

# Community War Memorials Fund Grant Program Guidelines

Round 2, 2023/2024

[veterans.nsw.gov.au/grants](https://veterans.nsw.gov.au/grants)



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## Revision:

Document reviewed and updated in November 2023 for use in Round 2, 2023/2024. Please disregard versions of the CWMF Program Guidelines accessed prior to 11 November 2023.

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## Introduction

The NSW Government established the Community War Memorials Fund (CWMF) in 2008 to help conserve, repair and protect war memorials across NSW. Since the establishment of the program, grants have been provided for a wide range of projects, including condition assessments, honour roll repairs, specialist stone cleaning and restoration works, arborist advice for war memorial trees and repairs to war memorial halls. The program is proudly delivered by the [NSW Office for Veterans Affairs \(OVA\)](#).

Note for all applicants:

- These Program Guidelines contain information to assist you to complete an application for Round 2, 2023/2024 of the CWMF. It includes an overview of the CWMF grant program, information about the application process, the eligibility and assessment criteria, how the funds can and cannot be used and information for successful applicants.
- We strongly recommend you read and understand these Program Guidelines before starting your application for the CWMF. If you have questions, please contact OVA by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).
- For the purposes of the CWMF, the definition of a 'war memorial' includes public monuments, memorial places, landscaped spaces, buildings, sculptures, trees, and avenues of honour, as well as indoor fixtures such as honour boards, plaques, memorial windows, busts, or bas-relief sculptures.

## Purpose and objectives

The purpose of the CWMF is to help conserve, repair and protect war memorials across NSW to support community commemoration, by funding projects that follow best practice conservation principles and processes. The CWMF is targeted at organisations who are responsible for the management of war memorials in NSW (see 'Who can apply' – page 7).

## Project categories

Applications to the CWMF must align with and be submitted under one of the below category descriptions:

- Category A - Engaging heritage or other relevant specialists (such as engineers) to produce reports relating to the repair, protection and/or conservation of existing war memorials.
- Category B - Physical works relating to the repair, protection and/or conservation of existing war memorials.

Reminder: The CWMF supports projects for existing war memorials. Applications cannot be submitted for the construction of new war memorials.

## Priorities

The CWMF prioritises the following types of projects:

- Urgent conservation work to war memorials in poor or very poor condition.

- Small projects to conserve war memorial fabric.
- Conservation work to older war memorials, such as those built following the Boer War, First World War and Second World War.
- Conservation work to war memorials that are used for commemorative services by their communities or are easily accessible by the general public.
- Conservation work to war memorials with strong 'cultural significance', such as war memorials that are listed as local heritage items (see 'Glossary' – page 17).

The above are prioritised ahead of:

- more aesthetic work or upgrades.
- more major engineering and construction work.
- contemporary war memorials that have been constructed more recently.

## Key dates

The CWMF operates two application rounds per financial year. Key upcoming dates are listed in the table below. Any changes will be announced on the [OVA website](#).

The State War Memorials Committee may make extraordinary grants as circumstances require.

**Please note funds are not awarded retroactively.** This means you should not plan to start the work you are requesting funding for until after you have been advised of the outcome of your application. If your project has ongoing stages, you should not commence the stage your grant application relates to until you have been advised of the outcome.

CWMF stage	Round 2, 2023/2024	Round 1, 2024/2025
Applications open	Remembrance Day, 11 November 2023	Anzac Day, 25 April 2024
Applications close	5pm, 11 February 2024	5pm, 25 July 2024
Approximate date for announcement of outcomes	31 May 2024	31 October 2024

## Funding amounts

The CWMF is valued at \$250,000 annually. This is split evenly across the two rounds per year, each valued at \$125,000.

The maximum CWMF grant that will be awarded for any one application will ordinarily be \$10,000 (excl. GST), unless extraordinary circumstances prevail, or a war memorial of state or national significance is considered to be at risk. This will be determined by the State War Memorials Committee. Extraordinary circumstances may include the necessity for urgent works to protect original fabric, or to rectify immediate safety concerns. A maximum amount of \$15,000 may be awarded in these circumstances. Note: refer to the 'Grant Amount Request' section of the application form.

Grants for work to improve the accessibility of war memorials, such as access ramps, are capped at \$2,000 (excl. GST).

