

Restoring Community War Memorials Grants Program 2011-12

Application Guidelines

Veterans



1. What is the Restoring Community War Memorials Grants Program?

The *Restoring Community War Memorials Grants Program* supports communities in Victoria to ensure local war memorials and honour rolls are restored to their original condition or enhanced to reflect local communities' service history.

Since its inception in 2005, the Victorian Government has helped repair, restore and enhance more than 350 local war memorials and honour rolls across Victoria.

2. Why is the Victorian Government funding these grants?

The Victorian Government aims to commemorate, honour and support veterans in Victoria through a range of initiatives that promote understanding of the service tendered by veterans in war and peace. By ensuring that war memorials and honour rolls properly reflect the service of local communities and organisations, the sacrifices of Victoria's veterans can be honoured by both current and future generations.

3. Who can apply?

Any Victorian ex-service organisation, local council, school or community organisation may apply, provided that:

- applicants are based in Victoria and projects are funded for the benefit of Victorians
- the memorial or honour roll is on publicly accessible land
- the applicant is incorporated or has a legally constituted organisation to auspice the application.

Applicants are required to provide details of:

- any local heritage overlay protection on the memorial; and/or
- the owner of the land the memorial/honour roll stands on.

4. What are the funding details?

- Grants of up to \$10,000 per project are available. Only one application can be accepted for each war memorial or honour roll.

For preliminary information on this or any other grant program please 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).

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5. What types of activities might be funded?

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

- repairs to broken statues that form part of a memorial
- repairs to barriers and fences that surround and protect a memorial
- the rectification of sinking foundations
- re-lettering of honour rolls
- restoration of commemorative plaques that form an integral part of an 'Avenue of Honour'
- the installation of explanatory walls – (a written explanation that provides historical context about the memorial or 'Avenue of Honour' and its place in the community)
- the installation of additional plaques on existing memorials or additional names on existing honour rolls
- the provision of seating and paving around the immediate commemorative site
- the relocation of a memorial to its original position
- the relocation of a memorial where the current location poses safety risks.

It should be noted that organisations and communities are expected to contribute towards the project financially or through in-kind support.

6. What will not be funded?

The *Restoring Community War Memorials Grants Program* will not fund the following:

- commemorative halls or commemorative schools
- memorials to individuals or war graves
- the creation of new memorials or honour rolls
- restoration or preservation and display of wartime memorabilia unless it is an integral part of the community war memorial
- works that detract from the historical significance of the original memorial site
- projects that have already commenced or are complete
- applications that are submitted by commercial organisations
- projects that are the clear responsibility of an existing fund
- operational, management or wage costs (fees for the hire of skilled or professional labour for specialist restoration work are acceptable and are counted as a project cost)
- major equipment, such as vehicles or computers
- the replacement, removal or addition of any trees that comprise an 'Avenue of Honour'.



There are some important steps to consider before submitting an application to the *Restoring Community War Memorials Grants Program*.

Step 1: Check the detailed information contained in this guide to see if you/ your organisation and your proposed activity is eligible. Other important information about this grant program and the application process can be found at www.dpcd.vic.gov.au/home/grants/all-grants/restoring-community-war-memorials

Step 2: If you decide to apply, go to www.dpcd.vic.gov.au/home/grants/all-grants/restoring-community-war-memorials on the DPCD website. Make sure you have the information you need to apply, including required documents listed under the “Required Documents” section in these guidelines.

- To apply online, click on ‘Apply online’ to submit your application through My Grants. You will receive an Application Number when you submit an application online. Please quote your Application Number in all correspondence relating to your application.
- Alternatively, you can download the application form from www.dpcd.vic.gov.au/home/grants/all-grants/restoring-community-war-memorials Once complete, email the application form, along with any required documents to grantapplications@dpcd.vic.gov.au
- Ensure your application is submitted by 11:59pm on **Monday 30 January 2012**.

Further information for applying online

Submitting your application online through My Grants ensures it is received by DPCD immediately and can be processed in the most efficient way. If you need assistance with applying online, please call 1300 366 356 between 9am – 5pm weekdays.

Attaching required information

You can attach documents to your online application (eg. Word, Excel, PDF or JPEG) as long as they are in an acceptable file type and don’t exceed the maximum file size of 2mb. When you submit your application online check carefully to ensure all your attachments have been uploaded.

