How to Apply for a Pomeroy Foundation NYS Historic Marker Grant

Introduction

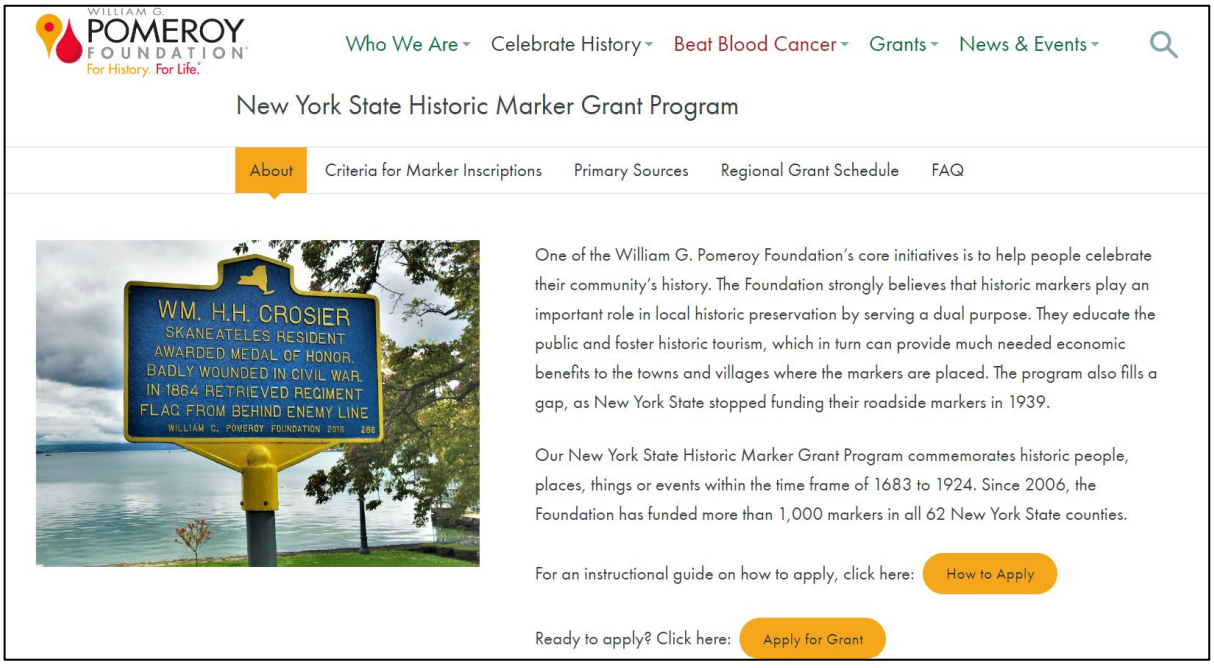
Welcome to our guide about how to apply for a New York State historic marker grant.

