



How to Apply for a Pomeroy Foundation NYS Historic Marker Grant

Introduction


Welcome to our guide about how to apply for a New York State historic marker grant.


Over the next few pages, we provide step-by-step instructions about completing the entire online application process. We cover everything you need to know in three parts:


- ✓ how to create an account
- ✓ what is a letter of intent and how to submit it online
- ✓ how to complete your grant application

Getting Started

The first step is to visit our website, wgpfoundation.org, and navigate to the New York State Historic Marker Program webpage. Click the “Apply Now” button situated below the first two paragraphs on the page.



[Who We Are](#) [Celebrate History](#) [Beat Blood Cancer](#) [Grants](#) [News & Events](#) 



One of the William G. Pomeroy Foundation's core initiatives is to help people celebrate their community's history. The Foundation strongly believes that historic markers play an important role in local historic preservation by serving a dual purpose. They educate the public and foster historic tourism, which in turn can provide much needed economic benefits to the towns and villages where the markers are placed. The program also fills a gap, as New York State stopped funding their roadside markers in 1939.

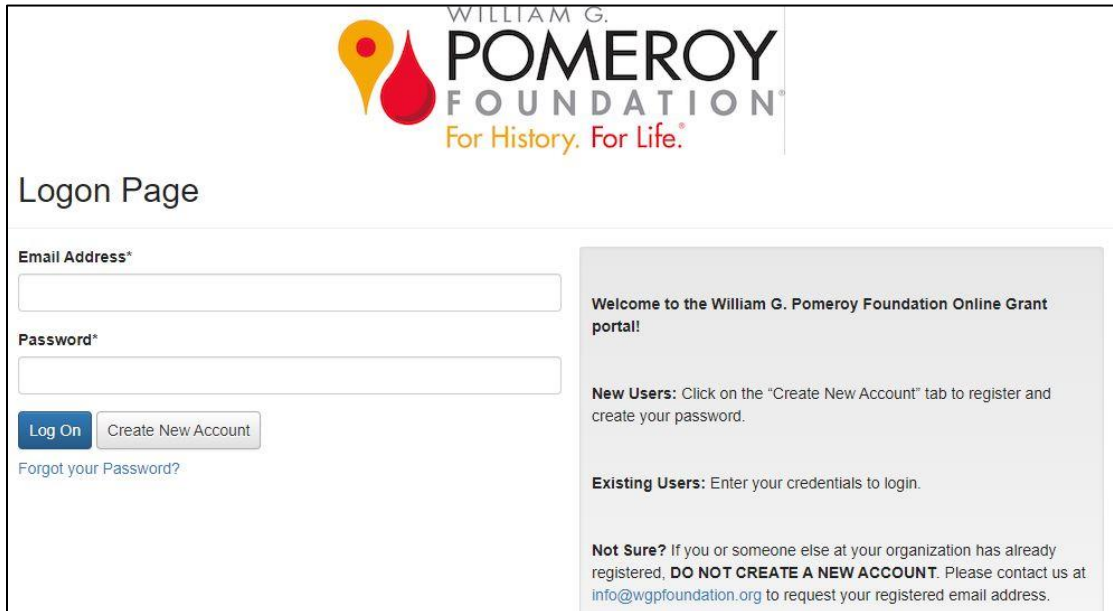
Our New York State Historic Marker Grant Program commemorates historic people, places, things or events within the time frame of 1740-1922. Since 2006, the Foundation has funded more than 800 markers in 59 New York State counties.

For an instructional guide on how to apply, click here: [How to Apply](#)

Ready to apply? Click here: [Apply for Grant](#)

Online Grant Application Portal

That button links you to our online grant application portal where you can login with an existing account or create a new one. If you don't have an account, click the "Create New Account" button.



The screenshot shows the login page for the William G. Pomeroy Foundation. At the top is the logo, which consists of a stylized orange and red drop icon next to the text "WILLIAM G. POMEROY FOUNDATION" and the tagline "For History. For Life." below it. The page title "Logon Page" is displayed. On the left, there are two input fields: "Email Address*" and "Password*", each with a corresponding text box. Below these fields are two buttons: "Log On" (in blue) and "Create New Account" (in grey). A link "Forgot your Password?" is located below the "Log On" button. On the right, a grey box contains 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. Check with us first by emailing us at info@wgpfoundation.org 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

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

Continue filling out your account information, including fields such as 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 the email you will log in with. It represents your username. 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 (##-#####)*
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Web Site	Telephone Number (###-###-#### x###)*
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Organization Email	Address 1*
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address 2	City*
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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 >

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

The grant application portal interface is where you will select the NYS historic marker 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.