Grants for necessary work to conserve significant trophy guns are generally capped at \$10,000 (excl. GST). Subsequent grants will only be considered in extraordinary circumstances.

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## Heritage and conservation

The CWMF is a conservation-focused grant program. This means funds are awarded for applications that demonstrate work to war memorials will be carried out in accordance with best practice conservation principles and processes.

The CWMF is aligned with the principles and processes outlined in the NSW Government's [Caring for our War Memorials guide](#) and the [Burra Charter](#). Key conservation principles include:

- Places of cultural significance should be conserved.
- Conservation is based on a respect for the existing fabric, use, associations, and meanings. It requires **a cautious approach of changing as much as necessary but as little as possible**.
- Conservation should make use of all the knowledge, skills and disciplines which can contribute to the study and care of the place.
- Traditional techniques and materials are preferred for the conservation of significant fabric.
- The cultural significance of a place and other issues affecting its future are best understood by a sequence of collecting and analysing information before making decisions. Understanding cultural significance comes first, then development of policy and finally management of the place in accordance with the policy.

### Heritage advice

**Applicants are expected to obtain relevant heritage advice for their project before applying to the CWMF or to apply for funding to obtain heritage advice from a qualified specialist.**

Most projects will require specialist advice due to the age of the war memorial, its condition, or its materials. A common type of written heritage advice is a condition assessment. Other types of advice include heritage engineering or architecture reports, arborist reports and Conservation Management Plans.

**It is important to obtain heritage advice before planning any physical work to a war memorial** to ensure that the work is appropriate and aligns with best practice conservation principals and processes.

Work to significant places should be based on a sound understanding of their importance and their condition. This is particularly important for older war memorials, such as those built following the Boer War, First World War and Second World War.

If you are preparing a Category B application and you do not have written or verbal heritage advice, please consider submitting a Category A application to request funding for heritage advice, as a first step.

If your war memorial is located on council-owned or managed property, or is listed as a local heritage item, you must consult with council prior to applying to the CWMF. Your local council's heritage advisor may be able to provide heritage advice in these instances.

## Condition assessment inclusions

The below list outlines the standard details to be included in a condition assessment or other heritage specialist advice reports provided as part of a CWMF application or project. You should provide this list to your chosen heritage specialist. Additional details can be included or excluded based on the specialist's expert opinion, depending on the type of war memorial being assessed. For example, it may not be possible to provide the exact dimensions of a war memorial hall.

- Address of the war memorial
- LGA in which the memorial is located and the local council authority
- Description of the memorial (including history, significance, and statutory heritage listings)
- Photographic recording of the memorial
- Description of the memorial's materials
- Dimensions of the memorial
- Description of the memorial's inscriptions
- Assessment of the memorial's condition
- Risk assessment
- Recommendation for any conservation treatment (prioritised according to urgency)
- Maintenance recommendations
- Anticipated costs for conservation and maintenance works

Note for all applicants and their heritage specialists:

- It is often intended that a condition assessment will be used by a contractor to draft a scope of works and quote for those works. Please bear this in mind when preparing your condition assessment and provide a suitable level of detail and technical information.

## Finding a heritage specialist

It is important to engage appropriately qualified and experienced heritage specialists with skills and expertise that are relevant to the war memorial.

You may need input from multiple specialists, depending on the type of war memorial.

We strongly recommend you provide these Program Guidelines to your chosen heritage specialist, so they can prepare appropriate quotes and reports.

OVA does not recommend or endorse particular heritage specialists. The below external sources may assist you to find individuals and businesses to approach about your project:

- [Heritage NSW Heritage Consultants Directory](#)
- [Australian Institute for the Conservation of Cultural Materials Directory](#)

- Ask your local council for advice or local recommendations

## Eligibility criteria

All applicants are required to meet the mandatory eligibility criteria listed in the table below and each criterion has related questions in the application form. Use the table as a checklist to consider if your application is eligible, before applying to the CWMF. Compliance with the criteria will be checked by OVA staff once applications are received. Only eligible applications will progress in the assessment process (see ‘Assessment of applications’ – page 14).

### Who can apply

The CWMF only accepts applications from organisations. Applications cannot be lodged by individuals.