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

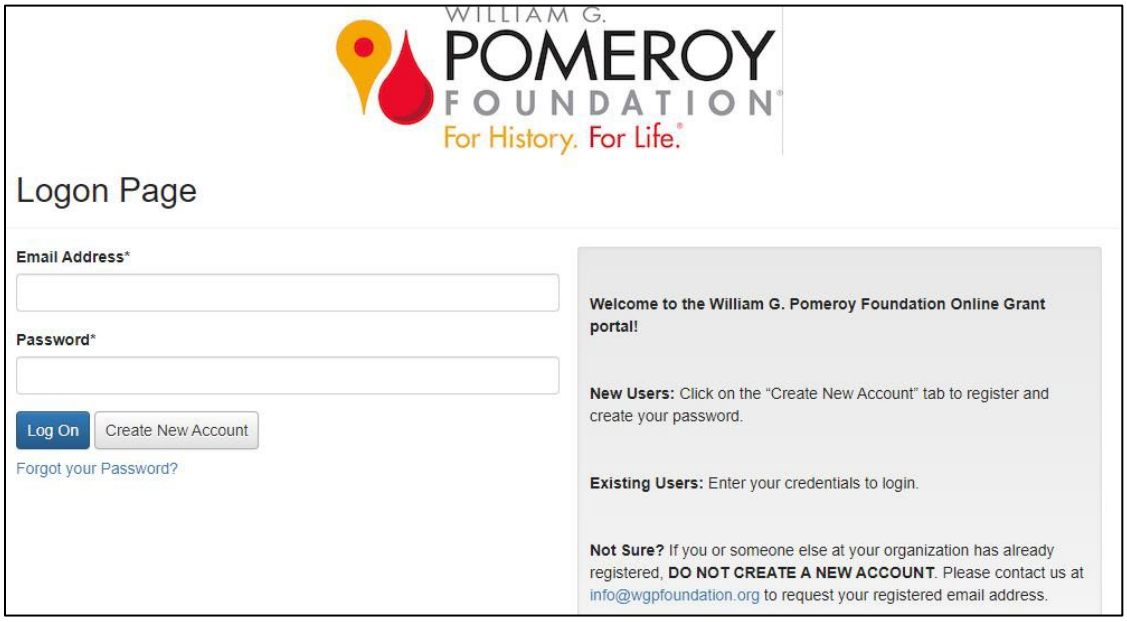
Getting Started

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.



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.



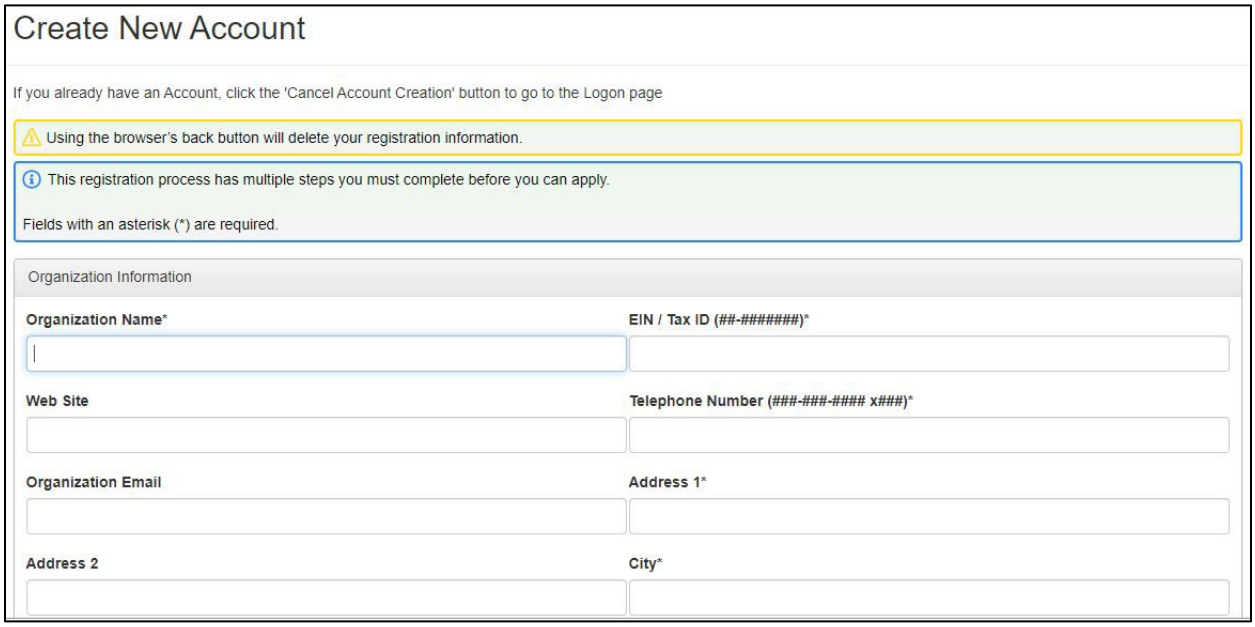
Please note, if your organization is already in our database, or you are not sure, please do not create an account. Check with us first by emailing us at info@wgpfoundation.org or call us at 315-913-4060. This contact information is also available on our website.

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.



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 your junk or spam folder.

