

POLICY FOR THE
ALLOCATION OF
WAR MEMORIAL GRANTS
2014/15

xxx Jan 2014

1. BACKGROUND

- 1.1. Cheshire East Council has decided to provide one-off funding to support a War Memorial Grants Scheme within the boundaries of Cheshire East for the financial year of 2014/15. This Policy addresses the governance arrangements, procedures and monitoring process to facilitate the scheme.
- 1.2. Although the funding is for applications in the financial year of 2014/15 successful applicants will be able to use the funding within the four year period ending on 11th November 2018 (the Commemoration Period).
- 1.3. The aim of the War Memorial Grants Scheme is to support Organisations (which for the purposes of this Policy shall include voluntary and community groups, registered charities, other not for profit organisations and town and parish councils) to fund repairs and refurbishment of War Memorials across the Borough.
- 1.4. When using the term grants in this Policy it refers to the giving of a fixed amount of Council funds to Organisations through an application and assessment process which will take place in 2014.
- 1.5. For the purposes of this Policy War Memorials are defined as “a permanent structure, erected as a sign of remembrance intended to preserve the memory of those individuals who lost their lives during the First World War”.

2. LEGAL AND BUDGETARY FRAMEWORK

- 2.1. The Strategic Communities Portfolio Holder will be responsible for the War Memorial Grants Scheme and has delegated authority to approve applications for grants from local Organisations to assist in developing community based activities and projects, subject to the maximum amounts set out in paragraph 3.3 of this Policy.
- 2.2. The War Memorial Grant budget is fixed and so there is a limited amount of money from which to pay Grants under this policy. All grant decisions will be made based on the set of principles, set out in this Policy.
- 2.3. Given the fixed budget and the Council's aim to fund repair and refurbishment of as many War Memorials as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore Organisations must ensure that they have procedures in place to cover the balance of funding required. The Council will not pay a grant unless the Organisation can demonstrate that the balance of the funding is available.

2.4. Allocation of surplus money

- 2.4.1. This Policy will result in the one-off allocation of available funds in the financial year 2014/15. However, some offers will be subject to conditions being met and/or payments which may not be triggered until a future date. Therefore if conditions cannot be met, monies are clawed back, Organisations are unable to fulfill their obligations or the total amount of funding applied for in the application process is less than the total amount of available budget, then it may arise that some of the sums allocated will be unspent. If such circumstances arise then the Council will re-visit the applications it received in the application process, establish which Organisations remain in need of funds and whose applications remain valid in all other respects and then make a decision to award a grant to those applicants which fulfil the Criteria for funding set out in paragraph 3.6 and in accordance with paragraph 4.
- 2.4.2. The Council also reserves the right to not re-allocate any surplus money and retain it to be used against other budgets or as a potential budgetary saving.

3. APPLICATION PROCESS

3.1. The War Memorial Grants Scheme operates within set criteria, agreed by the Portfolio Holder and relevant Council Officers in line with the Council's Corporate Priorities as follows:

3.2. How to apply

- 3.2.1. Applications for War Memorial Grants must be made using the Council's War Memorial Grant application form and associated guidance notes that are available online on the Council's website and as a paper version on request.
- 3.2.2. The application form must be completed in full. Incomplete application forms will be rejected. A copy the Organisations signed Constitution, photographs and project plan must be sent with the application form or within seven days of submitting the application. If this is not received the application will be declined. Supporting documentation (listed under section 8 of the application form) may also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.
- 3.2.3. The closing date for receipt and acceptance of complete applications is 28th March 2014.
- 3.2.4. Grants cannot be paid retrospectively therefore any work commenced prior to acceptance of the grant offer, or payment in accordance with the Grant conditions set out in the offer letter, will not be eligible for funding.
- 3.2.5. All successful applicants will be required to complete a post grant monitoring report as per section 5 of this Policy.

