



How to Apply for a Pomeroy Foundation Hometown Heritage™ Marker Grant

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

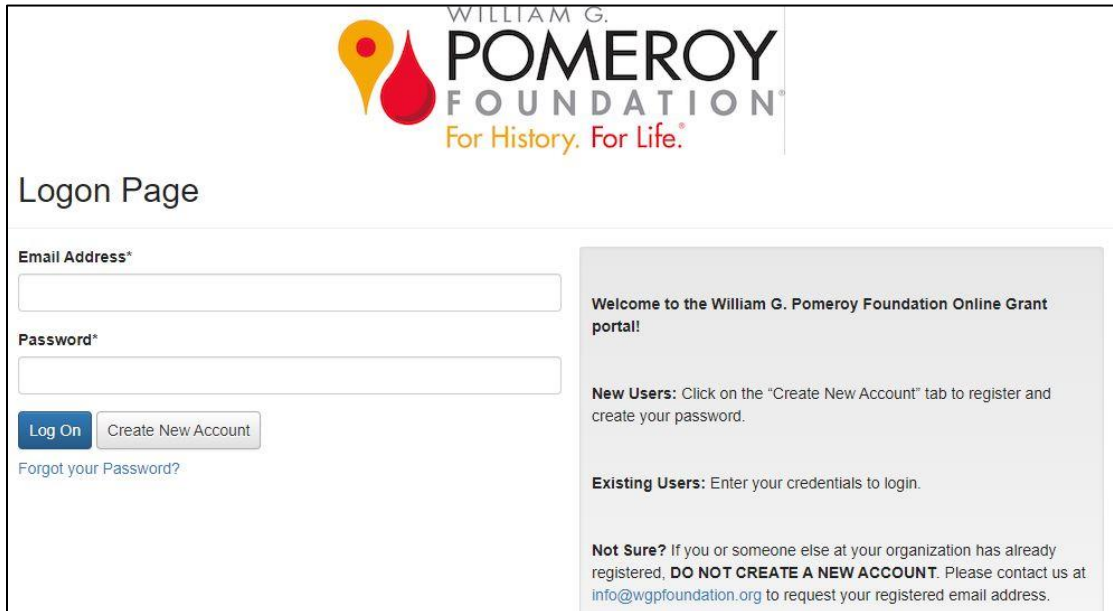
Getting Started

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.

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". A search icon is also present. The main heading is "Hometown Heritage™ Marker Grant Program". Below this is a sub-navigation bar with links: "Hometown Heritage", "Primary Sources", "Marker Inscription Criteria", and "FAQ". The "Hometown Heritage" link is highlighted. The main content area features a large image of a historical marker for John Brown, an abolitionist who aided freedom seekers on the Underground Railroad. To the right of the image, text states: "Applications for this program are now available". Below this, a paragraph describes the program's purpose. At the bottom, there are two call-to-action buttons: "How to Apply" and "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 centered. On the left, there are two input fields: "Email Address*" and "Password*", each with a corresponding button: "Log On" (blue) and "Create New Account" (grey). Below the password field is a link "Forgot your Password?". 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 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 (##-#####)*

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 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

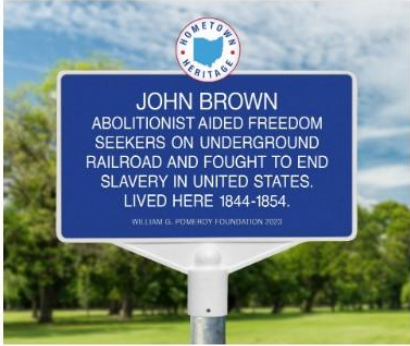
The grant application portal interface is where you will select Hometown Heritage Marker Grant Program to begin your application.

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

Hometown Heritage Marker Grant Program

Accepting Submissions

Apply



HOMETOWN HERITAGE MARKER GRANT PROGRAM

The program commemorates historic people, places, things or events prior to 1923 across 49 states and the District of Columbia, with the exception of New York State.