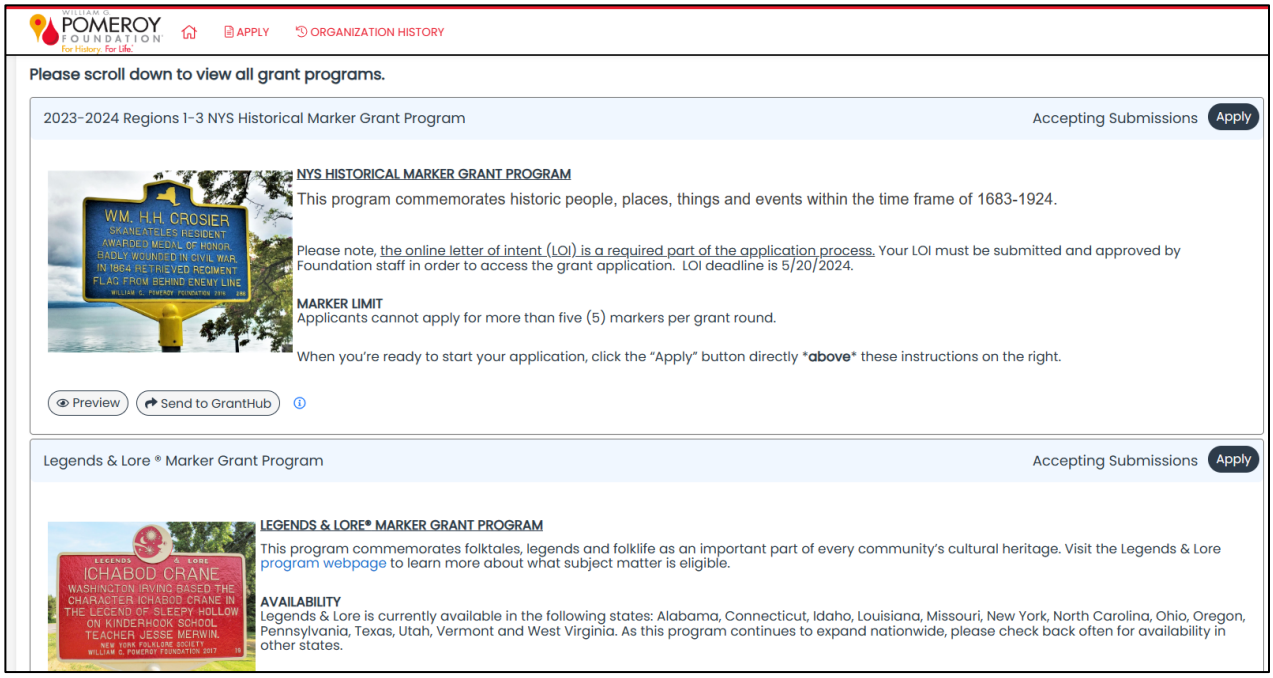
The email will be from administrator@grantinterface.com and the subject line will say: "William G. Pomeroy Foundation: Registration for Online Application."

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 “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.

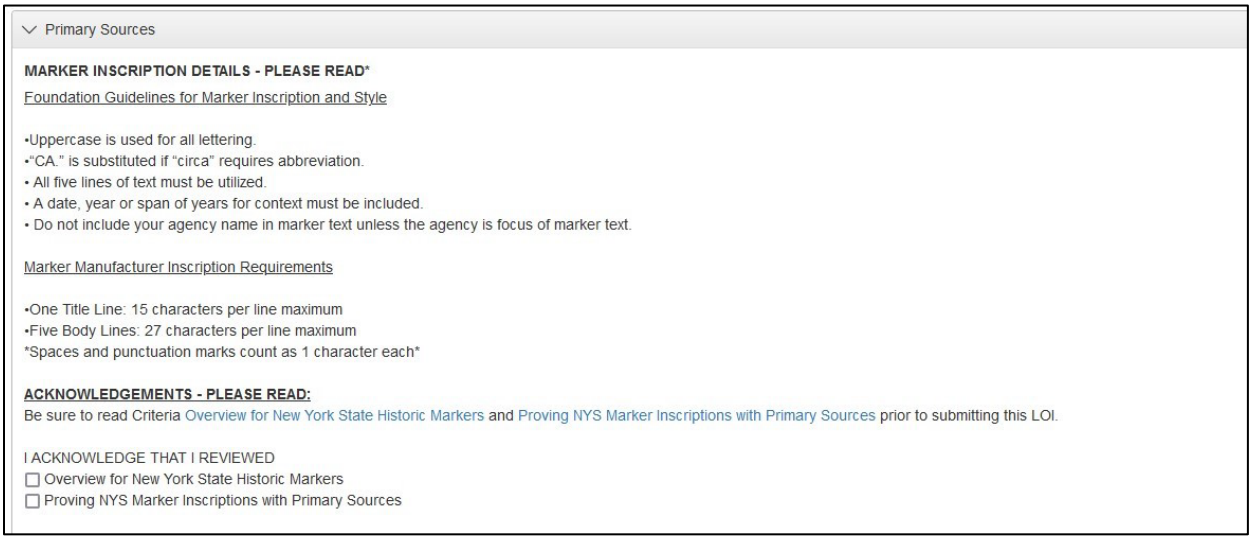
The LOI is a required first step of the application process. In the LOI you will enter your proposed marker inscription, as well as list the primary sources you will provide in your application to verify the historical accuracy of your desired text.

