How to Apply for a National Register Signage Grant

Introduction
Welcome. Over the next few pages, we provide step-by-step instructions for completing the online application process. We cover everything you need to know about our National Register Signage Grant Program, including:

✓ creating an account
✓ choosing the appropriate signage type for your location
✓ providing proof of the National Register of Historic Places designation
✓ completing your grant application

Getting Started
The first step is to visit our website, wgpfoundation.org, and navigate to the National Register Signage Grant Program webpage. Click the “Apply for Grant” button situated below the two paragraphs on the page.
Online Grant Application Portal

That button will take you to our online grant application portal where you can login with an existing account or create a new one by clicking the “Create New Account” button.

Please note, if your organization is already in our database, or you are not sure, please do not create an account. E-mail us at info@wgpfoundation.org or call us at 315-913-4060 and we will check your account status. This contact information is also available on our website.

Remember, the application portal webpage is where you will log into your account to work on a new grant application, or one already created and in draft.

Creating Your Account

After clicking the “Create New Account” button, provide your organizational information. An EIN/Tax ID number is required in order to create an account.

Fill out all fields (first and last name, title or position with the applying organization, email address and physical address). The email you use in this section will be your username and will be used for log in purposes. You will receive correspondence from us through this email, so please make sure it is an email that is checked often.
Check the box to confirm you are an Authorized Representative of your organization and may apply for the grant. Then create a password.

**Email Confirmation**

After completing these steps, you will see a confirmation page asking if you received an email confirmation. If this email is not in your inbox, check your junk or spam folder.

The email will be from administrator@grantinterface.com and the subject line will say: “William G. Pomeroy Foundation: Registration for Online Application.”

Be sure to add this email address to your contacts or “safe” list. Confirm the status of the email and click “Continue.”
Grant Application Portal Interface

The grant application portal interface is where you will select the National Register Signage Grant Program to begin your application.

When you are ready to start your application, click the blue “Apply” button in the upper right corner of that section.

Beginning Your Application

At the top of the application form, you will see your contact information, which you can edit if needed. Below your contact details, the first section of your application asks for your location’s name, alternative names and year it designated to the National Register.
Marker or Plaque Location Details

The next part of the application asks for the specific address where the roadside marker or bronze plaque will be installed. Additionally, you must provide details about what’s currently located at your proposed location. Include as much information about the site as possible, such as if there’s a building, cemetery, an intersection, etc.

Street Address
Provide the exact street address where the marker will be installed.

Location
Provide additional detail about address where the marker will be installed. Please be as specific as possible. For example: inside cemetery, in front of house, southwest corner of X Street and Y Avenue intersection.

This section also asks you to provide the name of the community, county/parish and state in which the National Register property is located, as well as the GPS coordinates in decimal form (latitude & longitude).

To locate the GPS coordinates, we recommend using Google Maps. When viewing your proposed location on the map, right click to call up a menu where the GPS coordinates are displayed at the top in decimal format.

City/Town/Village

State
Provide name of state the marker will be located in.

County/Parish
Provide name of county/parish the marker will be located in.

GPS Coordinates
Enter GPS Coordinates where the marker will be installed. To find correct coordinates, go to GoogleMaps.com and type in address. Right click on the red bubble within the map and select “What’s Here?” GPS coordinates will appear in the white box at bottom of screen.

Note that GPS coordinates must be provided in decimal degree format (ex. 43.0135, -76.1357). Incorrect GPS coordinates will delay the application from being processed.
**Property Type, Significance and Use**

In the next section, you will need to select the category that best represents your National Register location. Is it a building? Is it a district? Please choose an answer from the provided options.

You must also provide a short description of no more than 250 characters that describes the National Register property’s historical significance.

As you complete this section, please provide details about how the property is currently being used, what type of organization you are representing and what type of National Register signage is needed at the location. Applications for historic districts or sites only qualify for roadside markers.

Markers are 2’ x 3’ cast aluminum and are mounted to a standard 7” aluminum pole. Plaques are 9” x 13” in bronze. Upon grant acceptance, applicants may select between two different designs.
How Did You Hear About Us

We want to know how you or your organization heard about our National Register Signage Grant Program. Please select one of the available options or select “Other” if the available options don’t apply to you.

National Register Designation Proof

Next, please provide a copy of your official National Register designation letter. This document should be uploaded as a single PDF file. If you do not have a copy of the designation letter available, please contact us directly for assistance by emailing: info@wgpfoundation.org.

While documentation may also be mailed to our address, we encourage you to submit your documentation electronically.
Land Use Permission, Photo and Additional Uploads

A signed Land Use Permission letter and your IRS determination letter (for 501(c)(3) organizations only) is an important part of your application. The Foundation requires a letter signed by the landowner demonstrating that your organization has permission to install a marker or plaque on the site listed above (pending grant approval). If the land is owned by a municipality or another agency, have them use their official letterhead.

In addition to the permission letter, please upload a photo of the National Register location. If the location is in a historic district, then please provide a general area photo or a street view image. Please provide the best photo available, as this image may be used to illustrate the property on our interactive digital map once the marker or plaque has been granted and manufactured.

You may also upload additional documents related to the National Register property that supplements the information you have already provided.

Submitting Your Application

You must electronically sign your application by typing your full name. Then click the “Submit Application” button.
You will receive an email notification, like the one below, confirming that the Pomeroy Foundation has received your submission.

Thank you for submitting your application to the Pomeroy Foundation. We will contact you via email if additional information is needed.

Sincerely,

William G. Pomeroy Foundation
492 E. Brighton Avenue
Syracuse, NY 13210
315-913-4060
www.wgpfoundation.org

Application Review

Once all required materials have been submitted and your application is complete, it will move to the evaluation process. One of the Foundation’s research historians will reach out to you with any questions they may have and to assist you with getting your application in order prior to final review by the Foundation Trustees.

Final grant decisions will be sent via email. Decisions for National Register grants are typically made within 12 weeks following the grant deadline.

More Information

For program guidelines and eligibility, visit the National Register program webpage. If you need further assistance, please contact Christy Coon at info@wgpfoundation.org or 315-913-4060, Monday – Friday, 8 a.m. to 4:30 p.m. (EST).

Thank you for reviewing our guide on how to apply for National Register signage grant. Be sure to follow us on social media and subscribe to our emails. Click the “Receive Grant & News Updates” button on our website homepage to sign up.