Introduction

Welcome to our guide about how to apply for a Hometown Heritage 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 historical marker grant application

Getting Started

The first step is to visit our website, wgpfoundation.org, and navigate to the Hometown Heritage Marker Grant Program webpage. Click the "Apply for Grant" button situated below the first two paragraphs on the page.
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.

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 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.
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 your email confirmation. If this email is not in your inbox, check the junk or spam folder.

The email will be from administrator@grantinterface.com and the subject line will read: “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 Hometown Heritage 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.

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 the instructions and guidelines carefully as you fill out the application. You will be asked to acknowledge that you have reviewed the Hometown Heritage marker criteria.

LOI Guidelines

After you have reviewed the guidelines, make sure to check the boxes indicating you have done so.
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.
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. We show a sample of what that will look like in the screenshot below. If you need further assistance, please review our guide about primary source documentation.

When you have completed the fields, click the “Submit LOI” button in the lower right.

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 Hometown Heritage marker grant application.

Once your LOI is approved, go to your Applicant Dashboard in Foundant where you will see a tab for Active Requests and will be able to edit and submit your grant application.
Continuing 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 Details

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.
What’s Located at the Proposed Site?

The next four fields ask for a description of what is 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. You will also be asked to provide a sentence or two describing what is being commemorated.

Celebrating America 250

Next, you will be asked if the subject matter of your marker is related to the U.S. Semiquincentennial. If so, you will be prompted to choose if you would like a commemorative badge added to your historical marker.
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 how 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.

<table>
<thead>
<tr>
<th>Type of organization.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Society</td>
</tr>
<tr>
<td>Municipality</td>
</tr>
<tr>
<td>Museum</td>
</tr>
<tr>
<td>Non-profit academic institution</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

If other, please describe.

<table>
<thead>
<tr>
<th>How did you hear about this program?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/University</td>
</tr>
<tr>
<td>Conference/Meeting</td>
</tr>
<tr>
<td>Historian</td>
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<tr>
<td>Historical Society</td>
</tr>
<tr>
<td>Media (Newspaper/TV/Radio)</td>
</tr>
<tr>
<td>State Folklore Organization</td>
</tr>
<tr>
<td>Other (please be specific)</td>
</tr>
</tbody>
</table>

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.

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.
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  
- [x] 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.

- [ ] Upload a file [65 MB allowed]

**Additional document upload**

- [ ] Upload a file [27 MB 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.

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**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 Hometown Heritage 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

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**How will you submit the required documents?**

- [ ] Mailing  
- [x] Uploading

**Permission Letter**

- [ ] Upload a file [1 MB allowed]
Submitting Your Application

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

You will receive an email notification confirming that the Pomeroy Foundation has received your submitted application. Below is an example of what that email notification will look like in your inbox.

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 Hometown Heritage marker grants are typically made within 12 weeks following the grant deadline.

**Agreement and Publicity Release Form**

If your grant is approved, you will receive an email notification prompting you to review and sign off on the following: a letter of agreement, the approved marker inscription and a publicity release form. These items will be in the “Follow Up” section of your Foundant application portal. There will be a link in the email notification along with instructions.

Once you have completed these items in Foundant, click the “Submit Follow Up” button.

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**Email Confirmation and Important Documents**

You will receive another email notification informing you that a check (grant) will be mailed to the address you provided.

This email provides details about your marker order form and award letter, as well as a marker installation and dedication guide. These documents will be available in your account dashboard as shown in the screenshot below.
More Information

For program guidelines and eligibility, go to the [Hometown Heritage program](#) webpage. If you need further assistance, please contact Christy Coon at [info@wgpfoundation.org](mailto: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 Hometown Heritage historical 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.