The screenshot shows the Pomeroy Foundation website's grant application portal. At the top, there is a navigation bar with the Pomeroy Foundation logo, a home icon, and links for 'Apply' and 'Organization History'. Below the navigation bar, a message says 'Please scroll down to view all grant programs.' The main content area features two grant programs. The first is the '2021-2022 Regions 1-3 Historic Marker Grant Program', which is currently 'Accepting Submissions'. It includes an image of a historic marker for 'WM. H.H. CROSIER' and text explaining the program's purpose and a 'MARKER LIMIT' of five markers per grant round. The second program is the 'National Register Signage Grant Program', also 'Accepting Submissions', featuring an image of a historic marker for 'Hiram Hubbard House'. Both sections include an 'Apply' button in the top right corner. At the bottom of the first section, there are links for 'Preview' and 'Send to GrantHub'.

POMEROY FOUNDATION
for History for Life

Apply Organization History

Please scroll down to view all grant programs.

2021-2022 Regions 1-3 Historic Marker Grant Program Accepting Submissions Apply

NYS HISTORIC MARKER GRANT PROGRAM

Please note, the online letter of intent (LOI) is now a required part of the application process. Your LOI must be submitted and approved by Foundation staff in order to access the grant application. LOI deadline is 5/23/2022.

This program commemorates historic people, places or things within the time frame of 1740-1922. Before you apply, we encourage you to click here to visit our Historic Roadside Marker Program page for guidelines and helpful hints.

MARKER LIMIT
Applicants cannot apply for more than five (5) markers per grant round.

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

Preview Send to GrantHub

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/nri/>

Letter of Intent

You are now in your online letter of intent form, also known as the LOI.

The LOI is a required first step of the application process. In the LOI you will enter your proposed marker inscription, as well as list the primary sources you will provide in your application to verify the historical accuracy of your desired text.

Please note, your LOI must first be submitted and approved by Foundation staff in order to access the grant application.

At the top of the LOI, you will see your contact information, which you can edit if needed. Read all of the instructions and guidelines carefully as you fill out the application. You will be asked to acknowledge that you have read the guides for NYS marker criteria and primary source documentation.

LOI Guidelines

After you have reviewed the guidelines, make sure to check the boxes indicating you have done so.

Primary Sources

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 five lines of text must be utilized.
- A date, year or span of years for context must be included.
- 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

ACKNOWLEDGEMENTS - PLEASE READ:

Be sure to read [Criteria Overview for New York State Historic Markers](#) and [Proving NYS Marker Inscriptions with Primary Sources](#) prior to submitting this LOI.

I ACKNOWLEDGE THAT I REVIEWED

☐ Overview for New York State Historic Markers

☐ Proving NYS Marker Inscriptions with Primary Sources

Please follow the inscription guidelines and fill out your proposed marker inscription text.

Remember, the title line allows 15 characters and the five body lines can have 27 characters each, including spaces and punctuation. Do the best you can writing your proposed inscription, but know Foundation staff will be able to assist you with wording.

Historic Roadside Marker Program - 15 Characters*

Provide the title (first line) of your proposed historic marker.

TIMBUCTOO

5 Body Lines - 27 characters each

Line 1

LYMAN EPPES & OTHER BLACK

Line 2*

NEW YORKERS SETTLED NEARBY

Line 3*

TO JOIN 1846 VOTING RIGHTS

Line 4*

"SCHEME OF JUSTICE" EST. BY

Line 5*

ABOLITIONIST GERRIT SMITH

Mandatory Credit Line below inscription

WILLIAM G. POMEROY FOUNDATION (YEAR)

Proposed Marker Site

The next part of this section asks what's currently located at your proposed marker site. Provide details about the site, such as if there's a building, a park, an intersection, etc.

Listing Your Primary Sources

A list of the primary source documentation you will provide once you've been approved to move to the application stage is required. Please note that for the LOI only the list is needed, not the actual documents.

Cite only primary source materials that support each of the facts as proposed in your marker text. In the screenshot below, we are using the "Timbuctoo" marker as an example. If you need further assistance, please review our guide about primary source documentation.

The screenshot shows two text input fields from a web form. The first field is titled "What is on the site now?" and contains the text "Nature preserve land within the Adirondacks." Below the field is a green status bar indicating "455 characters left of 500". The second field is titled "Primary Sources*" and contains a list of sources: "Town of Elba tax records", "Census records", "Deeds from Gerrit Smith", "Speech by Gerrit Smith", and "Newspaper article from the time". Below this field is another green status bar indicating "1,382 characters left of 1,500".

When you have completed all of the fields, click the blue "Submit LOI" button in the lower right.

