RESTORING COMMUNITY WAR MEMORIALS AND AVENUES OF HONOUR GRANT PROGRAM

Application Guidelines

The Restoring Community War Memorials and Avenues of Honour Grant Program supports communities in Victoria to ensure local war memorials, honour rolls and avenues of honour are restored or improved to reflect the service history of the local community.

What are the funding details?
Grants up to $30,000 (excluding GST) are available. There are two funding rounds per year. It should be noted that organisations and communities are expected to contribute towards the project financially or through in-kind support.

Who can apply?
The following types of organisations are eligible to apply:

- ex-service organisations
- local government authorities
- not-for-profit organisations
- educational institutions.

In addition, to be eligible for funding applicants must:

- be an incorporated body
- possess 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;
- be financially solvent
- be based in Australia provided the project is located in Victoria
- have submitted a Final Report or Progress Report for any previously funded Veterans Branch Grant project.

Unincorporated organisations should arrange for an incorporated organisation to act as an auspice on their behalf, for example local council.
If the war memorial or avenue of honour is situated on local council land it may be appropriate that your local council make the application on your behalf.

Organisations will not be eligible for funding if they are commercial (for profit), unless they are designated by the Australian Taxation Office as income tax exempt charities or income tax exempt entities or similar.

What types of activities might be funded?

Some examples of projects that will be considered for funding include:

- repointing the brickwork or stone of a memorial.
- repairs to broken statues or plinths that form part of a memorial.
- repairs to barriers and fences that surround and protect a memorial.
- rectification of sinking foundations or lifting paving.
- re-lettering and re-gilding.
- treatment of rusted original memorial gates or fences.
- installation of additional plaques at the site of the existing memorial or additional names on the memorial or honour board (see “above adding missing names” and “new plaques”).
- installation of explanatory walls or interpretation panels.
- restoration of commemorative plaques that form an integral part of an avenue of honour.
- replanting or maintenance of trees that formed part of an original avenue of honour.
- provision of seating, paving or lighting to allow better access to a commemorative site.
- relocation of a memorial to its original position or to a new position if the current location poses safety or heritage risks.

What will not be funded?

The following will not be funded:

- applications from individuals.
- memorials for individuals other than Victoria Cross recipients.
- works that detract from the historical significance of the original memorial, for example inappropriate signage.
- restoration of war graves.
- projects located outside of Victoria.
- the creation of new memorials, honour rolls or avenues of honour.
- restoration, preservation and/or display of wartime heritage that is not an integral part of the war memorial or avenue of honour.
- projects that have already commenced or have been completed.
- projects that are the clear responsibility of another State or Commonwealth Government
program.

- the repair or replacement of flag poles.
- operational, management or wage costs (fees for the hire of skilled or professional labour for specialist restoration work are acceptable as a project cost).
- major equipment, such as vehicles or computers.


**Important information regarding your application**

Proposals should follow the principals of the *Burra Charter 2013* which can be found at [https://australia.icomos.org/publications/charters](https://australia.icomos.org/publications/charters)

When planning your project consideration should be given to the following heritage conservation principals.

**New plaques**

- new plaques commemorating those who served in later conflicts such as Korea, Vietnam or Afghanistan for example, should not be attached to historic memorials.

- new plaques can be installed near (not on) the historic memorial. These can be attached to new commemorative walls, low level plinths, seats or set in pavers at the site. Examples of these can be obtained by emailing veteransgrants@dpc.vic.gov.au.

- new plaques, emblems or badges which replace those which have been stolen or are missing from historic memorials should reflect the original design and materials of the memorial.

- plaques adding missing names to WWI or WWII memorials should not be placed over the top of or replace the original plaques or lettering on historic war memorials.

**Adding missing names and re-lettering**

- missing names may be re-cut on WWI or WWII war memorials if the remaining stone is strong enough.

- re-cutting letters should be done by a qualified heritage stonemason using traditional hand cutting techniques matching the original font and size.

- attempts to correct misspelt names should not be undertaken on historical stone memorials or marble or wooden honour boards. Corrections should be on a separate plaque installed near the memorial.

- traditional methods and materials should be used for re-gilding and re-lettering where damage has been caused to a memorial by weather conditions or time.

**Cleaning**

- sandblasting, high pressure water blasting, silicone sealants, permanent graffiti barriers or harsh chemicals such as acids or bleach should not be used on historic memorials.

- the removal of lichen or algae should only be undertaken by a qualified contractor with experience with historic memorials. For details go to:
Repairs and Repointing
- Repairs should use traditional materials and follow the principle of “replacing like with like”. For example, repairs to cracks in stone or replacing paving and foundations.
- Traditional materials such as lime mortar should be used when repointing stone or brickwork.

Avenues of Honour
- An arborist assessment report must be submitted with any application which proposes to replace missing trees or undertake maintenance and/or pruning to existing trees. This should detail the species, age and condition of the trees and justification for replacement.
- Applicants are encouraged to consider the installation of interpretive signage telling the history of the avenue of honour and of those who served from their local community.

Honour Boards
- The restoration of historic honour boards should only be undertaken by a qualified conservator. Original lettering or varnish should not be stripped from historic honour boards nor should modern vinyl cut letters be used.
- The cost of transporting an honour board to a conservator may be included in the grant application.

