



# Memorials Grant Scheme

OCTOBER 2005

[www.memorialgrant.org.uk](http://www.memorialgrant.org.uk)

## Application Form

**PLEASE READ THE ACCOMPANYING GUIDANCE NOTES IN FULL BEFORE COMPLETING THIS FORM.**

Please send completed application forms and relevant documentation to:  
Memorials Grant Scheme, PO Box 609, Newport, South Wales NP10 8QD

Please quote this reference on all future correspondence relating to this application.

**Claim Reference (for office use only)** \_\_\_\_\_

In order to prevent delays when processing your application, please ensure that all relevant sections are completed. If you have any queries or doubts regarding eligibility of works, or require assistance on completing this form, please contact one of our operators on 0845 600 6430. This will be charged at the standard local rate.

### Section 1: Memorial Details

1. Is the memorial a structure?  
 Yes  No   
 If yes, please provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Is the memorial situated in the UK / Overseas?  
 UK  Overseas   
 Town: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Country: \_\_\_\_\_

3. Please provide exact details of where the memorial is located:  
 \_\_\_\_\_  
 \_\_\_\_\_

4. If claiming for maintenance or repair, when was the memorial erected?  
 \_\_\_\_\_

5. Does the memorial have at least 30 hours per week public access?  
 Yes  No

6. Which of the following does the memorial commemorate?  
 Person (s)   
 Animal (s)   
 An event

7. Please provide additional information (e.g. the person, animal or event):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Does the memorial bear a commemorative inscription?  
 Yes  No   
 Please provide details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## Section 2: Responsibility

9. Who is responsible for the memorial?
- Registered charity  *Please go to Q10*
- Faith group exempt from charitable registration  *Please go to Q13*

### **QUESTIONS 10-12 TO BE COMPLETED BY CHARITIES ONLY**

10. Name of registered charity:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
11. Registered charity number:
- \_\_\_\_\_
12. Registration date: \_\_\_\_\_

### **QUESTIONS 13 & 14 TO BE COMPLETED BY FAITH GROUPS EXEMPT FROM CHARITABLE REGISTRATION ONLY**

13. Name / address of faith group:
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- City: \_\_\_\_\_
- Postcode (if known): \_\_\_\_\_
14. Religion or denomination of faith group
- \_\_\_\_\_

## Section 3: Your Claim

15. Does the work relate to construction or renovation?
- Construction  Renovation
16. Please give a brief description of the works:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
17. Please provide dates for the works being claimed:
- Start date: \_\_\_\_\_
- End date: \_\_\_\_\_
- Ongoing: \_\_\_\_\_
18. Was the work carried out by a VAT registered contractor?
- Yes  No
19. Has the organisation with legal responsibility for the works agreed a reduced effective rate of VAT?
- Yes  No
- If yes, what effective net rate do you pay: \_\_\_\_\_
20. Has this been agreed with HMCR (Previously Her Majesty's Customs & Excise)?
- Yes  No
- If yes, please provide evidence of this agreement with your application, showing clearly the agreed rate applicable to the works.
21. Have previous claims been made under this scheme?
- Yes  No



## Section 6: Declaration

I certify that this application form has been completed in accordance with the regulations set out in the Guidance to the Memorials Grant Scheme, and that I have carried out the appropriate checks and found all the above information to be correct.

I agree that, where relevant, the information provided can be shared with English Heritage, Cadw, Historic Scotland or other providers of memorial grants.

I confirm that I have only included the element of work carried out after 16<sup>th</sup> March 2005 in this application, and that either the invoice or question 22 shows the basis of the calculation.

Signature: \_\_\_\_\_

Name (in capitals): \_\_\_\_\_

Post Held: \_\_\_\_\_

Date:     /     / 200

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### Footnote

This scheme is being administered by DCMS for the whole of the United Kingdom. The information will be held on computer and will be used to process applications, grants and to produce statistics. Some of this information may be shared with other grant-providing organisations such as English Heritage, Cadw, Historic Scotland or other providers of memorial grants.

Payment will generally be made within 2 months of the date of application. This will however be dependent on receiving a correctly completed application form, together with original supporting documentation, which fully details the work being claimed. In order to prevent delays when processing applications, please ensure the following are included with the claim:

- Original contractors VAT invoice to support all works being claimed.
- Details of works. (If the invoice does not detail all works upto the net amount being claimed, this detail must be provided in question 16).
- For invoices that cover work carried out before and after 16<sup>th</sup> March 2005, provide calculations to demonstrate the element of work carried out after 16<sup>th</sup> March 2005 if the invoice does not make this clear.
- For invoices that cover partly qualifying memorial / works and partly non-qualifying memorial / works, either the invoice or question 22, must be marked to show the eligible percentage being claimed.
- For VAT registered Charities or faith groups exempt from charitable registration, which pay an effective net rate less than 17.5%, evidence of the VAT rate agreed with HM Customs & Revenue.

**Please send completed application forms with supporting documentation to the following address: Memorials Grant Scheme, PO Box 609, Newport, South Wales, NP10 8QD**

