



## 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](http://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 logo and navigation links: "Who We Are", "Celebrate History", "Beat Blood Cancer", "Grants", and "News & Events". The main heading is "Hometown Heritage™ Marker Grant Program". Below this is a navigation bar with "Hometown Heritage" (highlighted), "Primary Sources", "Marker Inscription Criteria", and "FAQ". The main content area features a large image of a historical marker for John Brown, an abolitionist. To the right of the image, there is a section titled "Applications for this program are now available" with a paragraph of text and two call-to-action buttons: "How to Apply" and "Apply for Grant".

WILLIAM G. POMEROY FOUNDATION  
For History. For Life.

Who We Are ▾ Celebrate History ▾ Beat Blood Cancer ▾ Grants ▾ News & Events ▾

### Hometown Heritage™ Marker Grant Program

Hometown Heritage Primary Sources Marker Inscription Criteria FAQ



**Applications for this program are now available**

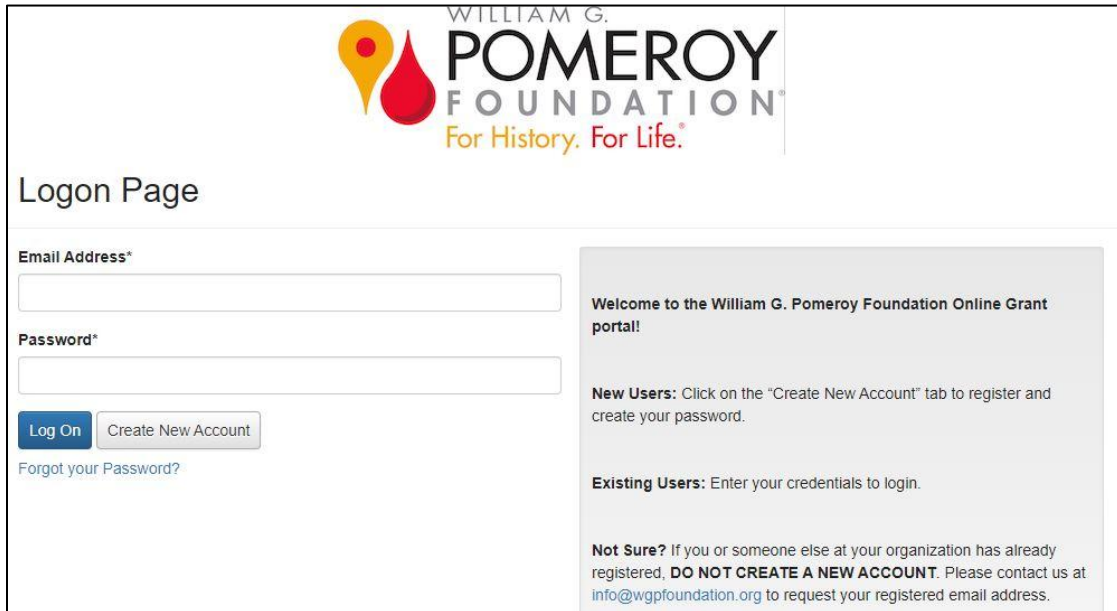
The Hometown Heritage™ grant program commemorates people, places, things or events that are historically significant to the larger community and beyond with historic roadside markers. This nationwide program seeks to capture local history, especially for those in states without marker programs or for subjects which may not qualify for the applicant’s state marker program. Hometown Heritage helps communities to commemorate and preserve important historic milestones. The emblem at the top of each marker will display an outline of the state where the marker is placed.

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.



WILLIAM G.  
**POMEROY**  
FOUNDATION  
For History. For Life.

### Logon Page

Email Address\*

Password\*

Log On Create New Account

[Forgot your Password?](#)

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.

**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](mailto: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](mailto: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

Once in the application portal, click the “Apply” button associated with the Hometown Heritage program to begin your Letter of Intent (LOI) part of the application process.

The screenshot shows the Pomeroy Foundation Grant Application Portal interface. At the top, there is a navigation bar with the Pomeroy Foundation logo, a home icon, an 'APPLY' button, and an 'ORGANIZATION HISTORY' link. The user's name, 'Christy Coon', is displayed in the top right corner. Below the navigation bar, the page title is 'ORGANIZATION NAME' with a search bar for 'Search or enter Access Code'. The main content area is divided into four cards, each representing a different grant program:

- NYS Historical Marker Grant Program:** This program commemorates historic people, places, things and events within the time frame of 1683-1925. It includes a 'See More' link and buttons for 'Open', 'Preview', and 'Apply'.
- Hometown Heritage® Marker Grant Program:** This 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. It includes a 'See More' link and buttons for 'Open', 'Preview', and 'Apply'.
- Legends & Lore ® Marker Grant Program:** This program commemorates folktales, legends and folklore as an important part of every community's cultural heritage. It includes a 'See More' link and buttons for 'Open', 'Preview', and '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. It includes a 'See More' link and buttons for 'Open', 'Preview', and 'Apply'.

