



Community War Memorials Fund - Checklist for applicants

This checklist has been prepared as a guide to the key requirements of an application for the CWMF. You may need to undertake additional steps relevant to your particular project.

	Read and understand the CWMF Program Guidelines, available on the OVA website .
	Read the NSW Government's Caring for Our War Memorials guide .
	Research the history and background of your war memorial, including any heritage listings it may have.
	If you are not the owner of the war memorial, consult with the owner to obtain their endorsement for your application. The CWMF defines the owner as the entity who owns the land on which the war memorial is located, or the building in which it is housed.
	Preview the application form on the OVA SmartyGrants website to familiarise yourself with the questions and the format before starting your application. You will likely need to consult with people within your organisation and project team for their input on some questions.
	For applications for funding to undertake physical conservation works to a memorial, obtain heritage specialist advice to understand its condition and conservation requirements, such as a condition assessment. You should also give the advice/assessment to the contractors who are preparing quotes for your physical works (see below). Note: You can also apply to the CWMF for funding to obtain heritage advice.
	Obtain detailed quotes from all consultants/contractors for all elements of the proposed work, which include a clear breakdown of costs, proposed methodologies, and materials. Also ask them for evidence of their skills, experience, and qualifications.
	Consult with the memorial's key stakeholders, such as the local council and/or council's heritage advisor, and the local RSL sub-Branch. Note: If your war memorial is located on council-owned property, or is listed as a local heritage item, you must consult with council prior to applying to the CWMF.
	Ensure the war memorial is listed on the NSW War Memorials Register .
	Take new, high-quality photos of the war memorial, which show areas related to your project. We recommend you read the NSW Government's Guidelines for photographing war memorials .
	If your organisation does not have an Australian Business Number (ABN), fill out a Statement by a supplier form from the Australian Taxation Office website .