An organisation can apply to the CWMF if:

1. It is one of the eligible applicant types in the ‘Eligible applicant types’ list (see page 9), and
- 2a. It is the owner of the war memorial, or
- 2b. It has received the endorsement of the owner of the war memorial to undertake the project and apply to the CWMF.

For the purposes of the CWMF, the owner of the war memorial is the entity who owns or manages the land on which the war memorial is located, or the building in which it is housed, also known as the landowner.

OVA strongly recommends you consult with the memorial’s key stakeholders before planning any work to the memorial, or before applying to the CWMF. These may include the local council, local RSL sub-Branchedes or other veterans’ groups in your area. If your war memorial is located on council-owned or managed property or is listed as a local heritage item, you must consult with council prior to applying to the CWMF.

### Mandatory eligibility criteria

About the applicant organisation	Do you meet this criterion?
The applicant organisation must be one of the types included in the ‘Eligible applicant types’ list (see page 9). Reminder: Applications cannot be lodged by individuals.	<input type="checkbox"/>
The applicant organisation must be based in NSW.	<input type="checkbox"/>
The applicant organisation must have an Australian Business Number (ABN) or can provide written advice from the Australian Taxation Office that no withholding tax is required from the grant payment.	<input type="checkbox"/>
The applicant organisation must be financially solvent.	<input type="checkbox"/>

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The applicant organisation must have acquitted all previously awarded CWMF grants. Note: An exemption may be requested for this criterion if your previous CWMF grant is not due for acquittal yet. You can provide details in the 'Additional and/or missing information' section of the application form.

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The applicant organisation must have or must be willing to obtain appropriate insurance if they are successful (see 'Insurance' – page 13).

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### About the war memorial/s

Do you meet this criterion?

The project relates to an **existing war memorial**, which commemorates Australia's military heritage. Reminder: The CWMF supports projects for existing war memorials. Applications cannot be submitted for the construction of new war memorials.

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The existing war memorial must be located within the State of NSW or, if located outside NSW, it must be of direct and substantial relevance to the State.

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The war memorial can be located on public land, for example in a public park

Or

The war memorial can be located on private land but must either be:

- used for commemorative services, for example at a Anzac Day community event, or
  - easily accessible by the general public, for example be visible from the street, or in a building that has regular opening hours
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The war memorial must be listed on the [NSW War Memorials Register](#) or must have been submitted to the Register for recording before the closing date of the round. Note: If your memorial is not currently listed on the Register, please contact the Register by email at [war.memorials@veterans.nsw.gov.au](mailto:war.memorials@veterans.nsw.gov.au).

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### About the project

Do you meet this criterion?

**Applications to the CWMF must align with and be submitted under one of the below category descriptions** and your application must include the mandatory supporting documents listed below.

Category A - Engaging heritage or other relevant specialists (such as engineers) to produce reports relating to the repair, protection and/or conservation of existing war memorials Applications for producing reports must be accompanied by:

- a quote from a consultant to produce the report
- photos of the war memorial

Or

Category B - Physical works relating to the repair, protection and/or conservation of existing war memorials. Applications for physical works must be accompanied by:

- a quote from a contractor for each element of the proposed work
- photos of the war memorial

For more details about what is required in your application, see 'Preparing your application' – page 12.



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Applications must be for work that has not already started or been finished.

Reminder: You should not plan to start the work you are requesting funding for until after you have been advised of the outcome of your application (see 'Key dates' – page 4).

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Applications can request a maximum of \$10,000 (excl. GST), except in the following situations:

- Applications for work to improve the accessibility of war memorials, such as access ramps, can request a maximum of \$2,000 (excl. GST).
  - Applications for necessary work to conserve significant trophy guns can request a maximum of \$10,000 (excl. GST). Subsequent grants will only be considered in extraordinary circumstances.
  - Where a strong case can be made for funds up to \$15,000 (excl. GST) that can be determined by the State War Memorials Committee. Note: refer to the 'Grant Amount Request' questions in the application form.
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## Eligible applicant types

The following types of organisations are eligible to apply for funding:

- Incorporated not-for-profit community organisations
- NSW local councils operating under the Local Government Act 1993
- Incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- Not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- Indigenous Corporations (must be registered with the Office of the Registrar of Indigenous Corporations)
- NSW Local Aboriginal Land Councils
- Religious organisations operating in NSW
- NSW non-government organisations established under their own Act of Parliament
- NSW Government agencies who own or are responsible for a war memorial, including government schools, are eligible to apply to the CWMF. If your application is successful, your grant would be paid via a Memorandum of Understanding or equivalent funding protocol, instead of a Grant Funding Agreement (see 'Successful applicants' – page 15).

