# How to Apply for a
# Legends & Lore® Marker Grant

## Introduction

Welcome to our guide about how to apply for a Legends & Lore marker grant. In this document, we provide step-by-step instruction on:

- ✓ how to create an account in our online grant portal
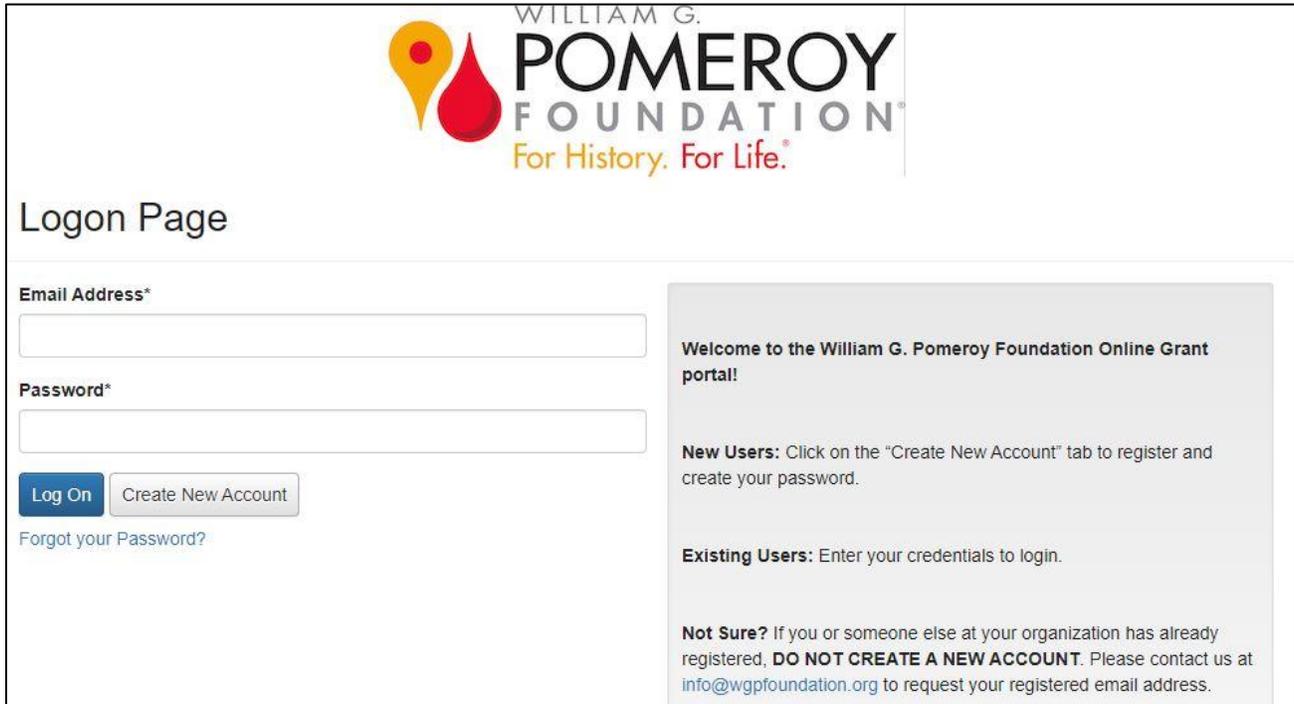- ✓ how to complete your grant application

## Getting Started

The first step is to go to our website, wgpfoundation.org, and navigate to the Legends & Lore webpage found under "Celebrate History." Once on the Legends & Lore page, click the yellow "Apply for Grant" button located directly below the first paragraph.

**Online Grant Application Portal**

Our online grant application portal allows you to login with an existing account or you may 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.

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.

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Organization Information

Organization Name*

EIN / Tax ID (##-#######)*

Web Site

Telephone Number (###-###-#### x###)*

Organization Email

Address 1*

Address 2

City*

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Check the box to confirm you are an Authorized Representative of your organization and may apply for the grant. Then create a password.

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Authorized Representative

Are you authorized to apply for this grant?*
⦿ Yes
◯ No

‹ Previous                    Next ›

Password

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**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 Legends & Lore application, and click on "Apply" to begin. Applications will only be visible here while their specific grant rounds are open.



## Return to an Existing Application (*if new, proceed to next 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.

## Beginning Your Application

Now you are inside the online application.

At the very top, you will see contact information for you and your organization. You can make edits to that information any time by clicking either of the pencil icons.



Below the contact information is a section titled "Designated Property Information." Be sure to carefully read all of the introductory instructions and guidelines at the beginning of this section. There's several important points that you should keep in mind.

## Inscription Guidelines

Follow the inscription guidelines and fill out your proposed marker inscription text. Our guidelines are detailed on our website, so be sure to review them closely.



The title line allows for 15 characters and the five lines of body text can have 27 characters each, including spaces and punctuation. In the photo on the right, the title line is "BETSY'S RIDE" and the five lines of body text are directly below it.

Each Legends & Lore marker also includes two mandatory credit lines below the inscription for the Foundation and state folklore partner, which in this case is the North Carolina Folklife Institute. Do the best you can writing your proposed inscription, but know Foundation staff will be able to assist you with wording.
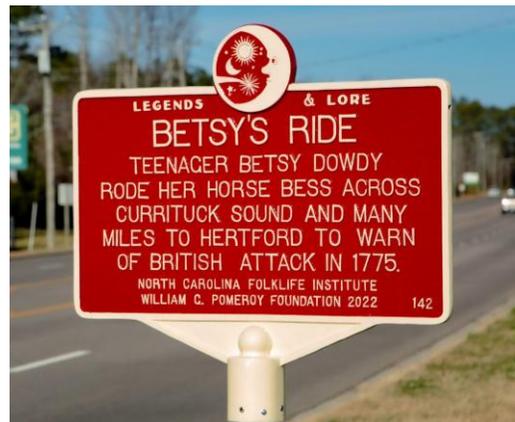


At the end of this section, you must also type in the title of your Legends & Lore marker again.

