



GRAVES AND MEMORIALS FUND

Guidance Notes and Form for Applicants

ELIGIBILITY: Grants will be made at the Trustees' discretion.

All Victoria Cross and George Cross holders' graves not under the care of the Commonwealth War Graves Commission are eligible for assistance from the Association's fund. Consideration can also be given to individual memorials (such as plaques) and public war memorials which include the name of one or more holders of either award.

The Graves and Memorials Fund is intended to support the repair, conservation and restoration of VC and GC recipients' graves. The Fund also includes provision for assistance with the creation of a headstone or plaque to mark the grave of a VC or GC holder where none has ever existed or has disappeared. Applications may also be made to assist with plaques and memorials marking the action of a VC or GC recipient.

The Graves and Memorials Fund is unable to fund work retrospectively other than in very exceptional circumstances. It is advisable, therefore, not to commence work prior to making, and receiving a decision on, your application to the Fund.

Making an Application:

Applications should be made to the Victoria Cross and George Cross Association by completing an application form and providing supporting information. Please answer all the relevant questions on the forms. Should you have any query that is not covered in these Notes or are uncertain how to complete the form please contact the VC and GC Association office.

The application should be accompanied by photographs of the grave, or memorial, to be restored and an estimate of the cost of the work to be undertaken, together with a plan covering the long term maintenance of the restoration work. If the application is for a new memorial such as a plaque, a costed representation of what the plaque will look like should be included.

Your Application's Progress:

When your application and supporting information arrives it will be checked and its receipt acknowledged. If any further information is needed at this point the VC & GC Association will ask you for it.

When your application has been considered, you will be contacted by the Association with the Trustees' decision. If your application is rejected you will receive an explanation. If your application is approved, you will receive information about the grant offer and conditions. If you wish to accept the offer, it will remain open for 12 months from the date of the offer. Payment of the grant will be made on receipt from you of confirmation that the work has been carried out, together with copy invoices and photographs of the completed work.



GRAVE (or Memorial) APPLICATION FORM

<u>GRAVE (or Memorial) APPLICATION FORM</u>	
Full name of VC or GC Holder:	
Location of grave/memorial: (incl full address and GPS location, please)	
Authority responsible for maintenance of the grave: <i>Provide Contact Details and specify whether they are aware of intended restoration work. If not, be aware that they will need to give their consent before a grant can be made.</i>	
Do you have permission from the family of the deceased? <i>If Yes, please give name, relationship to the deceased, and contact details. We take obtaining their consent very seriously.</i>	YES / NO
Work Proposed: <i>General condition of grave and headstone (digital photo please) or reason for proposed memorial:</i>	
Please enclose: (digital or scanned copies please)	<ol style="list-style-type: none"> 1. A report on the condition and any expert advice relating to the work 2. Copies of estimates for the work proposed 3. Clear photographs showing the grave/memorial site as a whole and the particular problem areas. (Before payment, further photographs will be needed to show that the work has been completed).
Name of Stonemason proposed to undertake the work: Are they a member of NAMM:	YES / NO
Details of proposed (remedial) works:	
Approximate cost of the works described above:	
Amount raised to date and source(s) of this contribution:	
How is it proposed to raise any further necessary funding?	
Payee name for grant: <i>This should not be a private individual. Please indicate if it is a Parish Council, stonemason or similar.</i>	<i>If grant recipient is a registered charity, please give the Charity Registration number:</i>



DECLARATION

I/we confirm that the information on this application form and the supporting information enclosed is true and complete to be best of my/our knowledge. I/we understand that should a grant be awarded by the VC and GC Association, no communications will take place with any member of the Press or Media without the Association being consulted in advance and the wishes of the Association being adhered to in this regard.

Signature of Applicant(s):
Please sign and print.

Applicant Contact Details:
NAME and Address:

Email:

Telephone Number:

Date of Application:

Please return completed form to:

The Secretary
The Victoria Cross and George Cross Association
Horse Guards
Whitehall
London
SW1A 2AX

Email: secretary@vcandgc.org

Telephone Number: 020 7930 3506



COMPLETING THE APPLICATION FORM – a question by question guide.

1. **Name of VC or GC Holder:** The name of the Victoria Cross or George Cross recipient buried in the grave or mentioned on the individual plaque or public war memorial.
2. **Location of grave:** The plot number and row together with the name of the cemetery or churchyard and its address. For work to be done on a war memorial or plaque, please give its location and address. Please also give a GPS location.
3. **Contact:** The name of the person or body who should be contacted regarding permission to carry out the restoration and who would have responsibility over the long term maintenance of the grave/memorial once restored.
4. **Do you have contact with the family of the deceased?** It is important that the family be consulted, if possible, for their approval of the restoration work to be carried out. In many instances this is not possible but the Association might have contact with the family and could approach them on your behalf. (This applies to both graves and memorials)
If 'yes', please give the name, address and relationship of the descendant with whom you have contact.
5. **Work proposed:** Please tell us what you propose to do to the grave/plaque, why, and who will carry out the work. The methods and any materials to be used should be specified. For example, if it is proposed to clean the grave stone, your contractor should say how and with what; if it is proposed to make major structural restoration, a detailed work schedule should be supplied by your contractor. The Association takes seriously the methods used for cleaning and restoring graves and therefore we need to know exactly what is proposed. A useful checklist is: WHAT, WHY, WHO and HOW.
6. *Please include:*
 - 1 *A report on the condition and any expert advice relating to the work*
 - 2 *Copies of estimates for the work proposed*
 - 3 *Clear photographs showing the grave site as a whole and the particular problem areas.*

Digital copies rather than hard copies of these, please – email to secretary@vcandgc.org
7. **Cost of the work:** How much will the work you have described cost?
8. **Amount raised:** Please tell us about funds already in-hand or pledged towards the cost of the work.
9. **How is it proposed to raise any further necessary funding?** Please tell us about other outstanding grant applications or the methods by which you will raise funds for the work. i.e. the Regiment or Service Unit or organisation for which the VC or GC recipient served or worked, the local Borough or County Council, etc.
10. **Payee name for grant:** The name to whom any grant cheque should be made out. This should not be a private individual but may be, for example a Parish Council, a specific fund-holding account, a stonemason business etc. If the payee is a Registered Charity, please indicate this and give the charity registration number. If payment should be made by bank transfer, please supply bank details. **Payment will not be made until notice and photographs have been received to show that the work has been concluded.**



11. **Declaration:** Please remember to sign and date your application and also print your name, address and give your telephone number.

Supporting information Checklist

Copies of any surveys, condition reports, specifications or other expert advice

Copies of quotes for the work proposed

Set of photographs - digital

Copies of any documentation relating to permission for the work proposed

Any other information, if applicable (e.g. design details for a new grave stone or memorial)

Scanned or digital copies of supporting information are requested in preference to hard copies. Please be aware that your supporting information will not be returned unless you specifically request it. You are therefore advised to send copies rather than the originals of important documents if you are unable to send digital copies.