## Examples of eligible projects

CWMF grant funding can only be used for the conservation of existing war memorials. Funds, including any interest earned, can only be used for expenses/activities directly associated with the grant. Your application must clearly outline your proposed expenditure in relation to the amount of funding you are applying for. If you are unsure if your project may be eligible, please contact OVA by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).

Examples of eligible expenditure include:

- Category A - Obtaining heritage specialist advice for a war memorial, for example a condition assessment report, a Conservation Management Plan, or arborist advice for war memorial trees.
- Category B - Physical conservation works to a war memorial including restoration, repair, maintenance, and preservation, for example regilding inscriptions, treating metal corrosion, repairing damaged elements, specialist masonry cleaning, repainting the exterior of a war memorial hall or repointing mortar joints.
- Category B - Work to improve the accessibility of war memorials, for example access ramps (maximum \$2,000 excl. GST).
- Category B - Relocation of war memorials for public safety, where expert recommendations have been provided. Note: a war memorial should be preserved in its original location if possible and relocation should be a strategy of last resort, where imminent threats cannot be otherwise controlled.

## Examples of ineligible projects

Examples of projects that are not funded by the CWMF are included below.

If your project is ineligible, there may be other grant opportunities available to you. OVA has compiled a list of grants that may provide support for war memorial projects, which is available on the [OVA website](#). OVA also administers the [Anzac Community Grants Program](#), which may be relevant to some projects. Other NSW Government grants are listed on the [NSW Government Grants and Funding website](#). Grants from the Australian Government are listed on the [GrantConnect website](#).

**You cannot use a CWMF grant for projects or activities that:**

- do not meet the mandatory eligibility criteria outlined in these Program Guidelines
- do not align with best practice heritage conservation principles and processes
- have already started or have been finished
- relate to war memorials that are not recorded on the [NSW War Memorials Register](#)
- are for building/construction work (excluding conservation works to war memorial buildings)
- are of a commercial nature that is for profit
- go towards paying existing debt or budget deficits
- go towards paying permanent salaries/wages
- fund the same project twice (for example, two different organisations cannot apply for funds for the same program or activity)

Examples of ineligible projects or activities include:

- Constructing new war memorials
- Replacing existing war memorials

- Applications for adding new plaques, service badges, artworks, plinths/walls or new names will only be considered when they are sensitively added, with respect to the heritage values of the war memorial and its precinct.
- Constructing or installing seating for war memorials
- Maintaining or replacing standard metal flagpoles (applications for historic or significant flagpoles are accepted)
- Ongoing groundskeeping or regular landscaping maintenance
- Installation of new electrical infrastructure (applications for conservation-focused or urgent electrical work are acceptable, for example urgent rewiring at a war memorial hall for safety concerns)
- Work to individual graves (we recommend you refer to the [Australian Government's Department of Veterans' Affairs website](#) for information on commemorating war dead)
- Costs incurred in the preparation of a grant application or related documentation
- Council approval costs for works to war memorials
- Ongoing expenditure related to war memorials, such as general cleaning for war memorial buildings

OVA's [Anzac Community Grants Program](#) can provide support for these types of projects:

- Projects relating to the display of military memorabilia, such as constructing or installing cabinets inside a war memorial hall
- Costs for events held at war memorials
- Creating or installing interpretive signage at a war memorial
- Temporary equipment hire, such as audio visual equipment for commemorative services

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## Application process

The CWMF uses a one-step, online application process. This means you submit one application that will be assessed based on the mandatory eligibility and assessment criteria outlined in these Program Guidelines.

### How to apply

Your application must be completed and submitted online via the [OVA SmartyGrants website](#). The online application form will be accessible from the website when a CWMF grant round is open. Hard copy applications and emailed applications will not be accepted.

To apply you must:

- complete and submit the online application form by the closing date of the round (see 'Key dates' – page 4)
- provide all the mandatory information requested in the form, including addressing the eligibility criteria
- attach all the mandatory supporting documents

## Applications for multiple memorials

If you are applying to the CWMF for work to more than one memorial, we recommend you submit a separate application for each memorial. Each application will be reviewed on its own merit and evaluated against the other applications received in the same round, including the other applications you have submitted.

