

Grants Application Form



War Memorials Trust

Registered Charity Number: 1062255

This Application Form is only available from War Memorials Trust. If you have obtained a copy any other way, [contact War Memorials Trust's](#) Conservation Team in the first instance to check if your project is eligible. If you have had this form for more than six months you should [contact](#) the charity to confirm it is the appropriate document as information required may change.

This Application Form covers all grant schemes administered by War Memorials Trust. Any applicant applying for a grant should use this single Application Form and on receipt War Memorials Trust will, as part of the assessment process, identify which of the grant schemes it manages is applicable to the project. At the time of this Application Form being produced schemes include the [Centenary Memorials Restoration Fund](#), [Grants for War Memorials \(England\)](#) and [War Memorials Trust Grants Scheme](#) as well as occasional Special Grants.

Funding for these schemes comes from voluntary donations, legacy gifts or contributions to the charity as well as funding from specific grant scheme supporters including the [First World War Memorials Programme](#) supported by the Department for Culture, Media and Sport, [Historic England](#), [Historic Environment Scotland](#) and the [Scottish Government](#).

Applicants are assessed on a regular basis with dates found on our [website](#) and advised on the Grants Pre-application response. However, if a war memorial requires urgent attention [contact War Memorials Trust](#) to discuss this and if a clear need is demonstrated assessment may be possible outside the normal timeframes. Applications are assessed based on the need for the works and their urgency. Following the assessment date War Memorials Trust aims to provide you with a **decision within six weeks**. If there are insufficient funds to offer a grant to your project or all the information for assessment has not been received by the assessment date, your application will be carried forward to the next round.

Before filling in this form, you **must** have a copy of the [Guidance Notes](#) which explain what you need to include in each section. 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. To refresh your understanding of eligible works **read** the guidance [What can and cannot be funded](#).

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

Only one memorial can be included per Application Form unless alternative arrangements have been agreed with War Memorials Trust in advance of submission.

Grant scheme supporters



Department for
Digital, Culture
Media & Sport



Historic England



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

Application Form

Before starting to complete this Application Form **ensure** you have read the [Guidance Notes](#) which explain what needs to be provided for each question. Failure to provide information will delay your application as War Memorials Trust will request it. We do not ask for any information which is not necessary to make an assessment.

If you have any questions at any stage about the Application Form or the information requested then you should [contact War Memorials Trust](#). Contact details can be found at the end of these Guidance Notes or by clicking the link.

Section 1: Who is applying for the grant?

1. Applicant's details

Name of organisation or individual applying for a grant	CUCKFIELD PARISH COUNCIL
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a. Main contact person for application

Title	MS
First and surname	CAROLINE HANSEN
Organisation (if applicable)	CUCKFIELD PARISH COUNCIL
Job title (if applicable)	ASSISTANT CLERK
Email	CAROLINE.HANSEN@CUCKFIELD.GOV.UK
Address	THE QUEEN'S HALL, HIGH STREET, CUCKFIELD
Postcode	RH17 5EL
Telephone	01444 454276

Section 2: About the war memorial

2. Reference information

a. Confirm War Memorials Trust reference number: **WM22137**

b. Confirm the War Memorials Online record has an up-to-date current condition survey completed

- ☒ Yes – confirm reference number 221372
☐ No – if not done explain why

c. For war memorials in Scotland confirm details of the war memorial have been submitted to [Historic Environment Scotland Canmore](#)

- ☐ Yes - confirm reference number or details of what has been submitted

☒ No – if not done explain why Memorial in England

3. Name and location of the war memorial

Name	WAR MEMORIAL
Site (e.g. road name, village green, name of building or churchyard)	CEMETERY, HOLY TRINITY CHURCH
Town/village	CUCKFIELD
County	WEST SUSSEX
Country (select as appropriate)	England

a. Confirm you have included a map showing your memorial as part of your application

☒ Yes

☐ No – if not explain why

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

a. Include information on the materials it is made from highlighting if it has any metal elements and describe the surroundings.