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 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

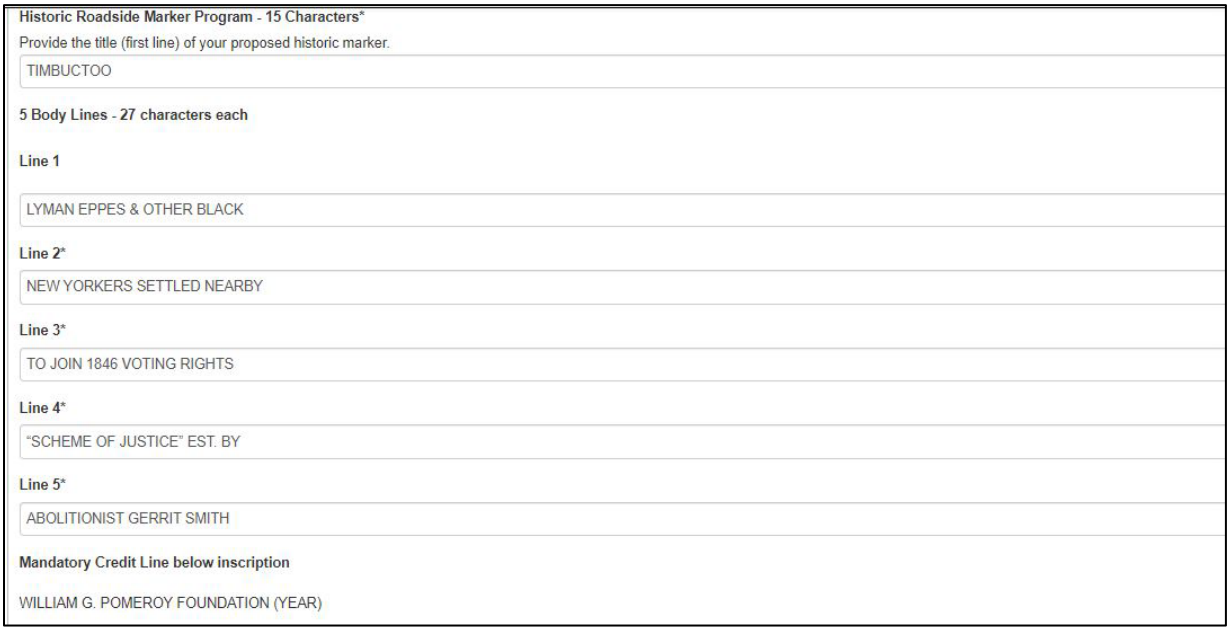
•One Title Line: 15 characters per line maximum
•Five Body Lines: 27 characters per line maximum
Spaces and punctuation marks count as 1 character each

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)

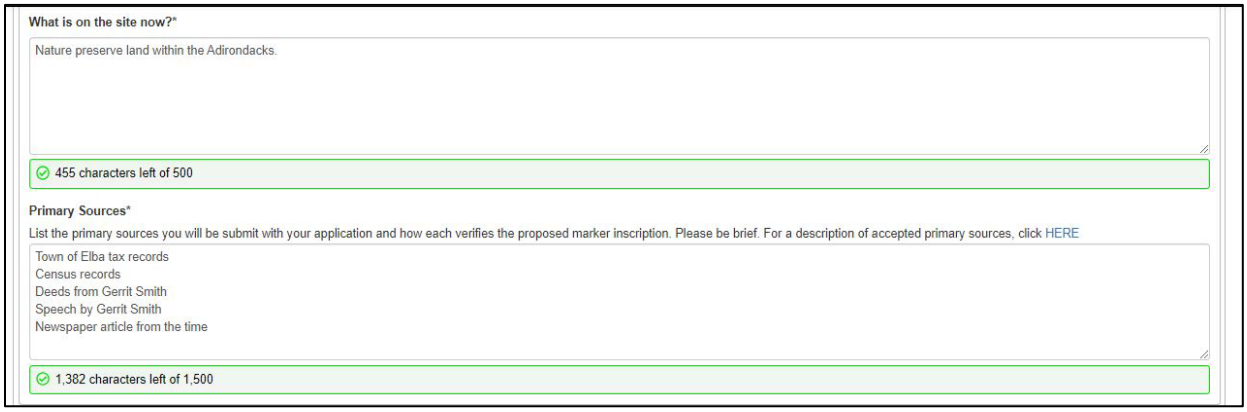
Proposed Marker Site

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.