3.3. What can be funded

- 3.3.1. Grants up to the following amounts are available to support Organisations who are looking to repair or restore First World War Memorials within Cheshire East.
- 3.3.2. ***Grants – up to a maximum award of £2,500***
- 3.3.3. The aim of this policy is to fund repairs and refurbishments to as many War Memorials as possible and so a maximum level has been fixed at £2,500. However, grants for more than £2,500 will be considered in exceptional circumstances where an Organisation can demonstrate a need. Such exceptional payments will be limited to a maximum total sum of £10,000. The Council will take into account factors such as the lack of availability/refusal of funding from other sources and the level of match funding. Decisions to make an exceptional payment will be made in accordance with the individual facts and circumstances of each case and will not set a precedent.
- 3.3.4. Examples of eligible works include:
- 3.3.5. Cleaning, under certain circumstances
- 3.3.6. Improving legibility of inscriptions
- 3.3.7. Like-for-like repairs
- 3.3.8. Professional condition surveys or structural reports by conservation professionals to inform future repair work
- 3.3.9. Replacement of lost elements integral to the design of the memorial when supported by historical evidence
- 3.3.10. Addition of names, where they can be sympathetically accommodated on the existing memorial

3.4. What cannot be funded

- 3.4.1. Organisations which hold substantial free reserves, including local branches of national or regional Organisations which hold free reserves that could be utilised;
- 3.4.2. Work which has already taken place before acceptance of the grant offer ;
- 3.4.3. Individuals;
- 3.4.4. General appeals, sponsorship or fundraising for national or local charities (including local branches) or other local organisations;
- 3.4.5. Events, outings or day trips;
- 3.4.6. Assistance with providing transport or travel expenses;
- 3.4.7. Refreshments and/or accommodation;
- 3.4.8. Loan against loss or debt;
- 3.4.9. Administration expenses i.e. postage, telephone, utilities etc.
- 3.4.10. Running Costs i.e gas, electricity, water, salaries, insurance etc.
- 3.4.11. Land purchase;
- 3.4.12. New war memorials;
- 3.4.13. Works to graves of any types;
- 3.4.14. Maintenance;
- 3.4.15. Inappropriate methods or materials;
- 3.4.16. Relocation, unless community support is evidenced and there is strong justification for the relocation;
- 3.4.17. Works to memorials under 15 years old unless in response to vandalism;
- 3.4.18. Soft landscaping;
- 3.4.19. Memorials which are not within the boundaries of Cheshire East.

3.5. Who can apply

To qualify for a grant Organisations must meet the criteria listed below:

- 3.5.1. Operate within the Cheshire East area or have legal responsibility for a War Memorial within Cheshire East;
- 3.5.2. Provide value for money
- 3.5.3. Be a voluntary or community organisation, registered charity, other not for profit organisation or a town or parish council;
- 3.5.4. Have a set of audited accounts, or as a minimum an Organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the Organisations financial position and its need for the assistance requested;
- 3.5.5. Have a constituted management committee with a signed Constitution;
- 3.5.6. Have appropriate safeguarding policies relevant to their Organisation where children, young people or vulnerable adults are involved, which must include a requirement that staff / volunteers must be cleared with the Disclosure and Barring service;
- 3.5.7. Have their own bank or building society account with two signatories;
- 3.5.8. Complete the application form in full, providing all required information.

3.6. Criteria for Funding

Priority will be given to applications for projects and activities which:

- 3.6.1. Increase number of planned events around the War Memorial;
- 3.6.2. Attract more participants/volunteers in the project;
- 3.6.3. Demonstrate that they have engaged the local community and have support for the project;
- 3.6.4. Demonstrate the potential to be sustained in the future;
- 3.6.5. Have funding contributions from the Organisations own funds and/or funding support from other bodies in place or promised;

