

How to Apply for a Legends & Lore Marker Grant

Introduction

Welcome to our guide about how to apply for a Legends & Lore marker grant. In this document, we provide step-by-step instruction on:

- ✓ how to create an account in our online grant portal
- ✓ how to complete your grant application

Whether you're a wiz at online applications or a new beginner, we encourage you to use this document as a point of reference to help you along the way.

Getting Started

The first step is to go to our website, wgpfoundation.org, and navigate to the Legends & Lore webpage found under "Celebrate History." Once on the Legends & Lore page, click the yellow "Apply for Grant" button located directly below the first paragraph.



Online Grant Application Portal

Our online grant application portal allows you to login with an existing account or you may create a new one. If you don't have an account, click the "Create New Account" button.

POMEROY FOUNDATION [®] For History. For Life. [®]		
Logon Page		
Email Address*		
Password*	Welcome to the William G. Pomeroy Foundation Online Grant portal!	
Log On Create New Account	New Users: Click on the "Create New Account" tab to register and create your password.	
Forgot your Password?	Existing Users: Enter your credentials to login.	
	Not Sure? If you or someone else at your organization has already registered, DO NOT CREATE A NEW ACCOUNT. Please contact us at info@wgpfoundation.org to request your registered email address.	

**Please note, if your organization is already in our database, or you are not sure, do not create an account. Check with us first by emailing us at <u>info@wgpfoundation.org</u> or call us at 315-913-4060. This contact information is also available on our website.

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

Creating Your Account

Click the "Create New Account" button and provide your organizational information, including your EIN/Tax ID Number. The EIN/Tax ID number is required in order to create an account.

Enter your information, including fields such as your name, title or position with the applying organization, email address and physical address. The email you provide in this section will also serve as your username for future log ins. Foundation correspondence will be sent to this email, so please make sure it is an email account that is regularly monitored.

Create New Account	
If you already have an Account, click the 'Cancel Account Creation' button to go to the Log	ion page
🛆 Using the browser's back button will delete your registration information.	
(i) This registration process has multiple steps you must complete before you can apply	
Fields with an asterisk (*) are required.	
Organization Information	
Organization Name*	EIN / Tax ID (##-#######)*
1	
Web Site	Telephone Number (###-#### x###)*
Organization Email	Address 1*
Address 2	City*

Check the box to confirm you are an Authorized Representative of your organization and may apply for the grant. Then create a password.

Authorized Representative	
Are you authorized to apply for this grant?* Yes No	
< Previous	Next >
Password	

Email Confirmation

After completing these steps, you will see a confirmation page asking if you received your 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

Once in the application portal interface, select the Legends & Lore Marker Grant Program to begin your application.

Click the blue "Apply" button in the upper right corner of the section.



Beginning Your Application

Now you are inside the online application.

At the very top, you will see contact information for you and your organization. You can make edits to that information any time by clicking either of the pencil icons.

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Contact Info Request			
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our Email Address		00-0000000	
00 E. Brighton N/A		000 E. Brighton	
syracuse, NY 13210	Contact Email History	Syracuse, NY 13210 Onondaga	
 If your organization information does not 	appear correct, please click the edit (pencil)	icon.	
Application			Duestion Liv
Fields with an estavish (#) are required			

Below the contact information is a section titled "Designated Property Information." Be sure to carefully read all of the introductory instructions and guidelines at the beginning of this section. There's several important points that you should keep in mind.

	Question List
(i) Fields with an asterisk (*) are required.	
✓ Designated Property Information	
MARKER INSCRIPTION DETAILS - PLEASE READ	
Foundation Guidelines for Marker Inscription and Style	
•Uppercase is used for all lettering.	
• "CA," is substituted if "circa" requires abbreviation.	
• All twe lines of text must be utilized.	
Do not include your agency name in marker text unless the agency is focus of marker text.	
Marker Manufacturer Inscription Requirements	
•One Title Line: 15 characters per line maximum	
Five Body Lines: 27 characters per line maximum	
Spaces and punctuation marks count as 1 character each	

Inscription Guidelines

Follow the inscription guidelines and fill out your proposed marker inscription text.

PROPOSED MARKER INSCRIPTION
Title Line - 15 Characters per line*
Five Body Lines - 27 Characters per line*
Line 1
Line 2*
Line 3*
Line 4*
Mandatory Credit Line: Each Legends & Lore marker includes two credit lines below the inscription. The first line features the name of the Foundation's state folklore partner. The second line lists the Foundation's name followed by year granted.

The title line allows for 15 characters and the five lines of body text can have 27 characters each, including spaces and punctuation. In the photo on the right, the title line is "ALDERSON LION" and the five lines of body text are directly below it.

Each Legends & Lore marker also includes two mandatory credit lines below the inscription for the Foundation and state folklore partner, which in this case is the West Virginia Humanities Council. Do the best you can writing your proposed inscription, but know Foundation staff will be able to assist you with wording.



At the end of this section, you must also type in the title of your Legends & Lore marker again.

Proposed Marker Location

In the next section, add details about the location where the marker will be installed. This includes the street address, name of the city, town or village, zip code, etc. You will also be asked to include a description of what's located at that site today. That means additional details about the specific address.

For example, is the marker being installed in front of a house, at a cemetery, or on the southeast corner of an intersection? Be specific.

treet Address*
Provide the exact street address where the marker will be installed.
ocation*
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.
250 characters left of 250

Marker Location - Additional Information

In the second part of the location section, enter the proposed marker site's GPS coordinates (latitude and longitude) in decimal degrees. Include the name of the county or parish and the name of the state. 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. For example, the GPS coordinates for the Alderson Lion marker are: 37.725382, -80.6411498

In this section, you will also describe why this site was selected for the marker.