At the bottom of the page, it states: 'Grant Management Software provided by Foundant Technologies © 2025'.

## Return to an Existing Application (\*if new, proceed to next step)

Please note, if you have already started a grant application, your dashboard will appear as follows. Please note that the left side column shows your application(s) to-do list.

The screenshot shows the Pomeroy Foundation Grant Application Portal dashboard. At the top, there is a navigation bar with the Pomeroy Foundation logo, a home icon, an 'APPLY' button, and an 'ORGANIZATION HISTORY' link. The user's name, 'Christy Coon', is displayed in the top right corner. Below the navigation bar, the page title is 'ORGANIZATION NAME' with a search bar for 'Quick search'. The dashboard is divided into two main sections:

- Left Side Column (To-do List):** This section contains two items:
  - Application:** A card with a 'Start' button and a '2024-2025 Regions 10-12 NYS Historical Marker Grant Program' label.
  - Historical Marker Letter of Agreement and Publicity Release Form:** A card with a 'Start' button, a 'Due 03/21/2025' date, and a '2024-2025 Regions 10-12 NYS Historical Marker Grant Program' label.
- Main Area (Action Needed and No Action):** This section is divided into two columns:
  - Action Needed (2):** Contains two cards:
    - 2024-2025 Regions 10-12 NYS Historical Marker Grant Program PLANK ROAD:** Shows 'Application' with an 'Open' button and '1 Document'.
    - 2024-2025 Regions 10-12 NYS Historical Marker Grant Program TOWN MEETING:** Shows 'Historical Marker Letter of Agreement and Publicity Release Form' with a 'Due 03/21/2025' date and '2 Documents'.
  - No Action (1):** Contains one card:
    - 2024-2025 Regions 10-12 NYS Historical Marker Grant Program FORMER CHURCH:** Shows 'LOI' with a 'Submitted 03/05/2025' date.

At the bottom of the page, it states: 'Grant Management Software provided by Foundant Technologies © 2025'.

## 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.

|  |
|--|
| <b>Hometown Heritage Marker Program - 15 Characters*</b><br>Provide the title (first line) of your proposed historic marker.<br>MARKHAM HALL |
| <b>5 Body Lines - 27 characters each</b>   |
| <b>Line 1</b><br>CA. 1851-1954. DURING CIVIL   |
| <b>Line 2*</b><br>WAR, DR. THOMAS R. BARNES  |
| <b>Line 3*</b><br>SPOKE FROM MEZZANINE TO  |
| <b>Line 4*</b><br>RECRUIT UNION ARMY TROOPS.   |
| <b>Line 5*</b><br>GRANGE HALL 1955-1971.   |
| <b>Mandatory Credit Line below inscription</b><br>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.

**What is on the site now?\***

The old meetinghouse building, now home to the historical society and museum located at 15 North Street in Markham.

✓ 385 characters left of 500

**Primary Sources\***

List the primary sources you will be submit with your application and how each verifies the proposed marker inscription. Please be brief. For a description of accepted primary sources, click [HERE](#)

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

✓ 996 characters left of 1,500

Abandon Request Save LOI 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 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  
[Contact Email History](#)

**Organization:**  
Test Organization  
00-0000000  
555-555-5555  
000 E. Brighton  
Syracuse, NY 13210 Onondaga

ⓘ 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 | <a href="#">View LOI</a>         |
| Application | Assigned  | 05/17/2023 | <a href="#">Edit Application</a> |
| 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.

|   |
|---|
| <b>Street Address*</b><br>Provide the exact street address where the marker will be installed.  |
| <input type="text" value="15 North Street"/>  |
| <b>City/Town/Village*</b>   |
| <input type="text" value="Markham"/>  |
| <b>County*</b><br>Provide the county that the marker will be located in.  |
| <input type="text" value="Greene"/>   |
| <b>GPS Coordinates</b><br>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.<br>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> |
| <b>Latitude*</b>  |
| <input type="text" value="000000000000.0"/>   |
| <b>Longitude*</b>   |
| <input type="text" value="-000000000000.0"/>  |

## 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.)**

The old meetinghouse building currently used by the historical society and museum.

**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.

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?\***

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.

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.

6 characters left of 250

**In one or two sentences, describe what is being commemorated\***

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\***

Is your marker subject matter related in any way to the Semiquincentennial (250th anniversary) of the 1776 Declaration of Independence?

Yes

✓ America 250

**America 250\***

Would you like a limited edition, America 250 commemorative badge added to your historical marker? Please click here to view an example.

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.

