 0764
www.warmemorials.org/grants

Conservation Team, War Memorials Trust
1st Floor, 14 Buckingham Palace Road
London SW1W 0QP

v20180103
© War Memorials Trust, 2018