

HELPING YOU GETTING STARTED

This information sheet is designed to help those planning the repair or conservation of an existing war memorial. It outlines different elements of a project from the first steps, through financing ideas to generating publicity.

(The advice is informal and a distillation of others experience)



War Memorials Trust

Registered Charity Number: 1062255

FIRST STEPS

- ◆ If necessary, form yourselves into a small committee. 3 to 5 people will suffice. Give the project/committee a name as this offers both an identity and a focal point for donations.
- ◆ Make sure you have access to a Computer with a friendly operator, (most local libraries also offer IT facilities).
- ◆ Define the Task. Ensure it is manageable. If it is a large, complex project split it into manageable phases.
- ◆ Work out the stepping stones to reach your objective (i.e. Business Plan).
- ◆ WMT can advise on an informal basis about methods, materials and occasionally specialist contractors.

Commence no work yet! You will need comparable and competitive estimates, perhaps two or three. Ensure you are aware of any background information on the memorial, to avoid any problems (including legal) at a later date. Start NO WORK until the funding is secured.

STARTING THE PROJECT

- ◆ Check who owns or is usually responsible for the memorial. If ownership cannot be established; local councils are empowered (though not obliged) by the War Memorials (Local Authorities' Powers) Act of 1923 to take steps to care for war memorials in their area, whether they own them or not.
- ◆ Check if the memorial is listed. (Your Local Planning Authority should be able to advise). If the war memorial is listed, Listed Building Consent may be needed before work is undertaken.
- ◆ Research the history/structure of the memorial - its date, designer/maker, materials etc. Contact the United Kingdom National Inventory of War Memorials to see if they have it recorded, if so they may be able to assist with background information.
- ◆ Are there any special legacies surrounding the memorial? These may have been reported in a local paper at the time of construction.

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- ◆ Always know how much you are asking for. You get a better response to a precise request for a specific amount.
- ◆ 'Like to ask Like' is the most effective means to obtain funds i.e. a member of an organisation to ask their charity board for example the Rotary Club or an employee to ask the company they work for.

SOURCES OF FUNDING

- ◆ *Local Authorities may contribute if they wish, under the terms of the War Memorials (Local Authorities' Powers) Act. Some have grant schemes which can assist with war memorial repair. Contact their Conservation Officer for advice and assistance. Parish Councils often donate. In both cases try to work with your Local Councillor*
- ◆ *There may be a local charity that will help you. Check the Reference Books section in your local library. A good guide is the "Directory of Grant-Making Trusts" published by CAF in 3 volumes.*
- ◆ *WMT runs two grant schemes for war memorial projects of all types. Contact WMT's Conservation Officer for details on these and other sources of funding.*
- ◆ *Approach local groups such as the Rotarians, Round Table, Lions. Remember 'Like to ask Like' and get a friendly member to ask their Charity Committee for a specific sum as a single, one-off donation.*
- ◆ *Bigger companies support local initiatives. Make sure all your sympathisers know who to ask at work, and what to ask for. For instance Barclays Bank will double a local appeal. Building Societies often have schemes for causes suggested by members. Local businesses can also help either by providing cash or in kind, for example donating materials or equipment or by giving pro bono professional advice.*
- ◆ *Ensure the Local Ex-Service community is aware of the project. They may be able to assist financially or in-kind, perhaps providing a venue for meetings or events.*
- ◆ *Local people will donate but they must know about the project to be able to give.*

- ◆ *A Building Society account with a pass-book is often the easiest way to look after your cash. It may be advisable to have co-signatories on the account to protect both the money and the committee.*
- ◆ *The committee may disband when your project is completed. If so do not leave the money in limbo. Find a suitable home for it. Also remember to make provision for future care and maintenance of the memorial so your work is not wasted. Additional funds could be used to establish an "endowment" or "maintenance" fund.*
- ◆ *Make sure the local paper is involved from start to finish. Meet the editor. Supply photos and letters saying "what a good idea" and give the paper regular progress reports. If it is a big deal, local TV may be interested.*
- ◆ *Parish Councils or the Church will often let you put a flyer in their publications. Make sure ALL your literature asks for money clearly, and instructs people*

USEFUL LOCAL CONTACTS

- ◆ *Local Councillors like to be involved.*
- ◆ *Remember local schools will often re-house displaced War Memorials.*
- ◆ *Ask the Probation Office if the Community Service team will help moving, re-decorating or landscaping. They will need a clear work plan in order to help you achieve your plan.*