

Small Grants Scheme

Guidance Notes for Applicants



Registered Charity Number: 1062255

Eligibility

War Memorials of all dates and types are eligible for assistance from War Memorials Trust (WMT) Small Grants Scheme. There are no geographical restrictions or listing requirements (though we do ask you about the war memorial's status in the application form - to help WMT keep its records up to date).

The Small Grant Scheme is intended to support war memorial repair, conservation and restoration. It can also assist with work such as adding names to existing war memorials where appropriate. Projects to create new war memorials are also eligible for assistance from the scheme. Grants are made at WMT's discretion up to a maximum of £250 per project.

WMT is unable to fund work retrospectively other than in very exceptional circumstances, so please do not commence work prior to making, and receiving a decision on, your application to the scheme.

Making an Application

Application to WMT 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.

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 the 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.

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, WMT will ask you for it.

When your application has been considered, WMT will contact you with its 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. Payment of the grant will be made on receipt from you of confirmation that the work has been carried out, copy invoices and photographs of the completed work.

War Memorials Trust 4 Lower Belgrave Street London SW1W 0LA
Telephone: **conservation** 020 7881 0862 **fax:** 020 7259 0296
Web: **email:** info@warmemorials.org www.warmemorials.org

COMPLETING THE APPLICATION FORM

Section 1 – About the Project

NAME OF MEMORIAL: The name by which the memorial is usually known.

ADDRESS OF MEMORIAL: The road name or location (such as a churchyard, public park or inside a church or public building) where the memorial is situated.

CONTACT: The person we can contact with any queries about the memorial or the grant application.

WHO OWNS THE MEMORIAL? Please tell us who owns the memorial (for example, the local council, a war memorial trust, a private individual). If ownership is not known or is unclear, please let us know and indicate who usually takes responsibility for the memorial.

WORK PROPOSED: Please tell us what you propose to do to the memorial, why, and who will carry out the work. The methods and any materials to be used should be specified. For example, if it is proposed to clean the memorial, your contractor should say how and what with; if it is proposed to repoint the memorial, your contractor should describe which joints need repointing and the mortar mix to be used. A useful checklist is: WHAT, WHY, WHO and HOW.

Please enclose:

- 1. copies of any condition reports, surveys, specifications or other expert advice relating to the work proposed*
- 2. copies of quotes with complete method statement received for carrying out the work proposed. An application cannot be considered if it is not supported by a method statement describing in detail the proposed work, materials and products used. Please refer to: Preparing a Method Statement section.*
- 3. good quality set of photographs showing the war memorial as a whole and close-ups of any problem areas.*

COST OF THE WORK: How much will the work you have described cost?

AMOUNT RAISED: Please tell us about funds already in-hand or pledged towards the cost of the work.

HOW IS IT PROPOSED TO RAISE ANY FURTHER NECESSARY FUNDING? Please tell us about other outstanding grant applications or the methods by which you will raise matching funding for the work.

PAYEE NAME FOR GRANT: The name that any grant cheque should be made out to. This should not be a private individual but may be, for example, a Parish Council, a specific fund-holding account, a conservation company or similar. If the payee is a Registered Charity, please indicate this and give the charity registration number.

Section 2—About the Memorial

DATE OF CONSTRUCTION: If the dates are known, please tell us when the memorial was built or installed and for example, if it has been relocated, the date of reconstruction or re-installation.

DATE OF ANY ALTERATIONS: If the memorial has been altered (for example, parts added or removed, or WWII dates and names added to a WWI memorial) please tell us.

ARCHITECT/DESIGNER/MAKER: Please tell us who designed and/or made the war memorial, if this is known. Some war memorials are signed by their makers; local records and contemporary local press reports may also have details about who designed or made the war memorial.

For free-standing war memorials:

IS THE WAR MEMORIAL LISTED? i.e. Is the war memorial included on the statutory list of buildings of special historical or architectural interest in its own right? If yes, please state the listing grade. This can be Grade I, II* or II in England or Wales or Category A, B or C(S) in Scotland. *You can check these details by calling your local authority's planning department.*

N.B. Some free-standing war memorials are not listed in their own right but stand within the *curtilage* of another listed structure (for example, an unlisted war memorial cross standing within the churchyard of a Grade II listed church).

IS THE WAR MEMORIAL IN A CONSERVATION AREA? A Conservation Area is an area of special architectural/landscape character designated by the local planning authority. *Again, you can check whether the war memorial stands within a Conservation Area by calling your local authority's planning department.*

For war memorials in churches/churchyards:

FACULTY OR OTHER ECCLESIASTICAL PERMISSION

Under the terms of the Ecclesiastical Exemption, certain works to objects (such as war memorials) inside churches, fixed to church walls or standing in the churchyard/burial ground do not require permission under secular planning legislation, but are regulated by the relevant denomination's own internal procedures. This applies to the Church of England, the Roman Catholic Church, the Methodist and Baptist Churches and the United Reformed Church, where *faculty* or other permission is given by a regional body or committee. (The Church in Wales and Scotland's churches also have their own procedures.)

The offer of a grant from the WMT Small Grants Scheme does not relieve the applicant of the need to obtain the relevant permission for the work they propose to carry out to the war memorial. Applicants should therefore indicate on the grant scheme application form whether permission has been applied for or obtained, or whether it has been confirmed to them that such permission is not needed for the work proposed. Copies of the relevant documentation should be enclosed.

If you are uncertain about the procedures involved, please contact WMT's Conservation Officer for advice.

For listed war memorials:

LISTED BUILDING CONSENT

For certain works to war memorials listed in their own right (and standing outside a churchyard/burial ground) Listed Building Consent from the local planning authority may be required before the work can be undertaken.

The offer of a grant from WMT Small Grants Scheme does not relieve the applicant of the need to obtain the relevant permission for the work they propose to carry out to the war memorial. Applicants should therefore indicate on the grant scheme application form whether permission has been applied for or obtained, or whether it has been confirmed to them that such permission is not needed for the work proposed. Copies of the relevant documentation should be enclosed.

If you are uncertain about the procedures involved, please contact your local authority's planning department for advice.

For all war memorials:

IS THE WAR MEMORIAL INCLUDED ON THE U.K. NATIONAL INVENTORY OF WAR MEMORIALS (UKNIWM) AT THE IMPERIAL WAR MUSEUM? The UKNIWM is a recording project collecting details of war memorials of all dates and types countrywide and is based at the Imperial War Museum. Of an estimated 60,000 war memorials in the U.K. it currently has records for some 50,000. Please tell us if your war memorial is included on this inventory and if so, the UKNIWM reference number. *You can check this by calling the UKNIWM on 020 74165353.*

N.B. The UKNIWM reference is not the same as the WMT reference number shown in red on the application form and used in correspondence relating to your grant application.

NAME AND TELEPHONE NUMBER OF YOUR LOCAL NEWSPAPER:

WMT may contact the newspaper for publicity purposes.

Section 3 - Declaration

Please remember to sign and date your application.

SUPPORTING INFORMATION CHECKLIST

1. Copies of any surveys, condition reports, specifications or other expert advice
2. Copies of quotes with complete method statement for the work proposed
3. Good quality set of photographs
4. Copies of documentation relating to permission for the work proposed
5. Any other information, if applicable (e.g. design details for a new war memorial)

Your supporting information will not be returned unless you specifically request it. You are therefore advised to send copies rather than the originals of important documents.

PREPARING A METHOD STATEMENT

Quotes should present a complete method statement, which should 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 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.

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' or "soft" landscaping that forms part of the war memorial's design, and the reasons for carrying out the work.