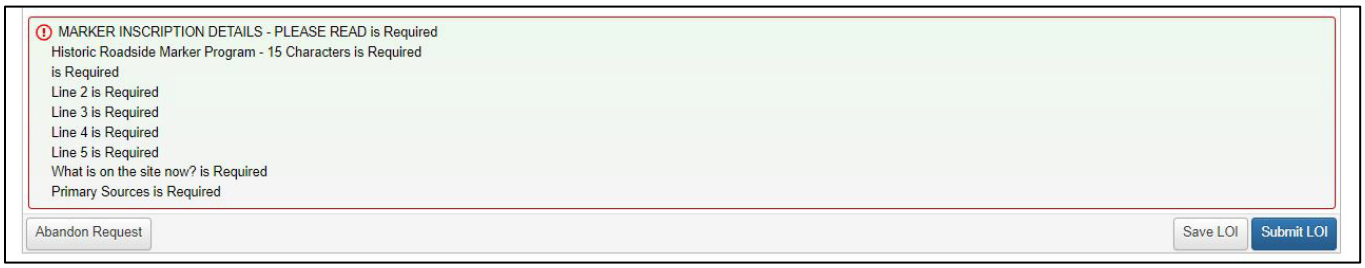
Listing Your Primary Sources

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.

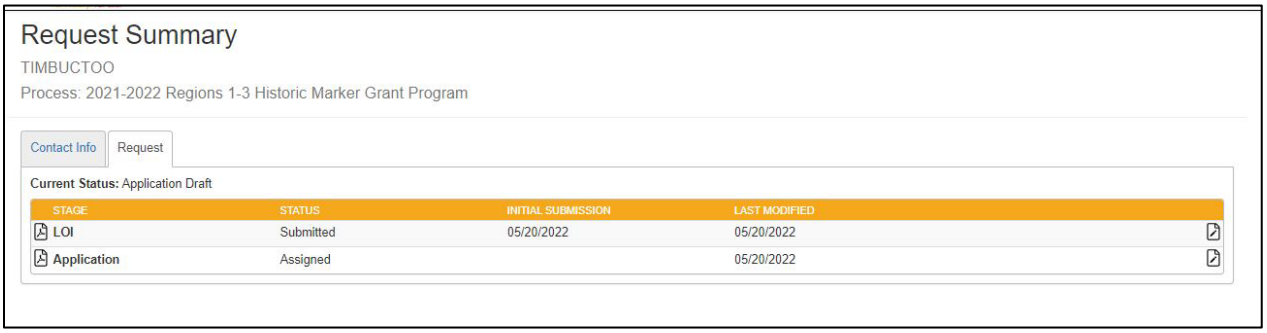


When you have completed all of the fields, click the blue "Submit LOI" button in the lower right.



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 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.