The screenshot shows the bottom of the form. On the left, a red circle with an exclamation mark is followed by the text "MARKER INSCRIPTION DETAILS - PLEASE READ is Required". Below this, a list of requirements is shown: "Historic Roadside Marker Program - 15 Characters is Required", "is Required", "Line 2 is Required", "Line 3 is Required", "Line 4 is Required", "Line 5 is Required", "What is on the site now? is Required", and "Primary Sources is Required". At the bottom left is a button labeled "Abandon Request". At the bottom right are two buttons: "Save LOI" and "Submit LOI".

LOI Approval Notification

You will be notified by email once your LOI is reviewed by Foundation staff. If approved, login to the grants portal where you created your account to start working on your New York State marker grant application. You will see a “Summary” screen with your application in draft. Click the pencil and paper icon on the right to begin your application.

Request Summary



TIMBUCTOO

Process: 2021-2022 Regions 1-3 Historic Marker Grant Program

Contact Info

Request

Current Status: Application Draft

STAGE	STATUS	INITIAL SUBMISSION	LAST MODIFIED	
 LOI	Submitted	05/20/2022	05/20/2022	
 Application	Assigned		05/20/2022	

Beginning Your Application

Once you have read the instructions at the top, fill out the fields for your marker inscription just as you did for your LOI. Include any requested changes to the wording made by Foundation staff to help improve your inscription.

Location Information

Next, provide location information about where the marker will be installed. This includes a full street address, name of the city, town or village, as well as GPS coordinates in decimal format (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.

Street Address*

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

City/Town/Village*

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). Incorrect GPS coordinates will delay the application from being processed.

Latitude*

Longitude*

What is on this site today? (i.e. field, house etc.)

What's Located at the Proposed Site?

The next three fields ask for descriptions of what's located at the installation site today, additional details about the specific address (for example, the names of the streets if it's located at an intersection), and why the marker is being installed at this location.

Examples may be that it's the home of the person being commemorated, or the person commemorated is buried in this cemetery, or the building is commemorated on the marker, etc.

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.
<div></div>
Why was this site selected for marker installation?* Please list why the marker is being installed. Ex. home of person being commemorated, person commemorated is buried in this cemetery, site of former building commemorated on marker, etc.
<div></div>
250 characters left of 250
In one or two sentences, describe what is being commemorated*
<div></div>

Describe the Historical Significance

Next you will describe the historical significance of the subject being commemorated. Please do this in 250 characters or less.

✓ 200 characters left of 200
Historic Significance* Briefly describe the historic significance of your proposed marker in 250 characters or less.
<div></div>
250 characters left of 250
▼ Applicant Information
Type of organization.* <input type="radio"/> Historical Society <input type="radio"/> Municipality <input type="radio"/> Other
If other, please describe.
<div></div>

Providing Applicant Information

Now that you've shared information about your proposed marker, the next section is about you – the applicant. First, we want to know what type of organization you are with. We also want to know what region and county of New York State you are in.

Lastly, how did you first hear about the Pomeroy Foundation? Please select one of the available options or select "Other" if the available options don't apply to you.

Region*

Please select the region you are applying for. Please [click here](#) for a detailed listing of regions.

☐ Regions 1-3

☐ Regions 4-6

☐ Regions 7-9

☐ Regions 10-12

County*

Choose the county that the marker will be located in.

How did you hear about this program?*

☐ College/University

☐ Conference/Meeting

☐ Historian

☐ Historical Society

☐ Media (Newspaper/TV/Radio)

☐ Pomeroy Foundation

☐ State Folklore Organization

☐ Other (please be specific)

Other

Uploading Documents

In the following section, upload the full primary source documentation you listed in the LOI. This is needed to verify all the facts presented in your marker inscription. Please review our primary source PDF guide for details such as how to identify them and examples of how they can be used to support a marker application.

Primary Sources

Your primary sources should be combined into a single file for uploading. Documentation should be clearly cited and labeled, and display only the most relevant information. Please highlight or otherwise denote the relevant text.

Please note, if your files are individual or multipage PDFs, you can combine them using a "combine pages" feature available in software such as Adobe Acrobat or PDFsam, or by using the Preview app if you use a Mac. You can also compile legible and clearly marked screenshots into a Word Doc. There are two locations in the application where you can upload files. Your main file can be up to 65 megabytes and you may also upload an additional document of up to 27 megabytes.

While documentation may also be mailed to our address, we encourage you to submit your documentation electronically through the application. Most applicants choose to submit online.

