

Community War Memorials Fund – File naming guide

The photos and supporting documents you provide to the Community War Memorials Fund (CWMF) are essential elements of your application.

Providing relevant, complete, and detailed documents is important, and so is identifying them clearly via the file name. A meaningful and easy-to-understand file name will help the CWMF's assessment panel members know what they are looking at and what part of your application it relates to.

The below guides have been prepared to assist you with naming your files.

Guide 1: Photo naming

We ask you to provide three types of photos with your application. Please rename your image files to explain what the photo shows and when it was taken.

Note: We recommend you review the NSW Government's [Guidelines for photographing war memorials](#) before taking your photos.

Photo type	Purpose	Example file name
Photo/s of the whole memorial	These should show your memorial in its full height and width, and from all sides (excluding wall mounted memorials).	Photo of the Anzac Memorial, north side, 15 January 2023
Photo/s of the memorial in its context/surrounding	These should show the memorial from a reasonable distance, so its setting is visible. For example, the whole wall an honour roll hangs on, or the section of park a monument stands in.	Photo of the Anzac Memorial looking north with surrounding park, 15 January 2023
Photo/s showing the current condition of the memorial and the areas where the proposed works are needed	These should focus on the areas of concern your project aims to address.	Photo of the Anzac Memorial, crack in north steps, 15 January 2023

Guide 2: Document naming

We ask you to provide a range of supporting documents with your application. Please rename your document files to explain what the content of the file is, who it's from and when it's from. We also recommend any documents are on letterhead, or clearly identify who the writer is.

Document type	Purpose	Example file names
Quote/s for the proposed works	You must provide at least one quote for each element of the proposed work with a clear breakdown of costs and proposed methodologies.	Quote from ABC Heritage for condition assessment, March 2023
Information about the relevant skills, experience, and qualifications of your selected consultants/contractors, including examples of their previous work	This could be a letter or email from your consultant/contractor including a written description and photographs to demonstrate their experience working on similar projects.	Introduction letter from ABC Conservators
Heritage advice or condition assessment	This relates to the written advice about your war memorial you have received from a specialist. Note: if your heritage advice was funded by a previous CWMF grant, it is expected you attach it to subsequent applications.	Heritage assessment by ABC Heritage, January 2023
Statement by a Supplier	This is only required if your organisation does not have an Australian Business Number (ABN). Refer to the ATO website for information.	Statement by a Supplier for ABC Historical Society
Additional supporting documents	You can attach additional documents at the end of the application form, such as research, specifications, drawings/plans, or budget information. You should use a file name that clearly describes the contents of the document and who wrote it.	Landscape plan by ABC Landscapes, January 2023 History of the memorial written by Council, 2023