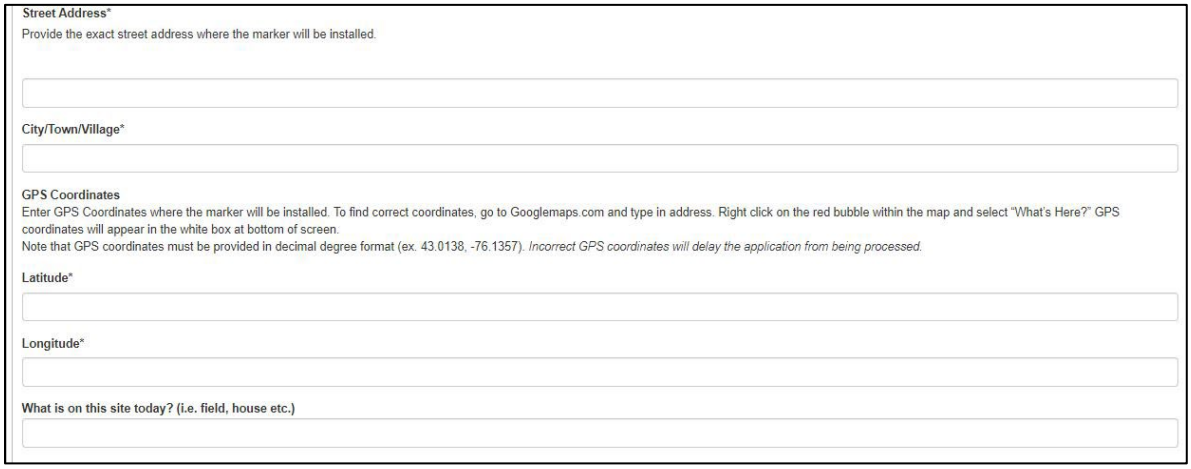


Beginning Your Application

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

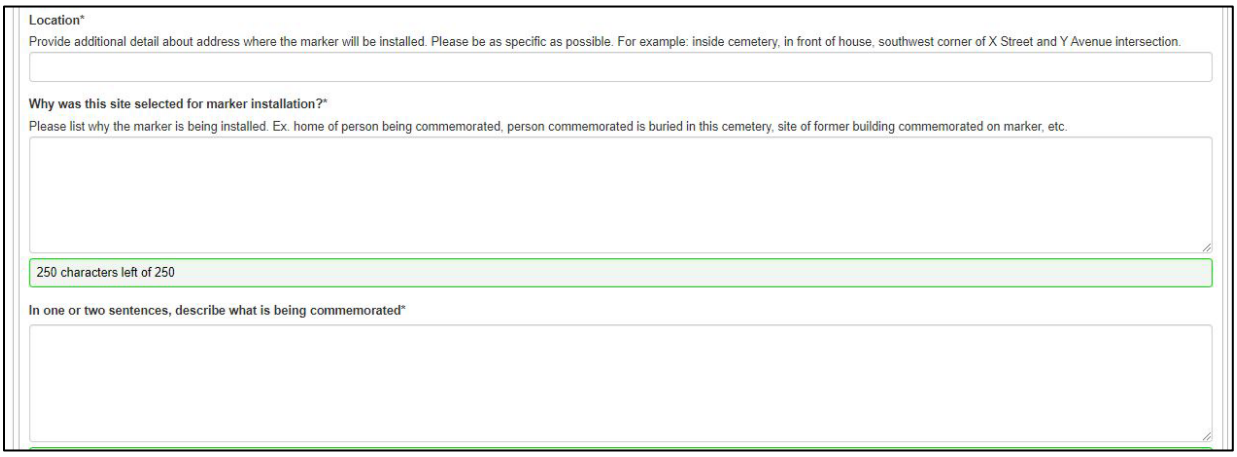
Next, provide location information about where the marker will be installed. This includes a full street address, name of the city, town or village, as well as GPS coordinates in decimal format (latitude & longitude). To locate the GPS coordinates, we recommend using Google Maps. When viewing your proposed location on the map, right click to call up a menu where the GPS coordinates are displayed at the top in decimal format.



What's Located at the Proposed Site?

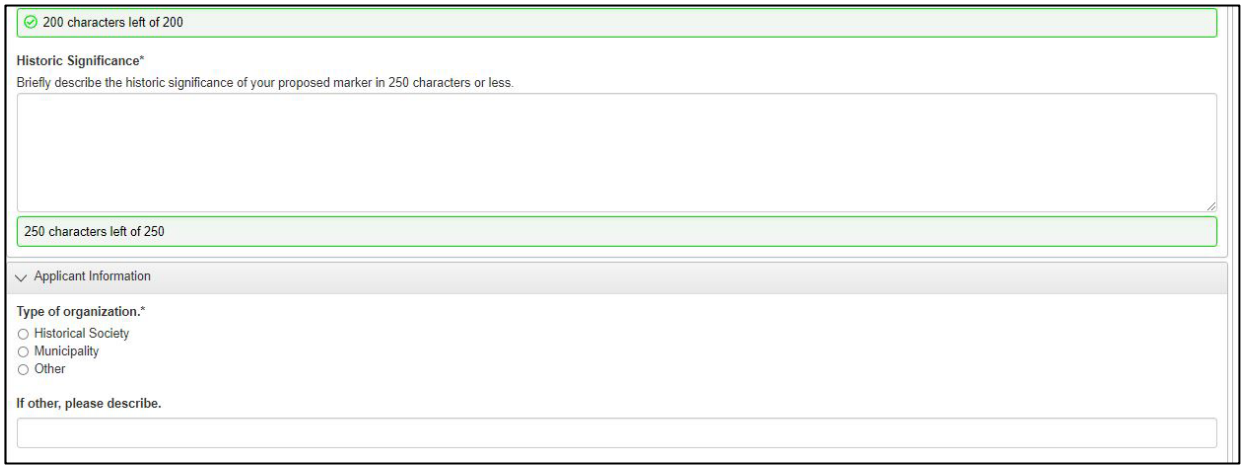
The next three fields ask for descriptions of what's located at the installation site today, additional details about the specific address (for example, the names of the streets if it's located at an intersection), and why the marker is being installed at this location.

