



How to Apply for a Pomeroy Foundation Historical Marker Grant

Introduction

Welcome to our guide about how to apply for a historical marker grant using Foundant.

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 webpage of the program you wish to apply for.

Click the “Apply Now” button situated below the first two paragraphs on the page.

Hometown Heritage® Marker Grant Program

Hometown Heritage Primary Sources Marker Inscription Criteria FAQ



Program Update Hometown Heritage has two grant rounds per year. Scroll down to the Application Deadlines section on this page to review important dates for each round.

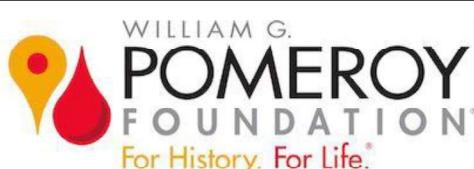
The Hometown Heritage® grant program commemorates people, places, things or events that are historically significant to the larger community and beyond with historical roadside markers. This nationwide program seeks to capture local history, especially for those in states without marker programs or for 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.

Please note, Hometown Heritage markers are not available in New York State.

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 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.

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. You may want to bookmark this page in your browser.

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.

ⓘ 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 type="text"/> | <input type="text"/> |
| Web Site | Telephone Number (###-###-#### x####)* |
| <input type="text"/> | <input type="text"/> |
| Organization Email | Address 1* |
| <input type="text"/> | <input type="text"/> |
| Address 2 | City* |
| <input type="text"/> | <input 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?* | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| ◀ Previous | Next ▶ |
| Password | |

Email Confirmation

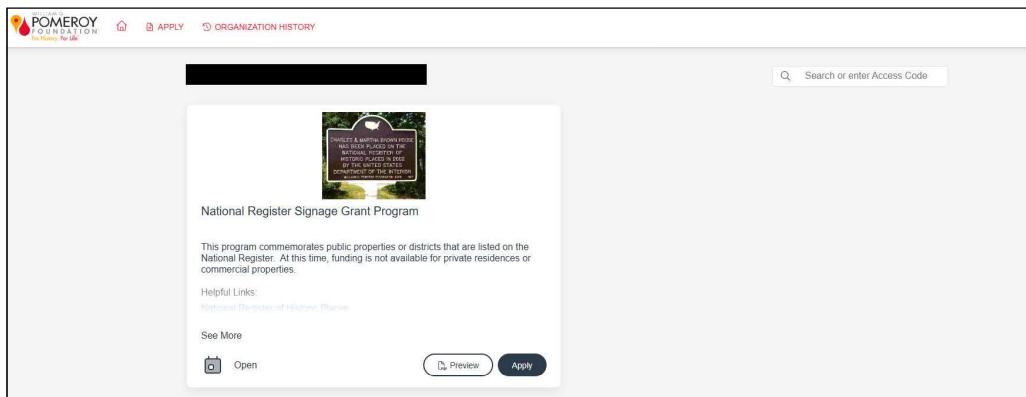
After completing these steps, you will see a confirmation page asking if you received your email confirmation. If this email is not in your inbox, check your junk or spam folder.

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."