Applicants seeking markers for installation within New York State must apply via the [NYS Historic Marker Grant Program](#).

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

Preview

Send to GrantHub

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.

LOI
Question List

Fields with an asterisk (*) are required.

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
Please read the [Criteria for the Hometown Heritage Marker Grant Program](#) prior to submitting this LOI.

I ACKNOWLEDGE THAT I REVIEWED
☐ Criteria for the Hometown Heritage Marker Grant Program

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.

Hometown Heritage Marker Program - 15 Characters*
Provide the title (first line) of your proposed historic marker.
MARKHAM HALL

5 Body Lines - 27 characters each

Line 1
CA. 1851-1954. DURING CIVIL

Line 2*
WAR, DR. THOMAS R. BARNES

Line 3*
SPOKE FROM MEZZANINE TO

Line 4*
RECRUIT UNION ARMY TROOPS.

Line 5*
GRANGE HALL 1955-1971.

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. 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.

The screenshot displays a web form for submitting a Letter of Intent (LOI). It is divided into two main sections: "What is on the site now?" and "Primary Sources".

What is on the site now?*

This section contains a text area with the following text: "The old meetinghouse building, now home to the historical society and museum located at 15 North Street in Markham." Below the text area is a green bar indicating "385 characters left of 500".

Primary Sources*

This section includes a list of primary sources used to verify the proposed marker inscription. The list is as follows:

- Drawing of the building's exterior by Smith Architects, Janice Branch collection.
- Historic exterior photograph, historical society collection.
- Extract from builder contract that mentions Smith Architects work on the building, historical society collection.
- The Daily Times (Sept. 1, 1892, page 18), brief about plans for construction
- The Daily Times (April 27, 1893, page 3), article about the groundbreaking
- Herald Union (July 8, 1894, page 1), article about the building's completion and grand opening

Below the list is a green bar indicating "996 characters left of 1,500".

At the bottom of the form, there are three buttons: "Abandon Request" (grey), "Save LOI" (grey), and "Submit LOI" (blue).

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.

Applicant Dashboard

Public Profile

Applicant:
[Applicant Name]
[Organization Name]
555-555-5555
000 E. Brighton N/A
Syracuse, NY 13210

Organization:
[Test Organization](#)
00-0000000
555-555-5555
000 E. Brighton
Syracuse, NY 13210 Onondaga

[Contact Email History](#)

If your organization information does not appear correct, please click the edit (pencil) icon.

Active Requests **1**

Historical Requests **2**

▼ MARKHAM HALL

Process: Hometown Heritage Marker Grant Program

LOI	Submitted	05/17/2023	View LOI
Application	Assigned	05/17/2023	Edit Application
Decision	Undecided		

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.

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

City/Town/Village*

County*
Provide the county that 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](https://www.google.com/maps) 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'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.

What is on this site today? (i.e. field, house etc.)
<input type="text" value="The old meetinghouse building currently used by the historical society and museum."/>
Location*
<small>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.</small>
<input type="text" value="The marker will be located in front of the building at the southwest corner of the property near the sidewalk."/>
Why was this site selected for marker installation?*
<small>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.</small>
<input type="text" value="The old meetinghouse building has been a hub of community activity for more than 160 years. The building still stands and is actively used. The marker will have a high-visibility placement on the property grounds where the building is located."/>
<div> 6 characters left of 250</div>
In one or two sentences, describe what is being commemorated*
<input type="text" value="The old meetinghouse house, AKA Markham Hall, which has been a hub of community activity for more than 160 years. Meetinghouse from 1851-1954. Used as grange from 1955 to 1971."/>

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.

America 250*
<small>Is your marker subject matter related in any way to the Semiquincentennial (250th anniversary) of the 1776 Declaration of Independence?</small>
<input type="text" value="Yes"/>
<div>▼ America 250</div>
America 250*
<small>Would you like a limited edition, America 250 commemorative badge added to your historical marker? Please click here to view an example.</small>
<input type="text" value="Yes"/>

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.

