



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

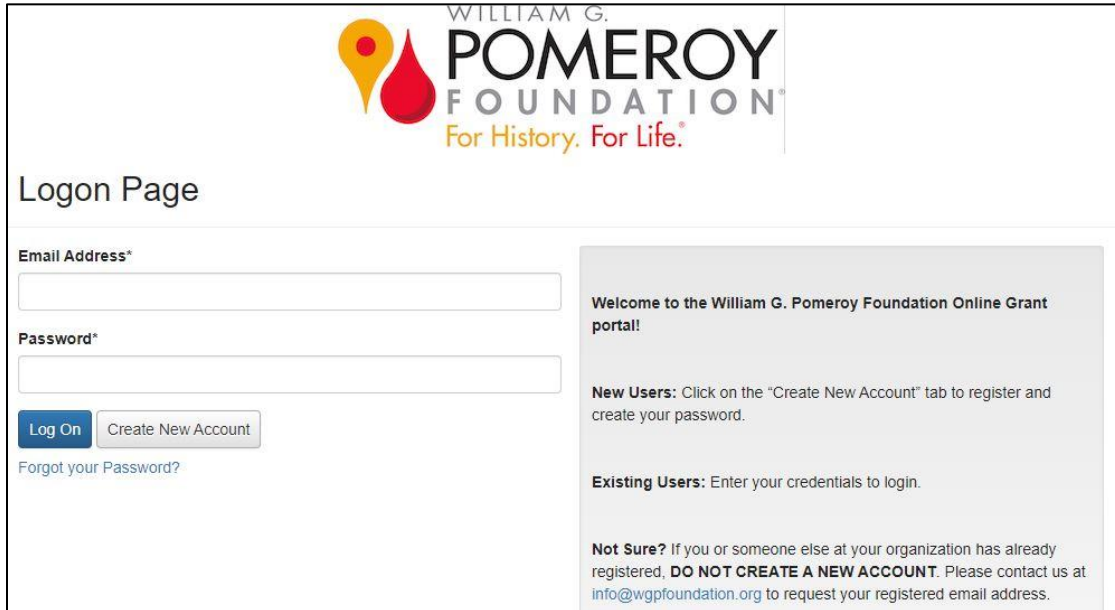
Getting Started

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.

A screenshot of the William G. Pomeroy Foundation website. The header includes the foundation's logo and navigation links: "Who We Are", "Celebrate History", "Beat Blood Cancer", "Grants", and "News & Events". The main heading is "National Register Signage Grant Program". Below this are two tabs: "About" and "FAQ". The "About" tab is active, showing a photograph of a brown historical marker for Olive Branch High School. The marker text reads: "OLIVE BRANCH HIGH SCHOOL HAS BEEN PLACED ON THE NATIONAL REGISTER OF HISTORIC PLACES IN 2009 BY THE UNITED STATES DEPARTMENT OF THE INTERIOR WILLIAM C. POMEROY FOUNDATION 2019 212". To the right of the photo, there is explanatory text about the National Register of Historic Places and a paragraph about the foundation's role in providing grants for signage. At the bottom right, there is an orange button labeled "Apply for Grant".

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.



The screenshot shows the login page for the William G. Pomeroy Foundation. At the top is the foundation's logo, which includes a stylized orange and red drop icon and the text "WILLIAM G. POMEROY FOUNDATION For History. For Life." Below the logo is the heading "Logon Page". On the left side, there are two input fields: "Email Address*" and "Password*", each followed by a "Log On" button. To the right of these fields is a "Create New Account" button. Below the "Log On" button is a link that says "Forgot your Password?". On the right side of the page, there is a grey box containing the following text: "Welcome to the William G. Pomeroy Foundation Online Grant portal!", "New Users: Click on the 'Create New Account' tab to register and create your password.", "Existing Users: Enter your credentials to login.", and "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, 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.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon 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 (##-#####)* |
| 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?* | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| <input type="button" value="Previous"/> | <input type="button" value="Next"/> |
| 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.

National Register Signage Grant Program

Accepting Submissions

Apply



NATIONAL REGISTER SIGNAGE GRANT PROGRAM

This program commemorates public properties or districts that are listed on the National Register. At this time, funding is not available for private residences or commercial properties.

When you're ready to start your application, click the "Apply" button directly **"above"** these instructions on the right.

Helpful Links:
<http://www.nps.gov/nr/>


Preview

Send to GrantHub

Special Interest Grant Program

Accepting Submissions

Apply



SPECIAL INTEREST GRANT PROGRAM

A limited number of grants are made available to programs & projects that align with the Foundation's mission.


When you're ready to begin the process, click the "Apply" button directly **"above"** these instructions on the right.

Preview

Send to GrantHub

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.



Apply

Organization History

Application

Question List

Fields with an asterisk (*) are required.

Designated Property Information

Historic Name*

Provide the exact name of the property as listed on the National Register.

Other Names

List any other names by which the property is or was known.

Year of Designation*

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. <input type="text"/> |
| 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. <input type="text"/> |
| 500 characters left of 500 |

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* <input type="text"/> |
| State* Provide name of state the marker will be located in. <input type="text"/> |
| County/Parish* Provide name of county/parish the marker will be located in. <input type="text"/> |
| 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. 43.0138, -76.1357). <i>Incorrect GPS coordinates will delay the application from being processed.</i> <input type="text"/> |

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.

Category of Property*
Indicate the category of your designated property. [Click here](#) to view category descriptions.

☐ Building
☐ District
☐ Object
☐ Site
☐ Structure

Historic Significance of the Property*
In one sentence or less, describe the historic significance of the property.

250 characters left of 250

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.

Current use of the Property*
In one sentence or less, describe the current use of the property.

Type of organization*
☐ Historical Society
☐ Municipality
☐ Other

If other, please describe.

Type of Signage Requested*
If your property is a building, structure or object, indicate if you prefer a 9" x 13" plaque or free-standing 2' x 3' roadside marker.

NOTE: Sites and Historic Districts qualify for roadside markers **only**.

☐ Plaque
☐ Roadside Marker

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.

▼

How did you hear about this program?*
☐ Conference/Meeting
☐ Historian
☐ Historical Society
☐ Media (Newspaper/TV/Radio)
☐ Pomeroy Foundation e-mail
☐ Pomeroy Foundation Postcard Mailing
☐ Other (please be specific)
If other, please describe

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.

▼ Required Documents

If you do not have the ability to upload a document, please submit required documents to the following address. Be sure to include the name of applying agency.

William G. Pomeroy Foundation
492 E. Brighton Avenue
Syracuse, NY 13210

How will you submit required documents?*

☐ Mailing
☐ Uploading

Official Designation Letter

If you cannot locate your National Register designation letter, contact us at info@wgpfoundation.org or 315-913-4060.

[2 MiB allowed]

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.

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

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.

Land Permission Letter

The Foundation requires a letter signed by the landowner demonstrating that your agency has permission to install a National Register 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 National Register marker on my property should they receive funding from the William G. Pomeroy Foundation.
Sincerely,
(Property owner's signature)

Upload a file [8 MiB allowed]

Photograph

Upload a photo of the property. If applying for a historic district marker, please provide a street view or general area photo. Photos submitted may be published to our [Marker Map](#) webpage once your plaque/marker is manufactured.

Upload a file [10 MiB allowed]

Additional/Option Upload

Upload a file [10 MiB allowed]

Submitting Your Application

You must electronically sign your application by typing your full name. Then click the "Submit Application" button.