3.7. General Conditions

- 3.7.1. Organisations must be able to prove that they have legal responsibility, or the owner's consent to complete works on the War Memorial;
- 3.7.2. The War Memorial must be in commemoration of the First World War;
- 3.7.3. Organisations must make contact with the Council's Heritage and Design Team to discuss the project, prior to submitting an application;
- 3.7.4. Grants are classed as one-off and should not be seen as repeat funding;
- 3.7.5. Unconditional Offers will be paid immediately and must be spent within the Commemoration Period;
- 3.7.6. Conditional Offers will be paid once conditions are satisfied and it is shown that all works will be completed prior to the end of the Commemoration Period. If conditions have not been complied with by six months prior to the end of the Commemoration Period it must be demonstrated that the works can still be completed within the time period. If these conditions cannot be met the Council may not pay the grant;
- 3.7.7. If planning permission and/or Listed Building Consent is required this must ideally be in place before the grant application is made but in any event formal consent must be in place within the timescales set out in any conditional grant offer made. The Council will ask for confirmation that planning permission / Listed Building Consent is not required, or that it is required and has been granted;
- 3.7.8. If the project is dependent on other factors (including but not limited to securing match funding or obtaining planning permission and/or Listed Building Consent) a Conditional Offer may be made subject to these conditions being met;
- 3.7.9. Organisations must be committed to and have policies on equalities and inclusion and in delivering the services or activity the Organisation must not unlawfully discriminate, directly or indirectly against any of the nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation;
- 3.7.10. Organisations must be able to participate in an ongoing monitoring process and provide monitoring information to evidence how the grant money has been spent and adherence to the conditions of the grant. This must include receipts or invoices and a written report of the project, plus photographs, on completion;
- 3.7.11. Organisations must acknowledge the support of Cheshire East Council in press releases, publicity and advertising etc;
- 3.7.12. The Organisation will allow Cheshire East Council to use details of the grant award, together with any relevant photographs supplied, in newsletters and on the Council's Website;
- 3.7.13. Expenditure incurred on the project prior to the grant offer or payment in accordance with the grant conditions set out in that offer will not be paid;
- 3.7.14. Organisations must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used;
- 3.7.15. The grant must only be used for the purposes specifically stated in the application form and project plan, should it be spent in any other way, without written approval from the Council, the Organisation may be asked to return some or all of the monies paid;
- 3.7.16. If the project is cancelled or only partially achieved, or if the Organisation is wound up, any unused grant money must be returned to the Council;
- 3.7.17. All conditions under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the Organisation being asked to repay the grant monies to the Council.

4. DECISION MAKING PROCESS

- 4.1. The War Memorial Grant applications will be considered following the closing date as set out at section 3.2.3.
- 4.2. Having assessed all applications a Recommendations Report is prepared for consideration by the Portfolio Holder at a public decisions meeting.

- 4.3. Following the public meeting, a decisions report is circulated to all elected members who must make any comments within five days (the “Call-in Period”).
- 4.4. Should any comments/objections be made during the five day Call-in Period a further public meeting is held to discuss the comments/objection(s) and adjust as necessary.
- 4.5. Special Conditions may be added in the recommendations report, by the Portfolio Holder following the public meeting and/or following comments received during the Call-in Period if considered necessary in order to ensure that the purpose of the grant funding is achieved.
- 4.6. If there are no objections (or after the follow up public meeting), the decisions will be treated as final and Organisations will be notified to inform them of whether they have been successful or not as soon as possible after the Call-in Period has ended and generally within six weeks after the closing date and a formal grant offer made.
- 4.7. Complaints about any aspect of the War Memorial Grant process will be dealt with under the Council's Corporate Complaints Procedure. A copy of the [Council's Corporate Complaints, Compliments and Suggestions Policy](#) is available from the Council's website.

5. MONITORING AND RECORD KEEPING

- 5.1. The Council will monitor the payment and use of the grant and ask for evidence to support application. Monitoring will take place throughout the lifetime of the individual project and reports and additional information must be supplied in accordance with timescales set out by the Council which may be subject to change from time to time;
- 5.2. The Organisation must allow reasonable access to premises/accounts upon request from the Council.
- 5.3. Organisations must retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 5.4. If Organisations do not supply the required monitoring reports and supporting information in full and within the set time scale they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same Organisation in the future.