## Proposed Marker Location

In the next section, add details about the location where the marker will be installed. This includes the street address, name of the city, town or village, zip code, etc. You will also be asked to include a description of what's located at that site today. That means additional details about the specific address.

For example, is the marker being installed in front of a house, at a cemetery, or on the southeast corner of an intersection? Be specific. Including an optional photo with an X or object indicating the installation location can speed up the evaluation process.

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

**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.

250 characters left of 250

**Photo of Location (optional)**
Upload a photo of the proposed location indicating the exact place the marker will be installed. For example: take a photo with an object/person marking the spot or indicate the location by editing/marking the photo. This will help expedite the evaluation processes.

( Upload a file ) [25 MiB allowed]

In the second part of the location section, enter the proposed marker site's GPS coordinates (latitude and longitude) in decimal degrees (37.725382, -80.6411498). Include the name of the county or parish and the name of the state.

To get 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. Click on them to copy and paste them.

**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). *Incorrect GPS coordinates will delay the application from being processed.*

**Latitude\***

**Longitude\***

**County/Parish\***
Provide name of county/parish the marker will be located in.

**State\***
Provide name of state the marker will be located in.

## Marker Location, ctd.

In this section, you will also describe why this site was selected for the marker.

**Why was this site selected for marker installation?***

400 characters left of 400

## Describe Your Folklore or Legend

Next, in one or two paragraphs, describe the legend or folklore story associated with your proposed marker inscription. Please be as detailed as possible.

You'll have an opportunity to upload supporting documents later in your application.

**Legends & Lore***

In one or two paragraphs, describe the legend or folklore story associated with your proposed marker inscription. Required supporting documents and sources may be uploaded further below.

1,000 characters left of 1,000

## Providing Applicant Information

Next, indicate what type of organization you represent and how you first heard about the Pomeroy Foundation. Please select one of the available options, or select "other" and write in a description. You will also be required to write in an explanation of how you heard about us. Please provide as much detail as possible.

**What type of organization are you with?***

○ Academic Institution
○ Historical Society
○ Municipality
○ Other

**If other, please describe.**

**How did you hear about us?***

Please tell us how you heard about us. Was it through a historical society, conference, media, state organization, Foundation staff, educational institution etc? Please be as specific as possible.

450 characters left of 450

## Required Documents

First, you will indicate how you will be providing your required documents. Please note, uploading documentation is strongly preferred. While documentation can be mailed to our address, we encourage you to submit electronically through the application to expedite the process.

## Supporting Documents

Successful applicants include supporting documents in their application which demonstrate their proposed inscription is a valid example of a legend or folklore according to criteria as stated on our website. Be sure to provide scanned copies of documents, not just indexes or citation information. Please highlight or otherwise denote the relevant text. Any links submitted must accompany the images/scans/copies of the sources that are required. Please ensure that any links you provide are publicly accessible and functional. For information about what we accept as sources, see our Accepted Sources webpage. Applications submitted without supporting documentation will **not** be approved.

## Uploading Documents

Your 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 50 megabytes and the additional file can be up to 20 megabytes.

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.

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∨ Required Documents

**How will you submit required documents?***
○ Mailing
○ Uploading

**Legends & Lore Supporting Documents**
Upload one document or ZIP file here containing your combined primary sources. 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.
( Upload a file ) [50 MiB allowed]

**Additional document upload**
Upload one document or ZIP file here containing your combined primary sources. 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.
( Upload a file ) [20 MiB allowed]

## Land Use Permission Letter

Next, you will be asked to provide a signed Land Use Permission letter.

The Foundation requires a letter signed by the landowner demonstrating that your agency, pending grant approval, has permission to install a marker on the selected site. If the land is owned by a municipality or another agency, please have them use their official letterhead.

The land permission letter may be concise as long as it includes the required information, which includes the date, landowner name and signature, the address and/or GPS coordinates, the applying agency name, and explicit permission for the marker to be **installed**.



**LAND PERMISSION LETTER**
The Foundation requires a letter signed by the landowner demonstrating that your agency has permission to install a Legends & Lore 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 Legends & Lore 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. Documents must be postmarked by deadline date.

William G. Pomeroy Foundation
492 E. Brighton Avenue
Syracuse, NY 13210

**Permission Letter**
( Upload a file ) [3 MiB allowed]

## Submitting Your Application

Lastly, you must electronically sign your application by typing your full name, title, and date. Then click the "Submit" 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. 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***

**Title***

**Date***

( Abandon Request )                    ( Save Application ) ( Submit Application )

**Application Review**

Once all required materials are received, your application is complete and will be moved into the evaluation process where it will be reviewed by one of the Pomeroy Foundation's professional folklore consultants. The folklore consultant will reach out to you with any questions or concerns they have and assist you to get your application in the best possible order prior to final review by the Foundation Trustees. The Legends & Lore partner organization in your state will review the application before it's shared with the 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 are typically made within 4-6 weeks following the grant round closing. There are two Legends & Lore grant rounds each year and important deadlines are posted on the Foundation's website, wgpfoundation.org.

**More Information**

For program guidelines, eligibility, important dates, and how to apply, visit the [Legends & Lore marker program webpage](). If you need further assistance, 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 a Legends & Lore 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.