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| Restoring Community War Memorials and Avenues of Honour Grant Program |
| How to apply guide  **OFFICIAL** |

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Available at [Restoring Community War Memorials and Avenues of Honour Grant Program](mailto:https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-) <https://www.vic.gov.au/restoring-community-war-memorials-and-avenues-honour>

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# Introduction

This guide provides information and advice to help you apply for the Restoring Community War Memorials and Avenues (RCWMAH) grant program. It includes information about five common types of war memorials — stone memorials, honour boards, plaques, avenues of honour, and supporting architecture such as signs.

The guide will help you to consider the heritage values and material aspects of your memorial, and the appropriate approaches to its conservation and maintenance, when developing your application.

Eligible organisations can apply for either the Stage 1 (Planning) or Stage 2 (Implementation) funding categories. Applications for Stage 2 are more likely to be successful if Stage 1 has been completed but are not required to apply for a Stage 2 Grant.

# Stage 1 – Planning

* Up to $10,000 is available for each application.
* The funding is for assessing the current condition of memorials, for identifying underlying issues that may cause further damage and for planning of future works.
* The application can include acquiring documentation needed for some approvals (if applicable).
* The works must be completed within 6 months of receiving funding.
* Independent assessments are to be undertaken by a qualified contractor, such as a conservator, heritage consultant or consultant arborist.

# How to apply

**Step 1: Prepare supporting documents**

1. **Understand the history and significance of your memorial.**Search for a listing of your memorial. The [Victorian Heritage Database](https://vhd.heritagecouncil.vic.gov.au/) <https://vhd.heritagecouncil.vic.gov.au/> is home to the Victorian Heritage Register, which lists the state’s most significant heritage places and objects. It stores the records of some local heritage places, as well as places included in the Victorian War Heritage Inventory and the National Trust Register.

If you can’t find your memorial on the Victorian Heritage Database, you may want to search other websites such as [Monument Australia](https://monumentaustralia.org.au/themes/conflict) <https://monumentaustralia.org.au/themes/conflict> for background information or contact your local historical society. Please note that the Victorian Government cannot guarantee the accuracy of these other sources.

1. **Understand the issue or works needed and what type of assessment is required**

For listed heritage items (that is, listed in the Victorian Heritage Register or a local Heritage Overlay) or for works greater than $10,000 in value, one or two quotes from an experienced heritage consultant or appropriately qualified conservator or consulting arborist is required. You can propose one of the following reports:

* + Significance assessment
  + Conservation management plan
  + Condition report
  + Arboricultural assessment
  + Risk assessment
  + Tree maintenance plan
  + Tree management plan.

Speak to a relevant heritage professional to understand which type of report is best suited to your memorial. You can also find more information in [The Burra Charter](https://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf) <https://australia.icomos.org/members/2013-agm-special-resolutions/adoption-of-draft-burra-charter-2013/> and in the guide by the [Heritage Council of Victoria](https://www.heritage.vic.gov.au/__data/assets/pdf_file/0022/514273/Conservation-Management-Plans-Managing-Heritage-Places.pdf) <https://www.heritage.vic.gov.au/\_\_data/assets/pdf\_file/0022/514273/Conservation-Management-Plans-Managing-Heritage-Places.pdf>

* 1. For items that are not heritage listed, one or two quotes from an appropriately experienced and qualified conservator to prepare a**condition report**, or from a consultant arborist to prepare an **arboricultural assessment, risk assessment, tree maintenance plan**or**tree management plan**(for avenues of honour).
  2. Proposals or quotes are to include:
     + A scope of works and timelines
     + Permit costs (if applicable)
     + Itemised pricing
     + Relevant experience and qualifications of the proposed contractor.

1. **Photos and drawings**
   1. Include high-resolution photos and any necessary drawings, showing the existing condition of the memorial as a whole and showing damage, deterioration and any other issues. Include close-up and long-distance images and any draft designs (which may already be present in your formal report).
   2. If new plaques, signs or seating are proposed, provide measured drawings and (if possible) annotated aerial maps showing where these will be located with respect to the war memorial or avenue of honour.
   3. If the proposal involves relocating a memorial because this is the only practical means of ensuring its survival, include measured drawings and annotated aerial maps showing the original and new location.
2. **Advice and support**
   1. If the memorial or avenue of honour is on private land, you must obtain approval for the project in writing from the owner of the land. This is not required for applications from local councils.
   2. Include a letter of support from the local RSL (Returned & Services League) Sub-Branch (if one exists) or the Victorian branch of the RSL or another ex-service organisation.
   3. You may wish to discuss the project with Heritage Victoria if the memorial, honour board or avenue of honour is on the [Victorian Heritage Register](https://vhd.heritagecouncil.vic.gov.au/) <https://vhd.heritagecouncil.vic.gov.au/>.
   4. Bookings for free pre-application discussions with Heritage Victoria can be made online on the [Heritage Victoria website](https://www.heritage.vic.gov.au/permits-and-approvals/apply-for-a-permit) <https://www.heritage.vic.gov.au/permits-and-approvals/apply-for-a-permit>.
   5. You may wish to seek advice from your local council’s heritage advisor if the memorial or avenue of honour has a Heritage Overlay or other overlay. Contact your council if you are not sure about whether your memorial or avenue of honour is in an Overlay.