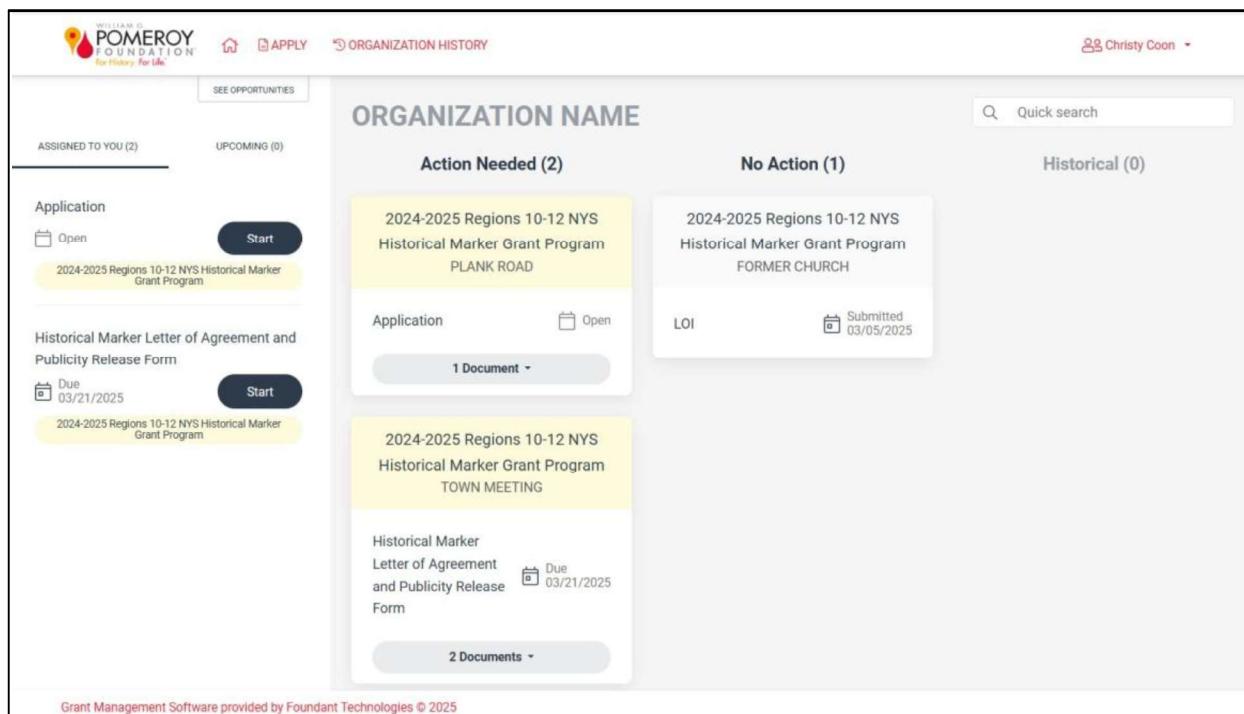
Grant Application Portal Interface

Once in the application portal, click on the "Apply" page at the top left. Choose the application you intend to apply for, and click "Apply" to begin the Letter of Intent (LOI). The applications will only be visible here while their specific grant rounds are open.



Return to an Existing Application (*if new, skip this step)

Please note, if you have already started a marker grant application, your dashboard will appear as follows. Please note that the left side column shows your application(s) to-do list. Navigate to your dashboard by clicking on the "Home" icon on the top left.



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 guidelines for 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

Next, you will 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.

Only cite 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.

| |
|---|
| What is on the site now?* |
| Nature preserve land within the Adirondacks. |
| 455 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 |
| Town of Elba tax records Census records Deeds from Gerrit Smith Speech by Gerrit Smith Newspaper article from the time |
| 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.