Self-standing 12-foot Portland stone structure including 8-foot bronze sword. War Memorial is located on south side of the Grade 1 listed Holy Trinity Church, Cuckfield

b. Confirm the wars or conflicts those commemorated participated in

☒ World War I ☒ World War II ☐ Other – provide details

☐ No conflict details listed ☐ Don't know

c. Confirm if any of the inscriptions on the war memorial detail any branches of the Armed Forces

☐ Army ☐ Navy ☐ RAF ☐ Other – provide details

☒ No Armed Forces details listed ☐ Don't know

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

MID SUSSEX DISTRICT COUNCIL

6. Do you know who owns / has responsibility for the memorial? (select one)

☒ Yes – I/we confirm as the applicant I/we own the war memorial. My/our interest is

☒ Freehold ☐ Leasehold ☐ Tenancy ☐ Other ☐ Unknown

☐ Yes – the owner is _____ and they have given permission for works and public access and I/we have included a copy of the permission with this Application Form

☐ Yes – the owner is _____ but they have not given permission for works and/or public access

☐ No – I/we have been unable to find out this information. We have tried to do this by

7. Is the war memorial freely accessible to members of the public? (select one)

- ☒ Yes – always
☐ Yes – restricted times – provide details
☐ No – what arrangements will you make to allow public access to the war memorial after the project is finished?

8. Is the war memorial a freestanding structure? (select one)

- ☒ Yes
☐ No

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

- ☐ Yes
☒ No

10. Designation

a. Is the war memorial designated? (select any relevant)

- ☒ Yes - listed building reference number 1191625
☐ Yes - scheduled monument reference number
☐ Yes - registered landscape reference number
☐ No

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

- ☒ Yes – which building Holy Trinity Church, Cuckfield and listed building reference number (if applicable) 1191625
☐ No

If your war memorial is listed, or curtilage, state at what level (select one box as appropriate)

England/Wales	<input type="checkbox"/> Grade II	<input type="checkbox"/> Grade II*	<input checked="" type="checkbox"/> Grade I
Northern Ireland	<input type="checkbox"/> Grade B	<input type="checkbox"/> Grade B+	<input type="checkbox"/> Grade A
Scotland	<input type="checkbox"/> Category C	<input type="checkbox"/> Category B	<input type="checkbox"/> Category A
Wales	<input type="checkbox"/> Grade II	<input type="checkbox"/> Grade II*	<input type="checkbox"/> Grade I

11. Is the war memorial in a conservation area?

- ☒ Yes – confirm name of conservation area Cuckfield
☐ No

12. Provide information on the history of the war memorial

This can include the name of its designer, sculptor, or builder and its date of dedication. If you cannot find any information, state the sources searched.

Designed by Sir Reginald Blomfield, erected in 1921 for the men that fell in the 1914-18 and 1939-45 world wars.
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13. Briefly describe any significant work carried out to the war memorial since it was built

Give details of any work of which you are aware and the sources of funding for it

Lettering re-painted in 1985, funding unknown

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

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

These should show the war memorial as a whole, its setting and close-ups of areas to be repaired or conserved.

- ☒ Already submitted with Grants Pre-application and not been asked to provide anymore
- ☒ Yes - will be submitted by email
- ☐ Yes - will be submitted as hard copy

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

Indicate whether it has community support and, if so, why the community wants to do it.

The condition of the memorial is deteriorating and requires cleaning and re-enamelling of lettering to preserve and protect it.

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

This should include the role of any professional advisers on the project if you wish to include their fees in the application.

Professional hand cleaning of the war memorial and surrounding area with steam, to include provision for lime pointing, application of sacrificial micro crystalline hard wax to the bronze sword and lettering to be re-enamelled/incised. Preferred contractor has quoted for such work in line with WMT guidelines and 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? (select one)

- ☒ Yes - this has been granted and I/we include copies with this application
- ☐ No - this is pending
- ☐ No - not yet applied for, but an application will be made if required
- ☐ No - these are not required/applicable

Section 4: Project costs

The Guidance Notes have clear information on how to complete this section of the Application Form. Ensure you have read these and contact [War Memorials Trust](#) if you have any questions.