If you choose to submit one application only, please clearly describe the needs of each memorial throughout your answers and remember to attach supporting documents for each memorial.

Note for all applicants:

- You must ensure your contact details are up to date in SmartyGrants.
- You must ensure you have acquitted any previous CWMF grants before completing your application for a new round.
- All requests to submit late applications or apply for extensions must be made in writing to OVA by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au). OVA may approve or decline these requests at their sole discretion. OVA will notify you in writing and our decision will be final.

## Preparing your application

Guidance and resources for applicants are available on the [OVA website](#), including answers to Frequently Asked Questions (FAQs), explanations about supporting documents and example responses to questions asked in the application form. Any changes to the CWMF will also be announced on the [OVA website](#).

You are responsible for ensuring your application is complete and accurate. The form contains instructions, hints, and examples to assist you with answering most questions.

To maintain the fairness and integrity of the application process, OVA staff can only provide general help to applicants. OVA staff cannot prepare, review, or submit your application on your behalf. However, OVA may contact you for clarification on your application, but we will not make changes to the content you have submitted in your application based on these discussions.

## Key information and supporting documents

The application form consists of a series of questions, as well as sections to attach supporting documents. We strongly recommend you preview the form on the [OVA SmartyGrants website](#) to familiarise yourself with the questions and the format before starting your application. The preview will be accessible from the website when a CWMF grant round is open.

You must provide enough detail and supporting evidence in your application for the assessment panel members to understand the detail of your project.

Providing all the information and supporting documents requested will strengthen your application. The below list includes the key information and supporting documents required.

### Key information

- Details about the applicant organisation, including its legal name, contact information, Australian Business Number (ABN), and authorised signatories.
- Details about the war memorial, including its address, Local Government Area, year of

construction, the conflict/s it commemorates and commemorative services it is used for.

- A detailed description of your project, including start and end dates.
- A detailed description of the condition of the war memorial.
- Details about your capacity to deliver the project and administer the grant funds.
- Details to demonstrate you have consulted with relevant stakeholders, including the owner of the memorial, local council, local RSL sub-Branch, or other veterans' groups, as applicable.
- Details about all co-contributions you have secured, or that are pending, for the project.
- Details of any previous CWMF grants the applicant organisation has received (not just for the same war memorial).

### Mandatory supporting documents

- A minimum of three clear photographs, which illustrate the memorial and areas of concern related to your project (Categories A and B).
- Quotes from all consultants/contractors for all elements of the proposed work, which include a clear breakdown of costs, proposed methodologies, and materials (Categories A and B).

Note: The CWMF cannot accept ambit claims. Applications received without quotes will be deemed ineligible. For guidance on obtaining quotes see 'Heritage and conservation' – page 5 and the resources for applicants available on the [OVA website](#).

### Optional supporting documents

- Evidence of the skills, experience, and qualifications of your selected consultants/contractors (Categories A and B).
- Written heritage or condition advice you have obtained about the war memorial (Category B only). If you do not have written advice, you are required to include the contact details of the consultant who provided you with verbal advice.

Reminder: Applicants are expected to obtain relevant heritage advice for their project before applying to the CWMF or to apply for funding to obtain heritage advice from a qualified specialist. If you are preparing a Category B application and you do not have written or verbal heritage advice, please consider submitting a Category A application to request funding for heritage advice, as a first step (see 'Heritage advice' – page 5).

### Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the Grant Funding Agreement. A grant recipient must have and maintain the currency of its incorporation and liability insurance (minimum \$5 million). Applicants may be asked to provide a copy of all relevant insurance policies and certificates if their application is successful.

**If your organisation is not covered by the appropriate insurance**, another organisation (such as your local council or an incorporated not-for-profit) may be able to apply on your behalf, so that your project will be covered under their insurance.

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# Assessment of applications

The assessment process and criteria for the CWMF are outlined below.

## Summary of the assessment process

### Eligibility check

All applications to the CWMF received via the [OVA SmartyGrants website](#) by the closing date of each round will first be reviewed by OVA staff against the mandatory eligibility criteria and for compliance with these Program Guidelines (see 'Application process' – page 11 and 'Eligibility criteria' – page 7). Only eligible applications will progress in the assessment process.

