



Frodsham war memorial – WMO/120403/4 (WM2343/4)

War Memorials Trust has provided this checklist to help you understand how to accept your Grant Offer, manage your project and claim your grant at the end. We suggest you follow the steps on this list entering the date you do each job to stay on track.

Please ensure you **read ALL** the documents enclosed with this Grant Offer. We appreciate there is a lot of paperwork but we have tried to make this as clear and simple as possible. If you are working with a Professional Advisor on your project ensure they have read everything and are aware of any requirements.

The Conservation Officer managing your case is **Emma Suckling**. To discuss any issues please call **07421 994 657** or email grants@warmemorials.org.

To return information to War Memorials Trust you can either:

- **email:** grants@warmemorials.org
- **post** to: War Memorials Trust, 14 Buckingham Palace Road, London SW1W 0QP

Checklist

Receive your Grant Offer paperwork	
<p>Read all the paperwork you have been sent and ensure you understand everything sent to you.</p> <p>Take care to study the Method Statement at the end of the Contract to understand exactly what works are being supported. Ensure you note any conditions that you must meet. You must meet any conditions - failure to do so may mean WMT cannot pay your grant, as you will have broken your Contract.</p> <p>If you have any questions contact your Conservation Officer to discuss this.</p>	
<p>Sign and date both copies of your Grant Contract (or arrange with the person who needs to sign to do this). Remember the person who signs the Grant Contract will also need to sign the Completion Report at the end of the project.</p>	<p>✓ Agreed by Community</p>
<p>Contact your contractor whose details are stated in the Grant Offer letter. Arrange for them to read the Method Statement, making sure they understand any conditions. They must sign and date the Contractor Declaration.</p>	<p>EMMAILED ANDREW 29/11/18.</p>

<p>Complete the Bacs form with the payment details for the bank account that will receive the grant money. Attach either a copy of a bank statement or a paying-in slip to the form for your evidence.</p>	
<p>Return one copy of the signed and dated Grant Contract, the original Contractor Declaration and the original Bacs form (with evidence) to War Memorials Trust. These all need to be returned before you can start any work. You are responsible for keeping copies of the Contractor Declaration and Bacs form for your own records so you may wish to scan or photocopy these before you return them.</p>	
<p>Check War Memorials Trust has acknowledged receipt of your Grant Contractor, Contractor Declaration and Bacs form. We aim to do this within 1 week.</p>	
<p>Make an application to In Memoriam 2014 www.inmemoriam2014.org for SmartWater. In the Method Statement in your Grant Contract there is a condition that you apply SmartWater to the metal elements of your war memorial. You should make an application as soon as possible to ensure that the product can be applied at the right time. WMT grant recipients are prioritised so when you make your application please note 'WMT Grant Offer' on the form. Grant payments will not be authorised unless SmartWater confirmation is provided with your Completion Report.</p>	
<p>Decide if you are going to undertake any media work around your project. Getting a grant and undertaking works to a war memorial can be a very positive local news story and you may decide that you want to make people aware of this but you do not have to. The publicity advice and Press Release template enclosed may assist you. Any questions about this please discuss with your Conservation Officer.</p> <p>You may announce that you have your Grant Offer now.</p>	
<p>Manage your project</p>	
<p>Contact your contractor to confirm a starting date for works. Notify War Memorials Trust (the Grant Contract asks you to do this 2 weeks before works start).</p>	
<p>Confirm your contractor understands that if there are any additional works or amendments to the approved Method Statement they should notify you. You are then responsible for discussing this with War Memorials Trust and getting written approval before such work is undertaken otherwise you may jeopardise the payment of your grant.</p>	
<p>Monitor the works that are being undertaken and ensure the Method Statement is being followed. Taking photographs of the memorial during works can be useful as part of your Completion Report material as it shows War Memorials Trust what was done as well as providing you with a record.</p>	

Claiming your grant

Update the condition of your war memorial on War Memorials Online to show that your project has completed, www.warmemorialsonline.org.uk.

Fill in and sign the Completion Report form and ensure you have all the supporting information required as per the Grant Contract. Send it all to War Memorials Trust.

If you would like an electronic version to fill in or if your bank details have changed since you returned the Bacs form then contact War Memorials Trust.

Remember the person who signed the Grant Contract will also need to sign the Completion Report at the end of the project.

After receiving payment

Promote the project if you have a media plan in place, acknowledging your grant from War Memorials Trust.

Hold a rededication service if it is appropriate. Advice on what to include can be found in War Memorials Trust's helpsheet [Dedication and rededication services or ceremonies](#).

Fulfil the conditions within the Grant Contract that extend beyond the initial payment. The Grant Contract includes a requirement to maintain the war memorial for a period after the project. Failure to do this could lead to War Memorials Trust seeking to reclaim the grant funding.

Ensure you have a clear and regular monitoring and maintenance plan in place. This should include

- regular **monitoring** of the war memorial
- **updating** the condition of the memorial on www.warmemorialsonline.org.uk at least once a year to show you are monitoring and recording the condition. Any future grant assessment will review these records and want to see evidence that maintenance has been undertaken
- undertaking appropriate **maintenance** either yourself or using an appropriate contractor