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

The amount of information required will depend on your total project costs see above.

You **must** confirm, by checking this box, that you have read the relevant advice for your project as outlined in the Guidance Notes ☒.

a. How did you select your contractor?

☒ Price only – you will need to include details of comparable quotes/tenders provided in section b along with copies of quotes/tenders with your Application Form. The lowest priced contractor will have to be appointed to undertake the works.

☐ Price/Quality – you will need to include the Price-Quality evaluation scorecard along with relevant quotes/tender documentation with your Application Form. The highest scoring contractor will have to be appointed to undertake the works.

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

If your project costs more than £10,000 (exc. VAT) in England, Northern Ireland or Wales, or more than £20,000 (exc. VAT) in Scotland, you **must** have a conservation-accredited professional oversee the project.

☐ Yes – complete this question

☒ No – move on to question c

Name of professional advisor	
Accreditation	
Proposed fee exc. VAT (£)	£0.00
VAT (£)	£0.00
Total (£)	£0.00

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

☐ Yes

☒ No

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

☐ Yes

☒ No – if the conservation-accreditation is connected to an organisation or firm rather than the individual advisor you must [discuss](#) this with War Memorials Trust

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

☐ Yes – if so, how much £0.00

☒ No

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

If your project cost is less than £5,000 you need a minimum of two quotes; if your project cost is greater than £5,000 you need a minimum of three quotes or tenders. Additional lines have been provided for those cases where people have obtained more than the minimum number.

Company name	Date of quote or tender	Amount exc. VAT (£)	VAT (£)	Total (£)
Downsview	13/05/2019	£9,328.00	£1,865.00	£11,193.60
P&S Gallagher	04/09/2018	£7,169.50	£0.00	£7,169.00
IMI	18/04/2019	£3,506.00	£701.20	£4,207.20
		£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00
		£0.00	£0.00	£0.00

Check this box to **confirm** you have included copies of all the quotes or tenders ☒ with your Application Form

d. State your preferred contractor

Enter the details of the preferred contractor. REMEMBER unless you are providing all the information required to demonstrate you have run a full and proper Price/Quality assessment or tender process this must be the lowest priced quote.

Independent Memorial Inspection - cost of restoring lettering only known when contractor is on site.

e. Is VAT likely to be recoverable or zero-rated on any part of the work?

☒ Yes ☐ No ☐ N/A (VAT not included in quotes)

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

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

- ☐ Yes – complete questions a, b, c and d below
☒ No – complete question b, c and d below

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

Funder applied to	Amount applied for (£)	Status of application state if Rejected/Awaiting decision/Approved – with amount £
	£0.00	
	£0.00	
	£0.00	
	£0.00	
	£0.00	
	£0.00	

You may need to provide an update on these applications prior to a Grant Offer being made.

- 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.**

The Council would endeavour to raise the precept paid by residents over a period of years to raise sufficient funding to preserve the war memorial.

- 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. Are you able to cover the cost of your project if payment is required before the grant payment has been issued?**

☒ Yes

☐ No

☐ Don't know

- 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)**

☒ I confirm no other funding is being received for this project 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 words (e.g. as much as possible) £5000.00

Section 5: Promoting your project

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

Quote	The residents of Cuckfield and the wider community frequently visit the War Memorial which is located on the south side of the Grade 1 listed Holy Trinity Church overlooking the South Downs. In particular large numbers visited on the 100 year anniversary of WW1. The Parish Council wish to preserve this memorial for future generations.
By	Caroline Hansen, Assistant Clerk

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

☒ Yes – indicate how you would do this Cuckfield Life

☐ No

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

☒ Yes

☐ No

24. Name and telephone number of your local newspaper

Cuckfield Life Magazine, Tel: 01444 884115

War Memorials Trust may pass your contact details to the media in relation to publicity during and after the grant process. We will not pass on your contact details to any other third parties. Tick here if you **do not** consent to this ☐

Section 6: Supporting documents

Ensure that you have answered all the questions in this Application Form and supplied all the supporting documents described above and in the accompanying Guidance Notes.

