



Grants for WAR MEMORIALS

funded by
The Wolfson Foundation and English Heritage

APPLICATION FORM

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

Please refer to the accompanying guidance notes while you are filling in this form. You must answer all the questions in the form. If a question does not apply to you, write 'does not apply'.

Please write clearly in **BLOCK CAPITALS**. When you return this form, you must include the supporting documents we ask for on page 10.

If you have access to the internet, you can download this application form from the War Memorials Trust website: www.warmemorials.org

We are not able to accept applications sent by fax, by e-mail or on disk because we need to have a signed hard copy.

Please note that we cannot assess your application until we have all the information we have asked for. If you have any questions about filling in this form, please contact the conservation officer at the War Memorials Trust (see below).

Please also note that we do not consider grant aid for work which has started before a written offer of grant aid has been made and accepted.

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

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

Telephone 020 7881 0862

English Heritage operate an 'access to information' policy. Any information that you send to us and any information provided to assess this application may become publicly available.

ABOUT THE WAR MEMORIAL

Q1 Name and location of the war memorial.

Name
Full Address
Postcode

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

Q3 Is the war memorial listed?

Yes No

If 'Yes', please state at what grade:

Grade I Grade II* Grade II

Q4 Is the war memorial, or the site it stands on, a scheduled monument?

Yes No

If 'Yes', please state the national or county monument number.

Q5 Is the war memorial in a conservation area?

Yes No

If 'Yes', please give the name of the conservation area.

If you are not sure about the answers to questions 3, 4 and 5, you should ask advice from your local authority conservation officer.

Q6 Please describe briefly the appearance and setting of the war memorial, including the materials it is made from (for example, the type of stone and metal; lettering materials, such as paint, lead and gilding; and render and jointing mortars).

You must include recent photographs of the war memorial with your application form. Photographs must show the setting of the memorial as well as details of the particular areas where you propose to carry out the work.

Q7 Please tell us about the history of the war memorial. Include the name of its designer, sculptor or builder, and its date of dedication, if these are known.

Q8 Briefly describe any work carried out to the war memorial in the last five years and give details of the cost of this work and the sources of funding for it.

Q9 Is the war memorial freely accessible to members of the public?

Yes No

If 'No', what arrangements will you make to allow the public access to the war memorial?
(Please refer to section 2.3 of the guidance notes.)

WHO IS APPLYING FOR A GRANT?

Q10 Applicant's details.

Name of applicant	
Name of main contact person (if you are applying for an organisation)	
Address	
Postcode	
Telephone (daytime)	
Fax	
E-mail	

If you will not be handling the application yourself, please tell us the name of the person who will act as contact point with us. Include their full address if different from the address given above.

Name	
Address	
Postcode	
Telephone (daytime)	
Fax	
E-mail	

Q11 Are you the owner of the war memorial, or do you have legal responsibility for its repair?

Yes No

If 'Yes', please give details of your interest (for example freehold, leasehold, tenancy).

PROJECT COSTS

Q14 Please provide at least three competitive quotes to carry out the work detailed in your method statement.

Quotes must be obtained from independent contractors or conservators with suitable knowledge and experience. If your preferred quote is not the lowest quote, please explain why.

For help with finding a suitable contractor or conservator, please refer to section 2.1 of the guidance notes.

Preferred quote

Name	
Date of quote	
Amount £	VAT £
Reasons for preferred quote	

Other quotes

Name	
Date of quote	
Amount £	VAT £

Name	
Date of quote	
Amount £	VAT £

Q15 Is VAT likely to be recoverable or zero-rated on any part of the work?
 (Please refer to section 2.5 of the guidance notes.)

Yes No

If 'Yes', please give details.

Q16 Please tell us about any interest which you or your immediate family or any member of your organisation has in any of the people or organisations who have provided quotes for the work (see Q14).

Q17 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 £

Please note that, if we offer you a grant for work costing more than £20,000 in total (including VAT), you will need to employ a conservation-accredited architect or building surveyor to specify and inspect your project throughout.

FUNDING YOUR PROJECT

Q18 Have you applied to any other sources of funding for your project?

Yes

No

If yes, please give details of the funding body, the amount of grant you applied for and whether your application was successful.

Q19 How much grant are you asking for under this scheme?

£

SUPPORTING DOCUMENTS

You must enclose the following information with your application.

- Recent photographs of the war memorial, showing its setting and close-ups of the work that needs doing.
- 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 (please refer to Part 3 of the guidance notes).
- At least three quotes for the work to the war memorial.

You should enclose the following documents only if you already have them or they apply to your project.

- If you are not legally responsible for the repair of the war memorial, you must provide a letter of consent to undertake the work, or, if applicable, evidence of what you have done to establish ownership.
- Copies of any other professional reports or written advice about the proposed work.

All the supporting documents you send to us should be A4 size, except for plans, drawings and photographs. To help us copy and file your application, please do not bind documents in a spiral or ring binder.

Please keep copies of your completed application form and all supporting documents. Do not send us original documents or anything of historical or personal value. We will return documents to you only if you specifically ask us to do so.



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