**Step 2: Apply online at the Grants Gateway**

To access the Restoring Community War Memorials and Avenues of Honour Grant Program stage 1 application form, you will need to log into the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login) <https://grantsgateway.dffh.vic.gov.au/s/login> and create a new account or log into an existing account.

Select the **Available Grants** tile and you will see a list of all grants available across Fairer Victoria, Engagement and Coordination. Find the Restoring Community War Memorials and Avenues of Honour Grant Program in the list and select apply.

Applications can be saved and finalised before the closing date. You should start the process early, so you have time to collate any documents needed.

If you have previously used the Grants Gateway via a different Victorian Government Department, log in using your existing account details.

If you are returning to a saved Veterans Grant application, you can find it under the **My Draft Applications** tile.

Once your application is submitted you will receive an application number, which you can use as a reference or to return to the Grants Gateway to look up your application under **My Submitted Applications**.

# Stage 2 – Implementation

* Up to $30,000 is available for each application.
* The funding is for works to memorials, honour boards, supporting architecture or avenues of honour.
* The application can include acquiring relevant heritage approvals (if applicable).
* The works must be completed within 18 months of receiving funding.
* Works are to be undertaken by experienced contractors who apply accepted heritage principles and methodologies.

# How to apply

**Step 1: Prepare supporting documents**

1. **Understand the history and significance of your memorial.**Search the [Victorian Heritage Database](https://vhd.heritagecouncil.vic.gov.au/) <https://vhd.heritagecouncil.vic.gov.au/> for a listing of your memorial. The Victorian Heritage Database is home to the Victorian Heritage Register, which lists the state's most significant heritage places and objects. It stores the records of some local heritage places, as well as places included in the National Trust Register and the Victorian War Heritage Inventory.

If you can’t find your memorial on the [Victorian Heritage Database](https://vhd.heritagecouncil.vic.gov.au/) <https://vhd.heritagecouncil.vic.gov.au/>, you may want to search other websites such as [Monument Australia](https://monumentaustralia.org.au/themes/conflict) <https://monumentaustralia.org.au/themes/conflict> for background information or contact your local historical society. Please note the Victorian Government cannot guarantee the accuracy of these other sources.

1. **Understand the issue or works needed and how they will be carried out**

Include one of the following assessment reports:

1. For heritage listed items (listed in the Victorian Heritage Register or a local Heritage Overlay), or for works greater than $10,000 in value, one or two quotes from an experienced heritage consultant or appropriately qualified conservator or consulting arborist. You can include one of the following reports:
   * Significance assessment
   * Conservation management plan
   * Condition report
   * Arboricultural assessment
   * Risk assessment
   * Tree maintenance plan
   * Tree management plan.

Speak to your relevant heritage professional to understand which type of report is best suited to your memorial. You can also find more information in [The Burra Charter](https://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf) <https://australia.icomos.org/members/2013-agm-special-resolutions/adoption-of-draft-burra-charter-2013/> and in the guide by the [Heritage Council of Victoria](https://www.heritage.vic.gov.au/__data/assets/pdf_file/0022/514273/Conservation-Management-Plans-Managing-Heritage-Places.pdf) <https://www.heritage.vic.gov.au/\_\_data/assets/pdf\_file/0022/514273/Conservation-Management-Plans-Managing-Heritage-Places.pdf>.

For items that are not heritage listed, one or two quotes from an appropriately experienced and qualified conservator to prepare a *condition report*,or from a consultant arborist to prepare an **arboricultural assessment, risk assessment, tree maintenance plan** or **tree management plan**(for avenues of honour). Any report must outline preferred methodologies for the project.