### Assessment panels

Eligible applications will then be assessed by the State War Memorials Committee (SWMC), which is comprised of senior representatives of the Returned and Services League of Australia NSW Branch, NSW Public Works, Heritage NSW, and OVA. All applications are assessed by two panels from these organisations.

The CWMF application process is competitive. This means the SWMC will assess each application against the eligibility criteria, priorities of the CWMF and the assessment criteria outlined in these Program Guidelines. They will also compare applications to others received in that round. Applications will be scored and ranked in order of merit.

The SWMC may also consider other relevant information based on the content of applications received within the round.

The SWMC makes recommendations to the decision-maker. The SWMC may, in extraordinary circumstances, recommend applications that do not meet all the listed criteria.

### Decision-maker

The relevant Minister endorses the recommendations of the SWMC.

All decisions regarding approval, amount of funding awarded, and any special conditions applied are final and there is no appeals process for the CWMF.

All applicants will be formally notified of the outcome of their application by email. Applicants must ensure that their contact details are up to date in SmartyGrants.

## Assessment criteria

The SWMC uses the below criteria when conducting their assessments of eligible applications (see 'Heritage and conservation' – page 5 and 'Key information and supporting documents' – page 12):

- The project aligns with the priorities of the CWMF and its objective to protect, conserve, and repair war memorials in NSW to support community commemoration.
- The applicant has demonstrated the project has a clear and sound project rationale and is reasonably likely to succeed in achieving its stated aims, based on the planning they have

undertaken, the proposed resources they are accessing, the expertise they have sought, and the delivery mechanisms they propose to implement.

- The applicant has provided large and clear photographs that show the condition of the war memorial and the need for the proposed works.
- The applicant has demonstrated they have undertaken an appropriate level of stakeholder consultation and they have the endorsement of the owner of the war memorial.
- The applicant has demonstrated the proposed work is consistent with best practice conservation principles and processes by seeking heritage specialist advice (or the application is for funding to obtain advice).
- The applicant has engaged or intends to engage a contractor or specialist with suitable skills and experience to undertake the work, such as a specialised conservator, and has provided supporting evidence, such as quotes or reports.
- The applicant has demonstrated the current condition of the war memorial, or its surroundings, is poor or very poor and this condition is negatively impacting its meaning, use, or functionality.
- The applicant has demonstrated the current condition of the war memorial, or its surroundings, poses a threat to public safety, where applicable.

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## Successful applicants

OVA will send key information and documents to all the successful applicants via SmartyGrants. If you are successful, you **must complete and email these documents back to OVA** at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au) **within two weeks**. These documents will include:

- your Grant Funding Agreement and request for banking details (excluding NSW Government agencies).
- details of any special conditions that have been attached to your grant funding, which you must comply with, and any related timeframes.

Note for NSW Government agencies:

- You will be sent a Memorandum of Understanding or equivalent funding protocol, instead of a Grant Funding Agreement.

## Grant Funding Agreement and banking details

The Grant Funding Agreement (GFA) is the legal agreement that sets out the terms and conditions related to your grant.

**It is your responsibility to provide your correct banking details to OVA.** Funds transferred to an incorrect bank account may not be recoverable.

The GFA can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.

Please note, all applicants must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in their application form.

It is your responsibility to ensure staff availability to complete and sign documents, to read the terms and conditions of the GFA, and to sign the GFA using the correct authorised signatories.

Grant funding will be deposited within 60 days of receipt of all necessary documentation.

Note for all applicants:

- OVA will publish the details of all grant recipients on the [OVA website](#) and [NSW Government Grants and Funding website](#), including the name of the recipient organisation, the project title, a brief description of the project, and the grant amount.
- OVA may contact you to participate in media promotion for the CWMF.

## Obligations, reporting and acquittal

Your full obligations following acceptance of a CWMF grant will be set out in your GFA. Important obligations are listed below:

- **You must complete your project within 12 months of your grant being awarded.** If your project is delayed, you must request an extension in writing from OVA before the 12-month deadline. To discuss an extension, please contact OVA by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).
- **You must complete an acquittal form** about your project via SmartyGrants, no later than 3 months after finishing the project. This will be automatically sent to you.
- **You must retain all financial records related to grant expenditure and acquittal for seven years.** If the project team changes, it is your responsibility to forward all records to the new team.
- **Please keep OVA informed of any variations to your project**, such as if you change consultants/contractors or want to add or remove an item from your schedule of works. To discuss a variation, please contact OVA by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).