Required Documents

How will you be submitting the supporting documents?*

If you do not have the ability to upload a document, please submit documents to the following address. Include name of applying agency. **Mailing must be postmarked by the grant deadline date.**

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

☐ Mailing
☐ Uploading

Please submit only the necessary pages to verify your text. Source materials must be combined into one file for uploading. For an explanation of our primary source document requirements please [click here](#).

Historic Marker Supporting Documents

Upload any supporting documents, sources or references you may have.

[65 MiB allowed]

Additional document upload

[27 MiB allowed]

Land Use Permission & IRS Determination Letters

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 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.

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

LAND PERMISSION LETTER

The Foundation requires a letter signed by the landowner demonstrating that your agency has permission to install a NYS Historic Roadside 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 NYS Historic Roadside 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

How will you submit the required documents?*

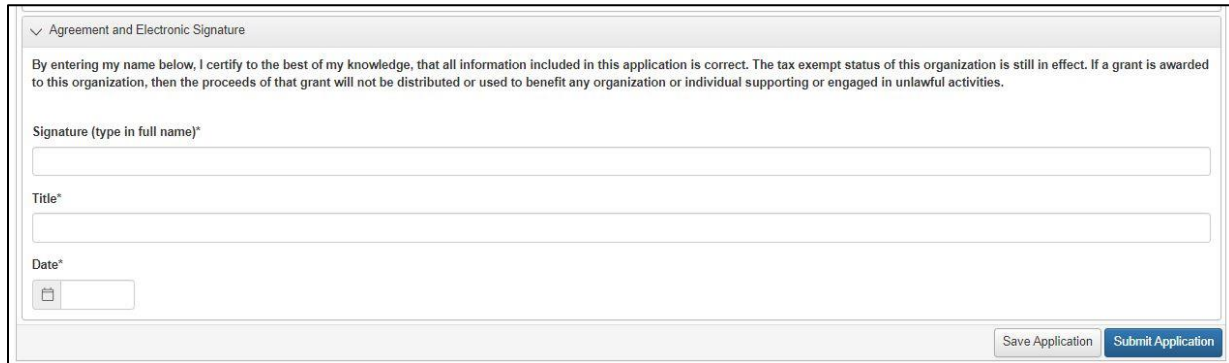
☐ Mailing
☐ Uploading

Permission Letter

[1 MiB allowed]

Submitting Your Application

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

A screenshot of a web form titled "Agreement and Electronic Signature". The form contains a paragraph of text: "By entering my name below, I certify to the best 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 awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities." Below this text are three input fields: "Signature (type in full name)*", "Title*", and "Date*", each with a calendar icon. At the bottom right of the form are two buttons: "Save Application" and "Submit Application".

Agreement and Electronic Signature

By entering my name below, I certify to the best 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 awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

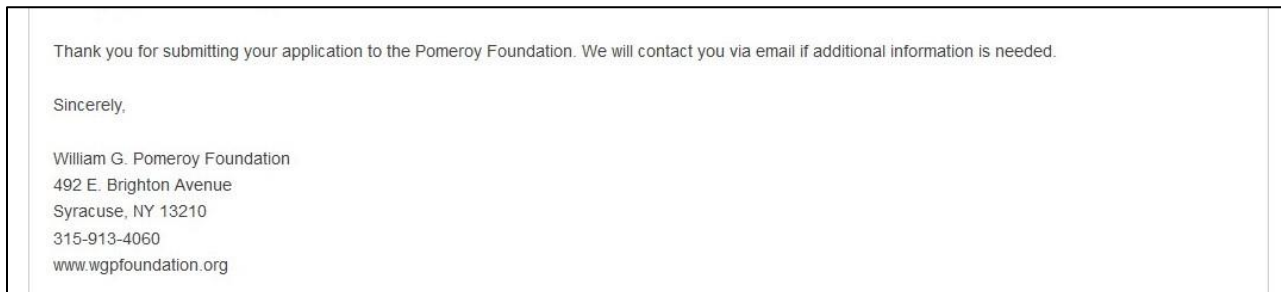
Signature (type in full name)*

Title*

Date*

Save Application Submit Application

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

A screenshot of an email notification. The text reads: "Thank you for submitting your application to the Pomeroy Foundation. We will contact you via email if additional information is needed." Below this is a "Sincerely," followed by the contact information for the William G. Pomeroy Foundation: "492 E. Brighton Avenue, Syracuse, NY 13210, 315-913-4060, www.wgpfoundation.org".

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 be moved into 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 the best possible order prior to final review by the Foundation 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 for NYS marker grants are typically made within 12 weeks following the grant deadline. Please refer to the [Regional Grant Schedule webpage](#) for details about email notifications by region.

More Information

For program guidelines and eligibility, visit the [NYS historic marker 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 NYS historic 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.