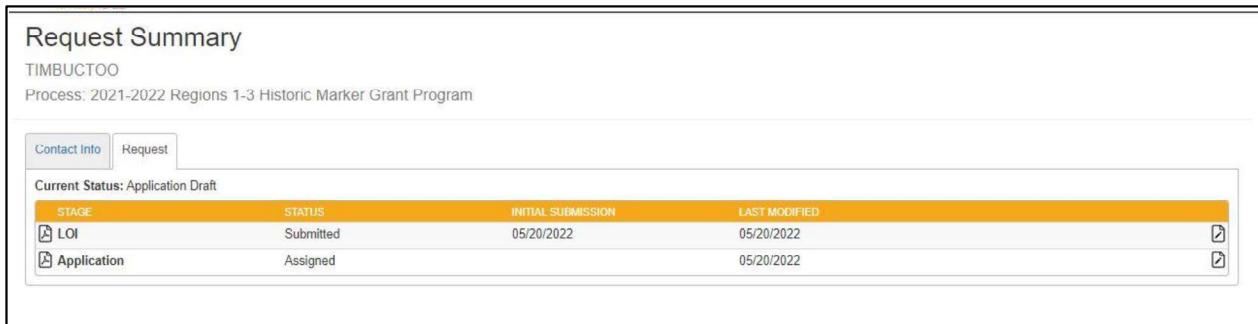


① MARKER INSCRIPTION DETAILS - PLEASE READ is Required
Historic Roadside Marker Program - 15 Characters is Required
is Required
Line 2 is Required
Line 3 is Required
Line 4 is Required
Line 5 is Required
What is on the site now? is Required
Primary Sources is Required

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 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
TIMBUCOO
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 |  |
| 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 on the location to view 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. <input type="text"/> |
| City/Town/Village* <input type="text"/> |
| 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). <i>Incorrect GPS coordinates will delay the application from being processed.</i> Latitude* <input type="text"/> Longitude* <input type="text"/> What is on this site today? (i.e. field, house etc.) <input type="text"/> |

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. <input type="text"/> |
| 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. <input type="text"/> 250 characters left of 250 |
| In one or two sentences, describe what is being commemorated* <input type="text"/> |

Describe the Historical Significance

Next you will describe the historical significance of the subject being commemorated. Why is this important? 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.

250 characters left of 250

Providing Applicant Information

Now that you've shared information about your proposed marker, the next section is about you – the applicant. We want to know what type of organization you are with, and how you first heard about the Pomeroy Foundation. Please select one of the available options or select "Other" if the available options don't apply to you, and write in a response.

Type of organization.*

Class at a K-12 School
 History/Extracurricular Club
 Homeschool Organization
 Post-Secondary Class or Organization
 Other

If other, please describe.

How did you hear about this program.*

Conference
 CTLE/Teacher
 Foundation Staff
 Historian
 Historical Organization
 Media (Newspaper/TV/Radio)
 National History Club
 Other Educator
 Social Media
 Webinar
 Other

If other, please describe.

Big Springs Museum

Uploading Documents

Your primary sources should be combined into a single file for uploading. Our applications have **two locations** where you can upload, and each only allow **one file** to be uploaded. Your main file can be up to 65 megabytes and the additional file can be up to 27 megabytes. While documentation can be mailed to our address, we encourage you to submit electronically through the application to expedite the process.

Documentation should be clearly cited and labeled, and display only the relevant information. Please highlight or otherwise denote the relevant text.

If your documents are individual or multipage PDFs, you can combine them using a "combine pages" feature available in software such as Adobe Acrobat or by using the Preview app (Mac only).

You can also compile legible and clearly marked images into a Word Doc or by using Google Docs, and upload these. You can also upload a ZIP file containing all your documents. To create a ZIP file, select the documents you need using the "shift" key and clicking on them. Right click and select "compress to" then "ZIP file" (Windows) or "compress" (Mac). Then upload the resulting ZIP file.

Primary Sources

In the next 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. Lists of links alone will not be accepted. Any links submitted must accompany the images/scans/copies of the primary sources that are required. Please ensure that any links you provide are publicly accessible and functional. 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.

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 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. You can check who owns the land using your local Parcel Lookup/Access site, or by contacting your local assessor.

Please note, before installing your marker be sure you are following all of your state's guidelines around digging and excavation. You can call 811 to check with utility authorities before digging.

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
402 E. Brighton Avenue
Syracuse, NY 13210

How will you submit the required documents?*

Mailing
 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 "Submit Application" button. You will receive an email notification confirming that the Pomeroy Foundation has received your submission.

✓ 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*

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 marker grants are typically made within 12 weeks following the grant deadline. Student-led applications are accepted on a rolling basis and evaluated as they are submitted.

More Information

For program guidelines and eligibility, visit our website and view the webpage of the program you are applying for, at <https://www.wgpfoundation.org/history/>.

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 Pomeroy Foundation 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.