

COMMUNITY WAR MEMORIALS FUND

2018/19 Guidelines

Closing dates: Round 1 - 11 November 2018, 5pm

Round 2 - 25 April 2019, 5pm

Enquiries: If you have enquiries, please contact the NSW Office
for Veterans Affairs

Phone: (02) 8061 9288

Email: VeteransGrants@veterans.nsw.gov.au



1. About the Community War Memorials Fund

The NSW Government established the Community War Memorials Fund in 2008 to help conserve, repair and protect war memorials across NSW. The program is delivered by the NSW Office for Veterans Affairs which sits within the Department of Justice. Since the establishment of the program, grants have been provided for a wide range of projects including conservation assessments, honour roll repair, war memorial cleaning and conservation work, arborist advice for war memorial trees and repairs to war memorial halls.

2. Purpose of the program

The objective of the Community War Memorials Fund is to help conserve, repair and protect war memorials across NSW to support community commemoration.

3. Caring for our war memorials

Any work to a war memorial must be sensitive to its original material, design and setting, and funded projects should demonstrate best practice heritage conservation. Interested applicants must read the NSW Public Works Advisory's *Caring for Our War Memorials* guide before applying to the Community War Memorials Fund. *Caring for Our War Memorials* contains essential advice on the responsible conservation and management of war memorials and is available at <https://www.veterans.nsw.gov.au/heritage/caring-for-our-war-memorials/>.

War memorials have special significance for many individuals and groups in the community. For this reason, where applicable, consult with your local council, local RSL sub-branch and memorial owner/custodian for permission before submitting an application. If your application is successful you are responsible for obtaining any relevant council and heritage approvals before commencing work.

4. Amount available

The Community War Memorials Fund awards grants of up to **\$10,000** (excluding GST).

5. Eligibility criteria

- a) Applications must be for an existing war memorial commemorating Australia's military heritage and the war memorial must be located within the State of NSW or, if located outside NSW, of direct and substantial relevance to the State.
- b) The definition of a "memorial" includes public monuments, memorial places, landscaped spaces, buildings, sculptures, trees and avenues as well as indoor fixtures such as honour boards, plaques, busts or bas-relief sculptures.
- c) An application may be made by any organisation, provided the owner or custodian of the memorial, local RSL sub-branch and local council support the bid, where applicable.

- d) Before applying to the Community War Memorials Fund the memorial must first be recorded on the Register of War Memorials in NSW (warmemorialsregister.nsw.gov.au).
- e) Applications must be for the repair, protection and/or conservation of existing memorials.
- f) The maximum Community War Memorials Fund grant for any one application will ordinarily be \$10,000, unless extraordinary circumstances prevail or a memorial of state or national significance is considered to be at risk.
- g) Applications relating to memorials located on either private or public property are eligible for funding, however the memorial must have a public function and be accessible to the public.
- h) The State War Memorials Committee will announce grants biannually, with applications closing on Anzac Day and on Remembrance Day. However, the Committee may make extraordinary grants as circumstances require.
- i) Applications to fund works that have already been completed are not eligible.
- j) The State War Memorials Committee may in extraordinary circumstances approve applications that do not meet all of the above criteria.

6. Assessment criteria

Grant applications are assessed by the State War Memorials Committee which is comprised of senior representatives of the Returned and Services League of Australia NSW Branch, Public Works Advisory, the NSW Office of Environment and Heritage and the NSW Office for Veterans Affairs. During the Centenary of Anzac, applications to the Community War Memorials Fund for original First World War memorials will be prioritised.

Applications will also be assessed according to:

- a) **Eligibility**
 - Does the application meet the eligibility criteria of the Community War Memorials Fund?
- b) **Evidence of need**
 - Does the application present a clear project rationale?
 - Has the applicant provided large and clear photographs that show the condition of the memorial and the need for the proposed works?
 - Is the current condition of the war memorial stable?
 - Does the current condition of the war memorial or its surrounding pose a threat to public safety?
 - Does the current condition of the war memorial or its surrounding negatively impact its meaning, use or functionality?
- c) **Program objectives**
 - Does the application align with the Community War Memorials Fund objective to protect, conserve and repair war memorials in NSW to support community commemoration?
- d) **Project delivery and likelihood of success**
 - Has the applicant sought and provided specialised advice for the project?

- Has the applicant engaged a contractor with suitable skills and experience to undertake the work such as a specialised conservator?
- Has the applicant demonstrated that the proposed works are based on sound research and planning such as a heritage conservation management plan or a condition assessment?
- Does the application demonstrate that the project is reasonably likely to succeed in achieving its stated aims with regard to planning undertaken, proposed resources, expertise, and delivery mechanisms?
- Does the project have the support of the owner or custodian of the memorial, the RSL and local council, where applicable?

7. Projects funded by the Community War Memorials Fund

- Condition assessments of war memorials
- Conservation management plans of war memorials
- Cleaning, minor repairs and conservation works
- Relocation of memorials for public safety
- Work to improve related landscapes immediately surrounding the memorial as part of broader conservation or repair works
- Provision of equitable access to the memorial
- Protective measures for memorials
- Removal of inappropriate accretions
- Condition reports or conservation assessments on memorials
- Honour roll repair
- War memorial cleaning and conservation work
- Repairs to the damaged lettering on war memorial cenotaphs and rolls of honour
- Arborist advice for war memorial trees
- Repairs to war memorial halls
- Improvements to the accessibility of memorials

8. Projects that are not usually funded by the Community War Memorials Fund

- Activities that have already been purchased/paid for
- The construction of new war memorials
- The replacement of existing war memorials
- New commemorative elements to war memorials e.g. plaques and service badges
- Maintenance or the replacement of flagpoles
- The addition of names to war memorials
- Capital expenditure for the purchase of assets such as office furniture and equipment
- Costs incurred in the preparation of a grant application or related documentation
- Council approval costs
- Ongoing expenditure, i.e. website hosting, memorial maintenance
- Projects relating to the display of military memorabilia
- Restoration of graves
- Seating

9. Important things to remember

- You must read the Caring for our war memorials guide before applying to the Community War Memorials Fund.
- You need to ensure that the war memorial your application relates to is recorded on the Register of War Memorials in NSW before applying to the Community War Memorials Fund.
- You must provide enough detail and supporting evidence for assessors to understand the detail of your project.
- You will need to provide research and expert advice that you have sought to support your project, including heritage conservation advice. Not seeking professional heritage advice could make your application less competitive unless you are applying for funding for a condition assessment/conservation advice.
- You must provide at least one quotation from suppliers or contractors for the proposed works. Detailed quotes with a clear breakdown of costs are preferred.
- You will need to upload large, clear and current photographs of the memorial including photographs of the memorial as a whole and close ups showing its condition and the memorial in its setting. Having unclear photographs could make your application less competitive so please refer to our guide to photographing war memorials for further advice.
- You will need to provide letters of support from key community stakeholders such as the owner/custodian of the memorial, local council and the local RSL sub-branch

10. Application process

Applications to the Community War Memorials Fund must be completed and submitted online via SmartyGrants at <https://veteransnsw.smartygrants.com.au/>.

Applications to Rounds 1 and 2 will open between two to three months prior to the closing date. Please monitor the NSW Office for Veterans Affairs website for updates.

Applications must be submitted by the following dates:

- **Round 1 - by 5pm on Remembrance Day 2018**
- **Round 2 - by 5pm on Anzac Day 2019**