If you have documents to submit that cannot be attached to your online application, you can email them to grantapplications@dpcd.vic.gov.au, quoting your Application Number. Attach all documents to one email, zipping the files if required.

You can also send documents on a CD, quoting your Application Number, to: Department of Planning and Community Development, Community Investment Services, GPO Box 2392, Melbourne, Victoria 3001.

* Local Government Authorities must apply online.



7. Information you will need to provide as part of your application

Required documents

Assessment of applications may be delayed where mandatory required documents and/or project budget details have not been provided with the application. Please submit the following documents with your application.

- photo of the memorial or honour roll which clearly illustrates the need for restoration (**compulsory**)
- a quote from a reputable restorer or conservator for costs of work associated with the restoration of the memorial or honour roll (**compulsory**)
- a letter of support from the State Branch of the RSL (**compulsory for RSL Sub Branch applications**)
- a letter of support from the local government authority (**compulsory if the memorial/honour roll stands on public land**)
- a letter of support from the local RSL Sub Branch where one exists, or the State Branch of the RSL (**compulsory for applications from non ex-service organisations and local government agencies**).



8. How will applications be assessed?

Applications will be assessed using the questions **Why? What? How?** and **Who?**

Applicants must describe how their project will:

- restore the community war memorial or honour roll to its original condition
- enhance the experience for people attending commemorative services
- enhance memorials to properly reflect local communities' service history
- increase local community knowledge about the history and purpose of local memorials
- involve community participation at a local level which may include partnerships between ex-service organisations, local councils, local businesses, schools and other bodies.

9. What are the assessment criteria?

Why?

- Briefly describe why you want to do this project, including a description of the current condition of the memorial or honour roll. Include a photo illustrating the need for the restoration.

What?

- Briefly describe what you are going to do and clearly outline your project plan and costing.

How?

- Briefly describe how the project will improve the memorial. Where relevant, outline how the project will improve the experience of people attending commemorative services.

Who?

- Describe any consultation process you have undertaken with regard to the restoration work (for example, with a conservator, restorer or historian) and provide quotes for the proposed work.



10. What is the application process?

Applications must be submitted before midnight on **Monday 30 January 2012**. Late applications will not be considered. Receipt of applications will be acknowledged in writing or by automated response if the application is submitted online.

Applications may be submitted in the following ways:

- preferred method: online at **www.dpcd.vic.gov.au/home/grants/all-grants/restoring-community-war-memorials** (including any required documents)
- email: **grantapplications@dpcd.vic.gov.au**
- mail:
Community Investment Services
Department of Planning and
Community Development
GPO Box 2392
Melbourne Vic 3001

11. Conditions that apply to applications and funding

The following conditions will apply to projects that receive a grant:

- the grant recipient (or funds manager) must enter into a funding agreement with DPCD which sets out the conditions and reporting requirements
- the project must be completed within 12 months of entering the funding agreement. Any variation or extension to a project must be requested in writing and submitted to the Department of Planning and Community Development prior to implementation
- funds must be spent on the project as described in the application and any unspent funds must be returned to the Department of Planning and Community Development.



12. Acknowledging the Government's support and promoting successes

Successful applicants must acknowledge the Victorian Government's support through the provision of a grant from the *Restoring Community War Memorials Grants Program*. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity related publications, media releases and promotional material; and/or erection of a Victorian Government endorsed sign at the site of infrastructure activities.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Department's marketing materials.

13. Privacy

Any personal information about you or a third party in your application will be collected by the Department or a body within the Department, for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Information Privacy Act 2000 (Vic)* and other applicable laws.

The Department is committed to protecting the privacy of personal information. You can find the DPCD Privacy Policy online at www.dpcd.vic.gov.au/privacy. Click on the Privacy Statement link at the bottom of the page and then click on Department's Privacy Policy. Enquiries about access to information about you held by DPCD should be directed to the Department's Freedom of Information unit by phone (03) 9208 3112 or email foi@dpcd.vic.gov.au



14. Resources and additional information

For additional information regarding preparing and submitting your application please refer to “Tips to improve your grant application” which can be found on the grants website at www.dpcd.vic.gov.au/home/grants/all-grants/restoring-community-war-memorials or by contacting the Grants Information Line on 1300 366 356.

For a list of conservators or stonemasons which may be useful in planning your project refer to the Heritage Victoria website at www.dpcd.vic.gov.au/heritage/heritage-places-and-objects/Consultants-and-contractors

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