Any incomplete applications will not be assessed. If your application is incomplete, War Memorials Trust will contact you to obtain additional information but this is likely to lead to a delay in your application. Complete the checklist below to ensure you are providing all required information – this is part of your Application Form.

It is your responsibility to keep copies of your completed Application Form and all supporting documents. Do not send us original documents or anything of historical or personal value as we cannot guarantee receipt.

This checklist reinforces many of the check boxes you have completed through the Application Form.

Section 2

- ☒ Q3.a. A map showing the location of the war memorial at street level
- ☐ Q6 Copy of owner's permission for works if the applicant is not the owner
- ☒ Q11 Copies of documents relating to the history of the war memorial, both written and photographic if available

Section 3

- ☒ Q13 Copies of documentation relating to permission for the proposed work if applicable. This might include agreement from the owner of the memorial for works if this is not the applicant, Listed Building Consent, Conservation Area Consent, Scheduled Monument Consent, Planning Permission, Faculty or other ecclesiastical permission.
- ☒ Q14 A set of good quality recent colour photographs of the war memorial

Section 4

- ☒ Copies of quotes or tenders as discussed in Section 4.
- ☐ Copies of any architectural drawings, surveys, condition reports, specifications or other expert advice about the proposed work

Section 7: Declaration

I/we confirm that I/we have read and accepted the advice provided by War Memorials Trust at pre-application stage, in the Guidance Notes and other literature 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.

I/We, by submitting this Application Form together with all supporting information, hereby grants to War Memorials Trust, and any other funders of the scheme from which it has a grant awarded, a perpetual non-exclusive royalty-free licence (together with the right to sub-licence at its sole discretion to others) to make or allow use of all information, including images, submitted with the Application Form or any intellectual property rights in such information submitted as it sees fit. By granting such a licence, the Applicant warrants that it has or will have the right to do so and that no use of the information submitted will infringe the rights of any third parties.

I/We accept that as part of the grant process details of this project, including personal details, will be retained for administrative purposes and, where applicable, for future consideration. These will be available to War Memorials Trust and relevant grant scheme supporters or funders including, but not exclusive to, the Department for Culture, Media and Sport, Historic England, Historic Environment Scotland and the Scottish Government depending on the location of the project. The project may be used by them for promotional purposes.

If a grant is offered project information is likely to be published on War Memorials Trust's Grants Showcase at www.warmemorials.org/search-grants and other publicity may be undertaken and I/we agree to support that.

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 I/We have supplied and which War Memorials Trust 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: War Memorials Trust will retain my/our personal details, along with the other information I/We have provided and information obtained from other sources, under the principles of the Data Protection Act 1998. War Memorials Trust may disclose such data if it is required to by law.

I/We confirm by signing this Application Form we have read and understood the above information.

Signature (please do not type your name, this must be an actual signature by hand)	
Name	CAROLINE HANSEN
Job title (if appropriate)	ASSISTANT CLERK
Date (dd/mm/yyyy)	15 March 2019

Returning the form – War Memorials Trust contact details

Please return your completed Application Form and supporting information to:

grants@warmemorials.org or

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

For further information or any enquiries please telephone: 020 7233 7356 / 0300 123 0764 or visit www.warmemorials.org

All post should be sent to the London office to be processed before being passed to one of the Conservation Officers. Some Conservation Officers work remotely but all grant administration is done in London. Sending post to any other address will cause a delay in processing and may result in you missing a grant deadline. **Electronic submissions are preferred** as these can be processed more quickly.

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