



Memorial Grant Scheme

Application Form

You will find it helpful to read the accompanying guidance notes in full prior to submitting your application. These notes are available to view or download from www.gov.uk/guidance/applying-for-a-memorial-grant

Please e-mail the completed application form and supporting documentation to: grants@memorialgrant.org.uk.

Alternatively, please post your completed application form and all supporting documentation to:
Memorial Grant Scheme, East Midlands Business Ltd, 5 Merus Court, Meridian Business Park, Leicester, LE19 1RJ

In order to prevent delays when processing your application, please ensure that all sections of the form have been completed.

If you have any queries or doubts regarding the eligibility of works or require assistance in completing the form, please contact the Memorials Grants Team prior to sending the form on **0800 500 3009**. Alternatively, please contact us by e-mail at: grants@memorialgrant.org.uk

IF COMPLETED BY HAND, PLEASE ENSURE THAT ALL FIELDS ARE COMPLETED IN CAPITALS

SECTION 1: CONTACT DETAILS

1. Is the memorial a structure? Yes No

Please provide details on the type of memorial (e.g. statue):

2. Where is the memorial located? UK Overseas

Town / city

County

Part of UK (select if UK)

Postcode

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

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



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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 or people

Animal(s)

Event(s)

7. Please provide additional information (e.g. the person or people and reason for commemoration):

8. Does the memorial bear a commemorative inscription? Yes No

Please provide details (e.g. the text of the inscription):

SECTION 2: RESPONSIBILITY

9. Is the organisation submitting the application a charity or an excepted faith group?

Registered charity

(please go to Q10)

Faith group excepted from registering as charity

(please go to Q13)

QUESTIONS 10-12 TO BE COMPLETED BY CHARITIES ONLY

10. Name of the registered charity:

11. Registered charity number:

12. Registration date:



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QUESTIONS 13 & 14 TO BE COMPLETED BY FAITH GROUPS EXCEPTED FROM REGISTERING AS CHARITIES ONLY

13. Name / address of faith group:

Name:

Address:

Town / City:

Postcode:

14. Religion or denomination of faith group:

SECTION 3: YOUR CLAIM

15. Does the work relate to construction or renovation (e.g. maintenance, repairs)?

Construction

Renovation

16. Please give a brief description of the works:

17. Please provide dates for the works you are applying for:

Start date:

End date:



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18. Was the work carried out by a VAT registered contractor? Yes No

19. Has the organisation with the legal responsibility for the works agree a reduced effective rate of VAT?

Yes No

If yes, what effective net rate do you pay?

20. Has this been agreed with HMRC? Yes No

If yes, please provide evidence of this agreement with your application, clearly showing the agreed rate applicable to the works.

21. Please complete the following for each invoice (refer to the guidance for help on completing this table)

| Date of invoice | Invoice reference number | Name of supplier | Net amount | VAT rate | % Eligible works reclaimable | Total amount claimed for this invoice |
|-----------------|--------------------------|------------------|------------|----------|------------------------------|---------------------------------------|
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |

Total amount of grant being claimed:

SECTION 4: YOUR PAYMENT DETAILS

22. Name of bank or building society:

23. Name of account holder:

24. Sort code:

25. Account number:

26. Please confirm that this account is authorised for official expenditure in connection with this memorial:

Yes No



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SECTION 5: NAMED CONTACT PERSON

27. The following contact should be used in all correspondence concerning the application:

Name:

Position (e.g. job title)

Contact address:

Postcode:

Daytime telephone number:

Email:

28. How did you find out about the Memorial Grant Scheme? (Optional)

SECTION 6: DECLARATION

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

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

I understand that the person countersigning may be contacted to verify the claim, if selected for audit.

SIGNATORY (charity or faith group submitting application)

Name:

Position held:

Signature:

Date:

COUNTER-SIGNATORY (organisation responsible for memorial)

Name:

Position held:

Signature:

Date:

Email address:

Telephone number:



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Footnote:

This scheme is being administered by East Midlands Business Ltd on behalf of DCMS for the whole of the United Kingdom.

Payment will be made quarterly in January, April, July and October of each year. 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 that the following are included with the claim:

- Contractors VAT invoice(s) to support all works being claimed.
- Details of works. (If the invoice does not detail all works up to the net amount being claimed, this detail must be provided in question 16).
- For invoices that cover work carried out before and after 16th March 2005, provide calculations to demonstrate the element of work carried out after 16th March 2005 if the invoices 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 excepted from registering as charities, which pay an effective net rate less than the standard rate, evidence of the VAT rate agreed with HMRC.
- Please ensure if submitting the application via email that you copy in the counter signatory.

Please send completed application forms with all supporting documentation to: **grants@memorialgrant.org.uk**

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