

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 2 Who is applying for a grant?

Q9 Applicant's details

Name of organisation
Name of main contact person
Address
Postcode
Telephone
Fax
E-mail

Q10 Payee name for grant

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This should not be a private individual. Please indicate if it is a Parish Council, a specific fund-holding account, a company or similar. If the payee is a Registered Charity, please indicate this and give the charity registration number.

Q11 Name and telephone number of your local newspaper

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Section 3 About the project

Q12 Please give a summary of the work you propose to carry out and explain why it is necessary

Q13 Please attach a separate method statement describing in detail the condition of the war memorial and the methods (treatments and products) that will be used to carry out the work.

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
4 Lower Belgrave Street
London SW1W 0LA**
T: 020 7881 0862
E: info@warmemorials.org
W: www.warmemorials.org