▼ Applicant Information

Type of organization.*

☒ Historical Society

☐ Municipality

☐ Museum

☐ Non-profit academic institution

☐ Other

If other, please describe.

How did you hear about this program?*

☐ College/University

☐ Conference/Meeting

☐ Historian

☐ Historical Society

☒ Media (Newspaper/TV/Radio)

☐ 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 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

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 blue “Submit Application” button.

✓ 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. I also acknowledge that, once submitted, this application and supporting materials will become the property of the William G. Pomeroy Foundation. Any supporting materials submitted will be shared with other parties at the discretion of the Pomeroy Foundation.

Signature (type in full name)*

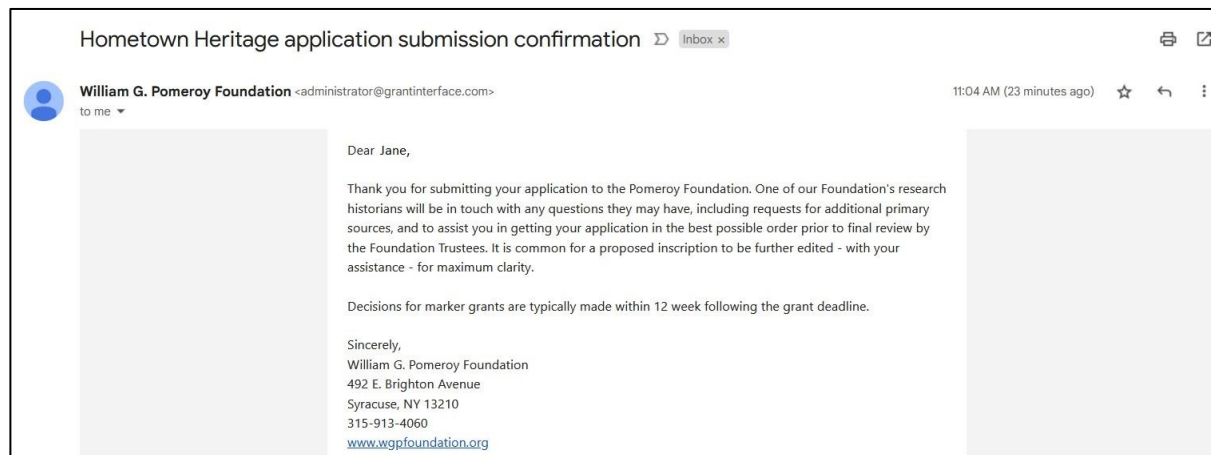
Title*

Date*

Save Application

Submit Application

You will receive an email notification confirming that the Pomeroy Foundation has received your 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.

Submitted Materials (e.g. courtesy photographs, courtesy videos, etc.)
I hereby grant permission to the Pomeroy Foundation the right to use my photograph(s), video(s), recording(s) and/or artwork (“Work”) for the purpose of marketing the Pomeroy Foundation and its general promotion. I understand that my Work may appear in print or digital formats, including on the Pomeroy Foundation’s website and social media accounts.

I certify that I fully understand all of the granted permissions above, and have the legal right and authority to execute this Publicity Release.

AGREED TO AND ACCEPTED BY:

Organization Name:*

Name*

Title*

Date*

Due by 05/26/2023.

[Save Follow Up](#) [Submit Follow Up](#)

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.

Active Requests 1
Historical Requests 2

MARKHAM HALL

Process: Hometown Heritage Marker Grant Program

LOI
Submitted
05/17/2023

Application
Submitted
05/17/2023

Decision
Undecided

[View LOI](#)
[View Application](#)

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Historic Marker Letter of Agreement and Publicity Release Form	Steve Bodnar	Overall Award		Complete	View

Documents uploaded by Administrator

DESCRIPTION	FILE
Marker Installation and Dedication Guide	Marker Installation and Dedication Guide.pdf
Order Form	Test Organization.pdf

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 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.