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.



Describe the Historical Significance

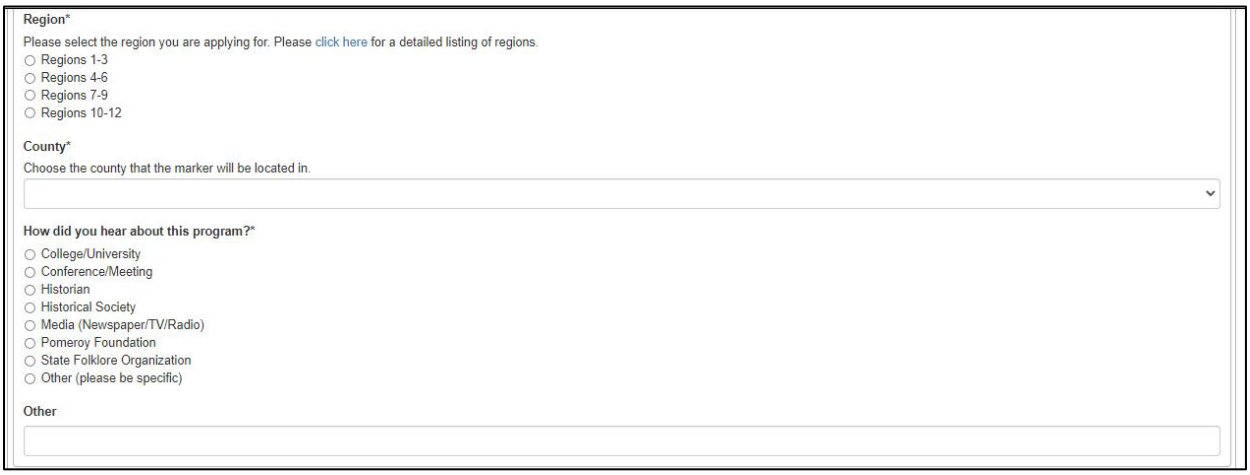
Next you will describe the historical significance of the subject being commemorated. Please do this in 250 characters or less.



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.



Uploading Documents

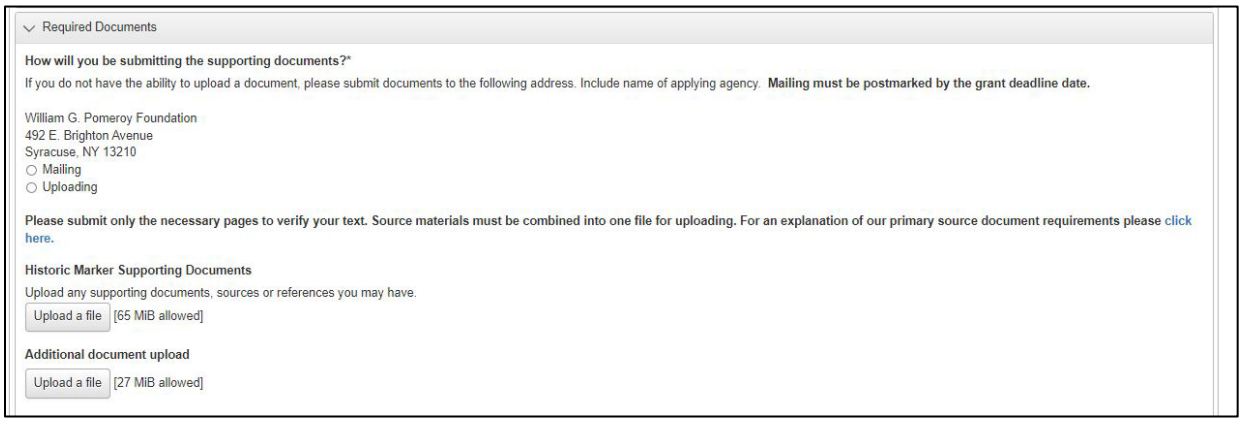
In the following section, upload the full primary source documentation you listed in the LOI. This is needed to verify all the facts presented in your marker inscription. Please review our primary source PDF guide for details such as how to identify them and examples of how they can be used to support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

