



# Grants for **WAR MEMORIALS**

funded by  
The Wolfson Foundation and English Heritage

THE  
WOLFSON  
FOUNDATION

  
ENGLISH HERITAGE

  
Friends of War Memorials



Thank you for requesting the application pack for our grant scheme for war memorials. You can use this pack to apply for grants for the repair and conservation of war memorials in England. It contains:

- guidance notes;
- an application form;
- a feedback form.

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

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

**Applications for this scheme are assessed in batches every six months. The closing dates for applications are 30 April and 31 October each year.**

**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** provides advice and support relating to all aspects of the historic environment. It is the principal public body and the Government's chief adviser for the historic environment in England. Our work covers three main categories:

- research and investigation to extend our understanding of the historic environment;
- advice and support for owners, local authorities and others involved in conserving and managing change in the historic environment, with the aim of securing its long-term future;
- helping people to understand, value and enjoy their heritage.

**Friends of War Memorials** is a charity dedicated to promoting awareness, especially among young people, of the debt owed to those who gave their lives for their country. Its objectives include monitoring the condition of war memorials, and working with local and church authorities and other organisations to ensure that war memorials are properly maintained, protected and preserved.

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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 free-standing structure. It should not be a building or part of another building, and it should not represent a financial asset to its owner. This means that memorial halls, bridges, public parks and gardens, hospitals and chapels, for example, are not normally eligible. Graves of all types are also excluded from the scheme.

If your project does not qualify for a grant under this scheme, you may be able to apply for a grant under another English Heritage grant scheme (see contact details on page 8).

## 1.2 Who can apply ?

Applicants can be organisations or individuals. 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 organisation that is responsible.

If the ownership of the war memorial is unknown, you must show that you have taken reasonable steps to trace the owner. These could include checking with your local authority, carrying out local land charge searches and advertising in the local press.

## 1.3 How much can we offer?

If we offer you a grant, this will normally be for up to 50% of the eligible costs or £10,000, whichever is the smaller amount. If you ask for a larger grant, we will review the resources available to you and estimate how much you could expect to raise from other sources. We do not normally offer grants for projects costing less than £500 in total.

Please note that, 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.

## 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 importance, or unnecessarily disturbing or destroying historic fabric.

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;
- work to improve the legibility of eroded inscriptions, such as cleaning, releading, regilding and limited recutting;
- reinstatement of lost elements, particularly decorative features, where a monument has largely retained its integrity of design;
- 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 the war memorial's design;
- fees for a conservation-accredited architect or building surveyor to specify, inspect and certify the work. We will use the professional body's recognised fee scales as a guide to the maximum allowance.

## 1.5 The kind of work we do not fund

We cannot offer grants for work such as:

- dismantling, removing or relocating the war memorial;
- new work, additions or alterations to the existing design of the war memorial;
- 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 monument;
- cleaning for purely cosmetic reasons. It is considered best practice to avoid cleaning purely for its own sake, as the use of inappropriate materials and techniques can cause long term damage. It may also detract from, rather than add to, the appearance of a war memorial;
- 'soft' landscaping such as reseeding and planting;
- 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.

## Part 2: Applying for a grant

### 2.1 Making an application

If you think that the work you want to carry out to the war memorial qualifies for a grant under this scheme, you should gather together the information that we will need in order to assess your application. You must include the following supporting documents with your application form:

- recent photographs of the war memorial;
- a map showing the location of the war memorial;
- at least three quotes for the work you propose to undertake;
- a method statement describing the condition of the war memorial and explaining in detail how you will carry out the work (see Part 3).

You may find it helpful to consult the conservation officer at Friends of War Memorials before completing your application form. They will let you know whether your project is likely to be eligible for funding under this scheme, and can answer any queries about the application form.

The conservation officer can also help you to find a suitable contractor or conservator to carry out the work. Further guidance on this can be found in the booklet *The War Memorials Handbook*, which is available from the UK National Inventory of War Memorials (Imperial War Museum). For contact details, see page 8.

Please send your completed application form and supporting documents to:

**The Conservation Officer  
Friends of War Memorials  
4 Lower Belgrave Street  
London SW1W 0LA**

Telephone 020 7259 0403

We deal with all applications made under this scheme in six-monthly batches.