**Note: These documents may already be available from the Stage 1 – Planning round.**

1. **Photos and drawings**
2. Include high-resolution photos and any necessary drawings, showing the existing condition of the memorial as a whole and showing damage, deterioration and any other issues. Include close-up and long-distance images and any draft designs (which might already be present in your formal report).
3. If new plaques, signs or seating are proposed, provide measured drawings and (if possible) annotated aerial maps showing where these will be located with respect to the war memorial or avenue of honour.
4. If the proposal involves relocating a memorial because this is the only practical means of ensuring its survival, include measured drawings and annotated aerial maps showing the original and new location.
5. **Approvals**
   1. If the memorial or avenue of honour is on private land, you must include a letter from the owner of the land approving the project. This is not required for applications from local councils.
   2. Include a letter of support from the local RSL Sub-Branch (if one exists) or the Victorian branch of the RSL or another ex-service organisation.
   3. Include an approved Heritage Victoria permit if the memorial, honour board or avenue of honour is listed on the [Victorian Heritage Register](https://vhd.heritagecouncil.vic.gov.au/) <https://vhd.heritagecouncil.vic.gov.au/>.
   4. Include an approved council permit if the memorial or avenue of honour has a Heritage Overlay.

**Note: these documents may already be available from the Stage 1 – Planning round.**

1. **Itemised quote(s), two are preferable. The quote(s) needs to provide:**
   * A scope of works, including timelines
   * The proposed methodologies to be applied
   * Itemised pricing (including relevant project management fees and a minimum 10-15% contingency for escalating costs)
   * Relevant experience and qualifications of the proposed contractor.

**Step 2: Apply online at the Grants Gateway**

To access the Restoring Community War Memorials and Avenues of Honour Grant Program stage 2 application form, you will need to log into the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login) <https://grantsgateway.dffh.vic.gov.au/s/login> and create a new account or log into an existing account.

Select the **Available Grants** tile and you will see a list of all grants available across Fairer Victoria, Engagement and Coordination. Find the Restoring Community War Memorials and Avenues of Honour Grant Program in the list and select apply.

Applications can be saved and finalised at a later date. You should start the process early, so you have time to collate any documents needed.

If you have previously used the Grants Gateway via a different Victorian Government Department, log in using your existing account details.

If you are returning to a saved Veterans Grant application, you can find it under the **My Draft Applications** tile.

Once your application is submitted you will receive an application number, which you can use as a reference or to return to the Grants Gateway to look up your application under **My Submitted Applications**.

# Memorial types and common issues

## Stone memorials

### Common issues

* maintenance and monitoring
* weathering
* air pollution
* flood or fire damage
* biodeterioration
* salts
* graffiti, dirt and debris
* physical damage
* repointing
* incompatible materials
* changes in surrounding soil level
* inscriptions
* stone ruins

### Preferred methodologies

* Consult a specialist, such as a conservator or stonemason, for any works needed.
* Maintain and monitor stone memorials at least annually. For any high elements not visible from the ground, engage a specialist, such as a conservator or stonemason, to inspect the memorial safely.
* Ensure any works are done by a qualified contractor.
* Document any works with photographs and in writing.

### Key do’s and don’ts

* **Do** consult a specialist, such as a conservator or stonemason, for any works needed.
* **Do not** attempt to clean a stone memorial.
* **Do not** repair or reconstruct stone ruins.

## Plaques

### Common issues

* maintenance and monitoring
* changes in colour
* pitting of surface
* haziness in wax coating
* peeling or flaking of paint or lacquer
* vandalism
* dirt and deposits
* physical damage
* inappropriate repairs

### Preferred methodologies

* Maintain and monitor plaques at least annually.
* Treat plaque as a whole, including its mount and material it is attached to.
* Consult a specialist, for example a conservator, for any works needed.
* Ensure any works are done by a qualified contractor.
* Document any works with photographs and in writing.

### Key do’s and don’ts

* **Do** consult a specialist, such as a conservator, for any works needed.
* **Do not** attempt to clean, wax or lacquer a plaque.

## Supporting architecture

Supporting elements include signage and interpretive panels.

### Common issues

* deterioration over time
* fungal rot
* pest damage
* poor siting of signs
* visual impacts on the original memorial or avenue of honour
* physical impacts on the original memorial or avenue of honour
* interpretation may not reflect all that the community values about the memorial

### Preferred methodologies

* Maintain and monitor supporting architecture at least annually.
* Consult a specialist, for example a conservator or other qualified contractor, for any works needed.
* Ensure any works are done by a qualified contractor.
* Document any works with photographs and in writing.