Required documents
The following documents should be provided with your application:
- Detailed, high resolution photos that clearly show the damage, deterioration and work required to restore the memorial, avenue of honour or honour board including close up and long-distance images.
- A comprehensive quote from a stonemason or builder experienced with heritage memorials together with a condition and treatment assessment report from your local council’s Heritage Advisor specifying all materials and methods; or
- A comprehensive quote from a qualified conservator or arborist including a condition and treatment report specifying all materials and methods.
- A letter agreeing to the project from the owner of the land on which the memorial or avenue of honour is located (not applicable for applications from local councils).
- A Heritage Victoria permit is required where the memorial or avenue of honour is on the Victorian Heritage Register.
- A Local Council permit is required where the memorial or avenue of honour is on a Council Heritage Overlay.
- If adding plaques, signage or seating, provide measured drawings and annotated aerial maps (where possible) showing where these will be located in respect to the war memorial or avenue of honour.
- If proposing to relocate a memorial, provide measured drawings and annotated aerial maps showing the original and new locations.
• a letter of support from the local RSL Sub Branch (where one exists) or the State Branch of the RSL.

Attaching required documents

Required documents can be attached with your application. Carefully check to ensure all your attachments have been uploaded before submitting your application.

Applications which have not provided the required documents will be deemed incomplete and be either ineligible for funding or the assessment of the application may be delayed to subsequent funding rounds.

References

• to establish if a war memorial, honour roll or avenue of honour is included in the Victorian Heritage Register go to vhd.heritagecouncil.vic.gov.au.
• contact your Local Council where the memorial or avenue of honour is on a Council Overlay.
• details on applying for a heritage permit can be found at https://www.heritage.vic.gov.au/permits/apply-for-a-permit
• heritage advisors in your local council area are listed at: http://www.dpc.vic.gov.au/index.php/veterans/veterans-grants
• names of conservators, arborists and stonemasons can be found on Heritage Victoria’s website here https://www.heritage.vic.gov.au/consultants-directory
• fact sheets on preserving war memorials, honour boards and avenues of honour can be found at http://www.dpc.vic.gov.au/index.php/veterans/veterans-grants

Timelines

<table>
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<tr>
<th>Funding Round</th>
<th>Funding Round Opens</th>
<th>Applications Close</th>
<th>Indicative notification of outcome</th>
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<tbody>
<tr>
<td>2</td>
<td>10 December 2018</td>
<td>18 February 2019</td>
<td>April/May 2019</td>
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What is the application process?

Applications must be submitted online via //dpc1.force.com/GrantsPortalLogin when the funding round is open. The online application form must be completed by a person authorised to submit the application on behalf of the applicant organisation. The online application system allows applications to be saved and completed later. It is recommended that applicants start the process early to allow sufficient time to obtain necessary supporting documents.

Receipt of applications will be acknowledged by an auto generated email which will show an application number. Please quote this number in all correspondence relating to your application.

Late applications will not be considered.

What is the assessment criteria?

Applications will be assessed on how the project will:

• preserve the historic fabric and significance of the community war memorial, honour roll or
avenue of honour.

- increase community knowledge about the local history and purpose of the memorial, honour roll or avenue of honour.
- improve the experience for people visiting the memorial or attending commemorative services.
- involve the community through partnerships and consultation with ex-service organisations, local councils, local businesses, schools and other bodies.

Eligible applications addressing the assessment criteria will be assessed in the context of the funding available.

**The following funding conditions apply**

If you are successful, you will be required to enter into a Common Funding Agreement with DPC that sets out the terms and conditions along with reporting requirements of the grant. Projects must not be varied without prior approval from DPC. Unspent funds must be returned to DPC.

It may not be possible to fund all projects for which applications are submitted. You may however be offered a smaller funding amount than applied for in your application. In this instance, revised proposal and budget may be requested.


**Acknowledging support**

A condition of funding requires that the Victorian Government is acknowledged in:

- speeches and presentations about the project at openings and launches.
- press releases.
- documents, publications, reports, brochures, posters, fliers, plaques, websites and signage and the like.
- the government should also be given the opportunity to contribute a message for any relevant publication.

The funding agreement will provide details of these requirements. Failure to meet these requirements may result in future grant applications not being considered.

**Government representative opportunities**

If you launch or open the funded project at a public event or similar, you must give the relevant Minister the opportunity to officially open or launch the project. You may also invite DPC key representatives and the Minister for Veterans to all significant events associated with the project.

You will need to give adequate notice (DPC recommends at least two months’ lead time) and work with DPC to coordinate the Minister’s and his or her representative’s role in the opening or launch, or their attendance at events.
Privacy Act

Information requested by DPC in this application form will be used to assist DPC to assess your eligibility for funding and coordinate grants in relation to the Restoring Community War Memorials and Avenues of Honour Grant Program. Personal information provided by you will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic) and applicable laws.

DPC, its officers, employees, agents and sub-contractors may use and disclose any of the information provided in the application to Victorian Government departments or agencies, Victorian Government bodies, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Restoring Community War Memorials and Avenues of Honour Grant Program. Successful applications may also be the subject of media releases and disclosure as otherwise provided in the ‘Terms and Conditions’ of the Funding Agreement.

You may access a copy of DPC’s Privacy Policy in relation to the management of personal information collected by contacting 1300 366 356.

Contact us

Contact the Grants Information Line on 1300 366 356 for the cost of a local call (except from a mobile phone) on any weekday between 8:30am and 5:00pm (except for public holidays).