**Closing dates for applications are 30 April and 31 October each year.**

We aim to give a decision on your application within two months of each closing date.

### 2.2 How we assess your application

Friends of War Memorials (the Friends) will check your application to ensure that you have provided all the information we need to assess your project. If it is incomplete, or if we need any further information from you, the Friends will contact you.

The Friends 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, the Friends aim to inform you in writing as soon as possible.

## 2.3 Successful applications and standard conditions

If you are offered a grant, English Heritage will become your point of contact for all subsequent correspondence, rather than the Friends.

You will have to sign a formal grant contract with us, which will contain our standard conditions. 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.

Our standard conditions include:

- employing an appropriate conservation professional, for projects with a total cost of more than £20,000;
- obtaining the necessary consents, including statutory consents, for any work you undertake;
- providing 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;
- carrying out regular routine maintenance and sending English Heritage a brief annual report on maintenance while the grant conditions are in force;
- agreeing not to dispose of the war memorial in certain circumstances without our consent.

All grant conditions apply for five years from the date the grant is paid. If you do not comply with the grant conditions, we may recover all or part of the grant from you.

For further information and a copy of our standard grant conditions, please contact the war memorials grant scheme co-ordinator at English Heritage (contact details on page 8).

## 2.4 How we pay grants

Grants are paid by English Heritage, on behalf of both organisations, in a single payment, after the satisfactory completion of all the grant-aided work. Before we can pay the grant, you will need to send us confirmation of what you have spent, good-quality photographs of the work undertaken, and a maintenance schedule for the war memorial. In some cases, we may carry out a site inspection before payment is made.

Because 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 share of 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 Customs and Excise VAT Notice 708: Buildings and Construction (1 March 1995) is a useful guide. In general, we offer grants on the assumption that all work is liable to 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.

After work has been completed, you will need to send us confirmation of what you have spent with your claim for payment of the grant. If you are later able to recover the VAT, you may have to repay the relevant amount of grant.

## Part 3: Preparing a method statement

As well as the summary in your application form of the work that needs to be done (Q12), you must include a separate method statement (Q13). This should describe the condition of the war memorial and give full details of how the work will be carried out. The method statement should not usually be more than two pages long.

For projects with a total cost of less than £20,000 including VAT, your method statement may be provided by the conservators or conservation contractors you have asked to quote for the work.

If the total cost of your project is more than £20,000, you will need to employ a conservation-accredited architect or building surveyor to prepare the method statement and inspect and certify the work. The method statement should then form the basis for the quotes you obtain for the work. You can include the cost of these professional fees in your overall project costs.

The method statement should address any of the following issues that are relevant to your project.

### 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. Cleaning trials should be approved by a suitably qualified person, such as your local planning authority's conservation officer.

### 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 repatination, repair of small defects, 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' landscaping that forms part of the war memorial's design, and the reasons for carrying out the work. We cannot give grants for 'soft' landscaping work such as planting.

### Maintenance

Although we cannot give grants to cover maintenance costs, you should explain what maintenance the war memorial will need in the future. If we offer you a grant, you will need to send us a brief annual report on maintenance for five years after completion of the work.

## Part 4: Getting in touch

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

**The Conservation Officer**  
**Friends of War Memorials**  
**4 Lower Belgrave Street**  
**London SW1W 0LA**

Telephone 020 7259 0403  
Website [www.war-memorials.com](http://www.war-memorials.com)

If you have any questions about the grant offer or the payment of grant, please contact:

**The War Memorials Grant Scheme Co-ordinator**  
**English Heritage**  
**23 Savile Row**  
**London W1S 2ET**

Telephone 020 7973 3720  
Email [warmemorials@english-heritage.org.uk](mailto:warmemorials@english-heritage.org.uk)  
Website [www.english-heritage.org.uk](http://www.english-heritage.org.uk)

For information on The UK National Inventory of War Memorials, please contact:

**The UK National Inventory of War Memorials**  
**Imperial War Museum**  
**Lambeth Road**  
**London SE1 6HZ**

Telephone 020 7416 5353/5281  
Website [www.iwm.org.uk/collections/niwm](http://www.iwm.org.uk/collections/niwm)



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