CPS Coordinates
GFS Economizates 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. 43.0138, -76.1357). Incorrect GPS coordinates will delay the application from being processed.
Latitude*
Longitude*
County/Parish*
Provide name of county/parish the marker will be located in.
State*
Provide name of state the marker will be located in.
Why was this site selected for marker installation?*

Describe Your Folklore or Legend

As you continue the application, in one or two paragraphs, describe the legend or folklore story associated with your proposed marker inscription.

You'll have an opportunity to upload supporting documents later in your application. At this stage, there's only a few steps left in completing your online application.

Legends	&	Lore*	
Legenus	OX.	LUIE	

In one or two paragraphs, describe the legend or folklore story associated with your proposed marker inscription. You may upload any supporting documents, sources or references further below.

1,000 characters left of 1,000

Providing Applicant Information

Next, indicate what type of organization you represent and how you first heard about the Pomeroy Foundation. Please select one of the available options or add your own description of how you heard about us, if those first options don't apply.

What type of organization are you with?* Academic Institution Historical Society Municipality 	
○ Other	
If other, please describe.	
How did you hear about this program?*	
College/University	
O Conference/Meeting	
 Historian 	
 Historical Society 	
 Media (Newspaper/TV/Radio) 	
O Pomeroy Foundation	
 State Folklore Organization 	
 Other (please be specific) 	
If other please describe	

Land Use Permission Letter

Now you will be asked to provide a signed Land Use Permission letter and your IRS determination letter. Note that the IRS letter is for 501(c)(3) organizations only.

The Foundation requires a letter signed by the landowner demonstrating that your agency, pending grant approval, has permission to install a marker on the selected site. If the land is owned by a municipality or another agency, please have them use their official letterhead.

The land permission letter may be concise as long as it includes the required information. Below is a screenshot from the online application, which provide a sample letter for you to work from.

Please note, before installing your marker, be sure you are following all of your state's guidelines around digging and excavation.

✓ Required Documents
LAND PERMISSION LETTER The Foundation requires a letter signed by the landowner demonstrating that your agency has permission to install a Legends & Lore marker on the site listed above (pending grant approval). If the land is owned by a municipality or another agency, please have them use their official letterhead. Letter example below:
(Date) I, (Property owner name), own the property at (address) and I give (Agency name) permission to install a Legends & Lore marker on my property should they receive funding from the William G. Pomeroy Foundation. Sincerely, (Property owner's signature)
If unable to upload a document, please mail the required documents to the address below. Include name of applying agency.
William G. Pomeroy Foundation 492 E. Brighton Avenue Syracuse, NY 13210

Uploading Documents

Here you will indicate how you will be providing your required documents. Please note, uploading documentation is strongly preferred. While mailing physical documents to our office is permissible, most applicants choose to upload and submit them online.

Successful applicants include supporting documents in their application which demonstrate their proposed inscription is a valid example of a legend or folklore according to criteria as stated on our website. Be sure to provide scanned copies of documents, not just indexes or citations. Applications submitted without supporting documentation are less likely to be approved.

There are two locations in the application where you can upload files. The main file upload allows up to 65 megabytes with an additional upload of up to 27 megabytes. Please note, if your files are individual or multipage PDFs, you must combine them using a "combine pages" feature available on software such as Adobe Acrobat or PDFsam, or by using the Preview app on your Mac. You may also compile legible and clearly marked screenshots in a Word Doc. Another option is to add your individual files into a single zipped folder that you may upload.

How will you s	submit required documents?*
○ Mailing	
○ Uploading	
Legends & Lo	re Supporting Documents
Upload support	ting documents, sources or references you have.
Upload a file	[65 MiB allowed]
Additional doo	cument upload
Upload a file	[20 MiB allowed]
Permission Le	tter
Upload a file	[3 MiB allowed]

Submitting Your Application

Lastly, you must electronically sign your application by typing your full name. Then click the "Submit" button.

 Agreement and Electronic Signature 	
By entering my name below, I certify to the bes to this organization, then the proceeds of that g	t of my knowledge, that all information included in this application is correct. The tax exempt status of this organization is still in effect. If a grant is awa grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.
Signature (type in full name)*	
Title*	
Date*	
	Saue Application Statemit App

You will receive an email notification confirming that the Pomeroy Foundation has received your submission. Here's what your notification message will say.

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Application Review

Once all required materials are received, your application is complete and will be moved into the evaluation process where it will be reviewed by one of the Pomeroy Foundation's professional folklore consultants. The folklore consultant will reach out to you with any questions or concerns they have and assist you to get your application in the best possible order prior to final review by the Foundation Trustees. The Legends & Lore partner organization in your state will review the application before it's shared with the Trustees.

It is common for a proposed inscription to be further edited – with your assistance – for maximum clarity. Final grant decisions will be sent via email. Decisions are typically made within 4-6 weeks following the grant deadline. There are two Legends & Lore grant rounds each year and important deadlines are posted on the Foundation's website, wgpfoundation.org.

More Information

For program guidelines, eligibility, important dates, and how to apply, visit the <u>Legends & Lore</u> <u>marker program webpage</u>. If you need further assistance, contact Christy Coon at <u>info@wgpfoundation.org</u> 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 a Legends & Lore marker 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.