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 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?\***

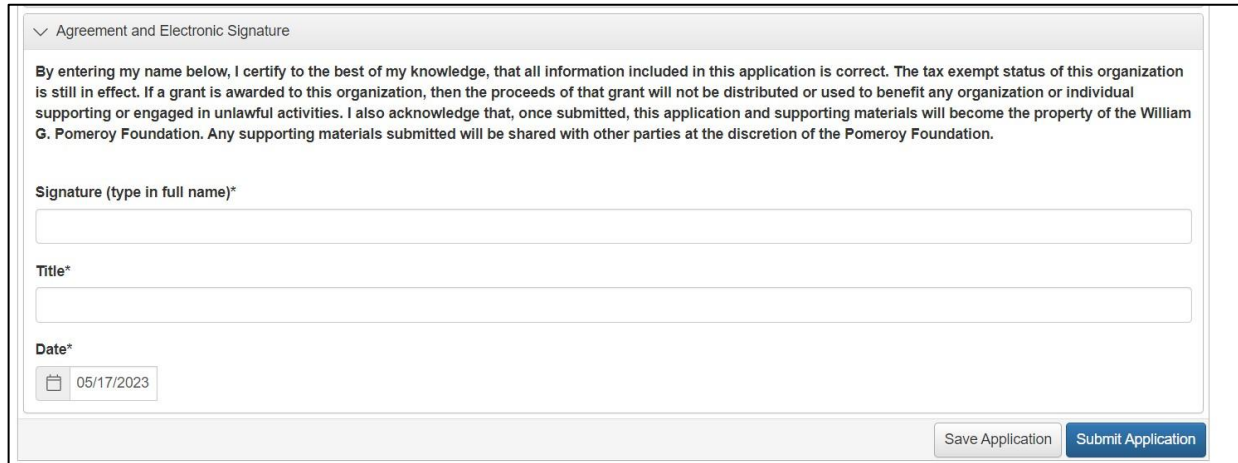
Mailing  
 Uploading

**Permission Letter**

Upload a file [1 MiB allowed]

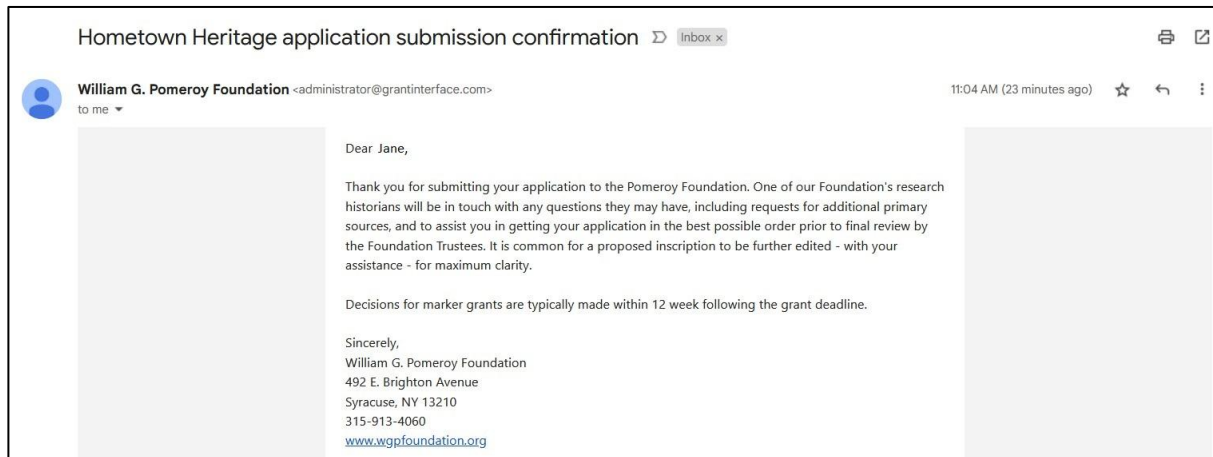
## Submitting Your Application

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



The screenshot shows a web form titled "Agreement and Electronic Signature". It 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. 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." Below the text are three input fields: "Signature (type in full name)\*", "Title\*", and "Date\*". The "Date\*" field is pre-filled with "05/17/2023". At the bottom right of the form are two buttons: "Save Application" and "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\***

**i** Due by 05/26/2023.

### 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 | <a href="#">View LOI</a>         |
| Application | Submitted | 05/17/2023 | <a href="#">View Application</a> |
| Decision    | Undecided |            |                                  |

**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 | <a href="#">View</a> |

**Documents uploaded by Administrator**

| DESCRIPTION                              | FILE   |
|--|--|
| Marker Installation and Dedication Guide | <a href="#">Marker Installation and Dedication Guide.pdf</a> |
| Order Form                               | <a href="#">Test Organization.pdf</a>                        |

## 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.