Upload a file [65 MiB allowed]

Additional document upload

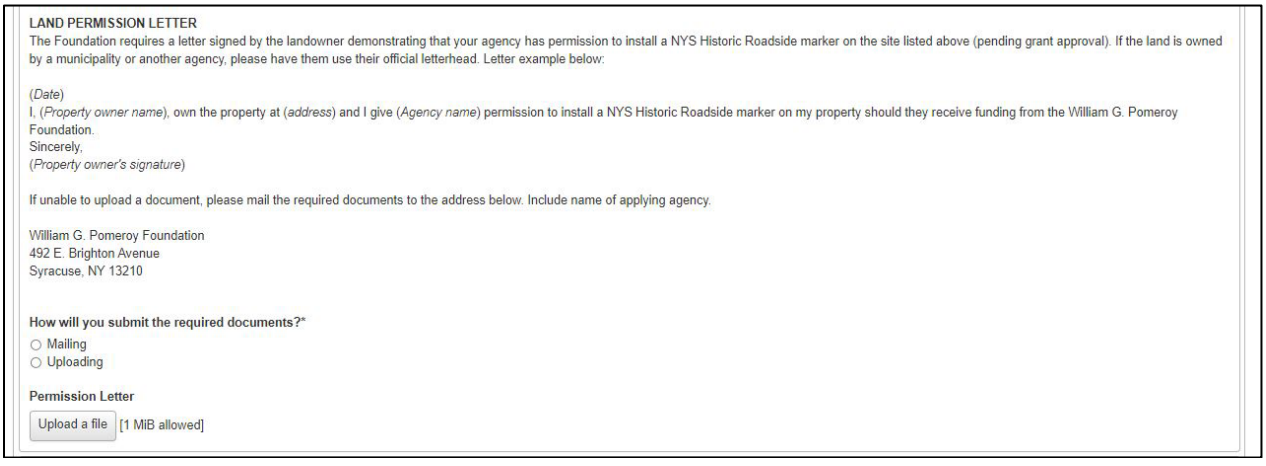
Upload a file [27 MiB allowed]

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?*

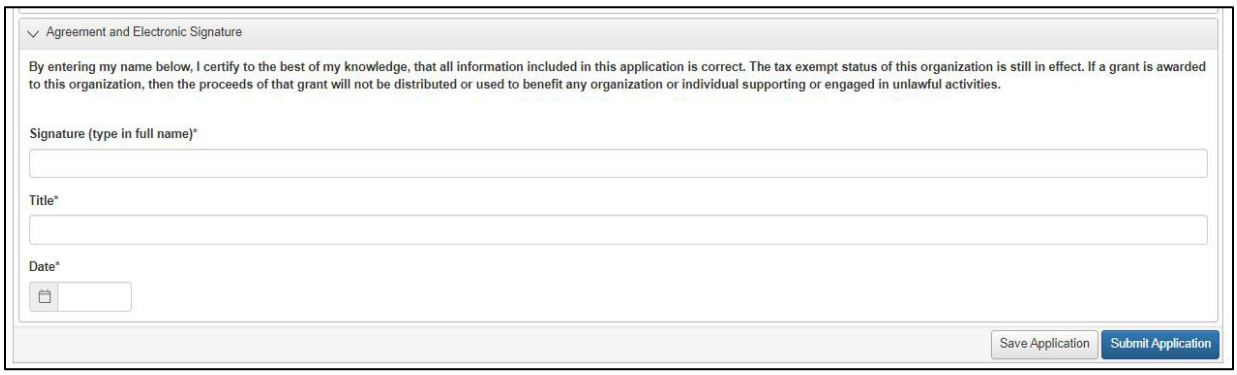
○ Mailing
○ Uploading

Permission Letter

Upload a file [1 MiB allowed]

Submitting Your Application

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



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

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.