### Key do’s and don’ts

* **Do** inspect signage at least annually to ensure they are legible and in good condition.
* **Do not** attach signage to memorials or existing buildings.
* **Do** seek advice from a relevant contractor (which may include the manufacturer or the company that installed the signage or panel) if repairs are required.
* **Do** consider sympathetic interpretive signage for avenues of honour that tells the history of the avenue and those who served from the local community. New signage should not hinder appreciation of the avenue or any original signage.
* **Do** retain all original signage (including name plates, plaques or signs for avenues of honour) where possible. Have the signage treated by a conservator if needed.
* **Do not** install new signage in locations that would obscure an original sign or memorial from view or compromise the setting of an avenue of honour.
* **Do not** install new signage in locations that would physically harm a memorial or avenue of honour.
* **Do not** excavate footings for signage in the structural root zone or tree protection zone of an avenue of honour tree.

## Honour boards

### Common issues

* setting
* retaining the integrity of original names
* deterioration of gilt lettering
* pest damage
* damage caused by humidity
* fungal rot
* light and heat damage

### Preferred methodologies

* Maintain and monitor honour boards at least annually. Use gentle cleaning methods and materials, such as very soft cleaning brushes or cloths.
* If an honour board can be dismounted from a wall, check the back for evidence of insects or insect damage, and for mould or mildew.
* Consult a specialist, such as a conservator, for any works needed, including treating insect damage, mould or mildew.
* Ensure any works are done by a qualified contractor.
* Ensure honour boards are displayed in a stable environment away from humidity and direct sunlight.
* Document any works with photographs and in writing.

### Key do’s and don’ts

* **Do** maintain and monitor honour boards at least annually.
* **Do** check for evidence of insects, mould, mildew or other deterioration.
* **Do** consult a specialist, such as a conservator, for advice regarding any works needed.
* **Do** install curtains if the honour board is exposed to direct sunlight.
* **Do** use traditional methods for re-gilding and re-lettering.
* **Do not** try to treat mould or mildew with commercial or domestic chemicals, including vinegar.
* **Do not** strip original lettering or varnish from historic honour boards.
* **Do not** use modern vinyl-cut letters on historic honour boards.
* **Do not** relocate an honour board away from its original location unless this is the only practical means of ensuring its survival.

## Avenues of honour

Avenues of honour are living memorials. They comprise living trees and can also include associated name plates, related monuments and memorials, signage, and seating or other elements.

Their composition is important. The avenues are generally linear and have regularly spaced trees, and may comprise uniform, alternate or mixed species. They generally consist of a double parallel row of trees, but some avenues of honour consist of single rows or multiple rows. In many avenues of honour, the original trees were planted mostly during or after World War I, with additional trees planted as an extension of the original avenue during or after World War II, so that the trees form two distinct groups.

Their setting and the spatial and landmark qualities of avenues of honour are also important

### Common issues

* ageing trees
* trees dying or not well maintained
* lost trees
* soil compaction
* pests and diseases
* urban development pressures
* road works
* impacts from installation of services
* lost or damaged name plates or plaques
* risk to an avenue associated with tree loss
* risk associated with hazardous trees
* storm events and other natural extreme weather events

### Preferred methodologies

**Stage 1 – Planning**

* Arboricultural assessment and/or mapping of the avenue of honour and its associated elements (name plates, memorials, signage, etc).
* Avenue of honour and individual tree risk assessments.
* Tree maintenance plans, for managing tree planting/replanting, tree risk, proactive tree maintenance, tree removal.
* Avenue of Honour Tree Management Plans.
* Heritage impact assessments.

**Stage 2 – Implementation**

* Tree risk management works.
* Tree maintenance programs.
* Tree removal.
* Tree replanting.
* Restoration or reconstruction of an avenue of honour.

### Key do’s and don’ts

* **Do** manage avenues of honour holistically and proactively.
* **Do** maintain and monitor avenues of honour regularly, in accordance with professional advice from a qualified arborist.
* **Do** protect, maintain and enhance the existing trees.
* **Do** consult a specialist, such as a consultant arborist for planning works (including for installation of new signage) and an operational arborist for implementing works, for any works needed.
* **Do** remove trees that are declining (trees with a low useful life expectancy), have hazardous defects or are inappropriate species.
* **Do** plant replacement trees so that the heritage significance of the avenue of honour is retained.
* **Do** ensure any works are carried out by a qualified operational arborist.
* **Do** document the avenue before carrying out any works, and document works with photographs and in writing.
* **Do not** make changes to an avenue of honour without first engaging with the community for whom the avenue of honour is important.
* **Do** **not** select replacement tree species (if like for like would be unsuitable) without first seeking professional advice on a suitable replacement and without input from the community for whom the avenue of honour is important.