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## Unsuccessful applicants

Unsuccessful applicants will be formally notified of the outcome of their application by email. All decisions are final and there is no appeals process for the CWMF.

If you are unsuccessful, it does not mean your application was without merit. Funding is limited and not all applications are successful.

Unsuccessful applicants interested in reapplying to the CWMF should seek detailed feedback from OVA. It is important you understand and address this feedback on how your application could have been improved. Please contact OVA by email at [veteransgrants@veterans.nsw.gov.au](mailto:veteransgrants@veterans.nsw.gov.au).



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# Glossary

Term	CWMF definition
Accessibility	Processes or structures in place to assist people with mobility issues to have the same opportunity as able-bodied people to access a war memorial.
Acquittal	The process by which you advise OVA that your project is complete and how you spent your grant funding. Grant recipients must complete an acquittal form to report on funded activities and the expenditure of funding when a project is completed.
Assessment criteria	The standards against which eligible applications are judged by the State War Memorials Committee.
Assessment process	The method used to review, score, rank and compare applications to select successful applications.
Award	The process of being granted funding.
Best practice conservation principles and processes	The most appropriate guidelines and methods for approaching heritage conservation work, as agreed to by industry professionals.
<u>Burra Charter</u>	<p><i>The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance, 2013.</i></p> <p>The <i>Burra Charter</i> was produced by the Australia International Council on Monuments and Sites (ICOMOS) and published in 2013. It describes current understanding of the theory and practice of cultural heritage management.</p>
Co-contribution	Other sources of funding that are allocated towards your project costs, including other grants, donations, or in-kind contributions.
Conservation	<p>As defined in the <i>Burra Charter</i>:</p> <p>“All the processes of looking after a place so as to retain its cultural significance.”</p>
Condition assessment	A detailed assessment of the condition of a war memorial, written by an appropriately qualified industry professional.
Conservation Management Plan (CMP)	A detailed written report of the significance of a place and proposals on how to manage changes to the place over time to retain its significance, written by an appropriately qualified industry professional.
Cultural significance	<p>As defined in the <i>Burra Charter</i>:</p> <p>“The concept of cultural significance is used in Australian heritage practice and legislation to encompass all of the cultural values and meanings that might be recognised in a place. Cultural significance is the sum of the qualities or values that a place has, including the five values — aesthetic, historic, scientific, social and spiritual — that are listed in Article 1.2 of the</p>

	Burra Charter. Through the processes of investigating the place and assessing each of these values, we can clearly describe why a place is important. This is the first step towards ensuring that our decisions and actions do not diminish its significance.”
CWMF	Community War Memorials Fund
Eligibility criteria	The mandatory items an applicant must address in their application to progress in the assessment process.
Fabric	The physical materials that make up a war memorial.
Grant	A method of providing financial assistance by the NSW Government.
Grant Funding Agreement (GFA)	The legal agreement that sets out the terms, conditions and payment details related to a grant.
ICOMOS	<u>Australia International Council on Monuments and Sites</u>
Outcome	The decision of whether your application is successful or unsuccessful in receiving funding.
Owner	The entity who owns or manages the land on which the war memorial is located, or the building in which it is housed, also known as the landowner.
OVA	The NSW Office for Veterans Affairs
RSL NSW	The Returned and Services League of Australia New South Wales Branch
SmartyGrants	The grant management website used by OVA to administer the CWMF.
Special conditions	Requirements set by the State War Memorials Committee that are specific to your project and that you must adhere to in order to receive funding.
State War Memorials Committee (SWMC)	The assessment panel of the CWMF, which is comprised of senior representatives of the Returned and Services League of Australia NSW Branch, NSW Public Works, Heritage NSW, and OVA.
War memorial	For the purposes of the CWMF, the definition of a ‘war memorial’ includes public monuments, memorial places, landscaped spaces, buildings, sculptures, trees, and avenues of honour, as well as indoor fixtures such as honour boards, plaques, busts, or bas-relief sculptures.

## NSW Office for Veterans Affairs

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