



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
- ✓ 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. Take the time to review the detailed guidelines and criteria here.

Click the “Apply for Grant” button situated below the introduction paragraphs on the About page.

New York State Historical Marker Grant Program

About Historical Marker Criteria Primary Sources FAQ

WM. H.H. CROSIER
SKANEATELES RESIDENT
AWARDED MEDAL OF HONOR,
BADLY WOUNDED IN CIVIL WAR,
IN 1864 RETRIEVED REGIMENT
FLAG FROM BEHIND ENEMY LINE
WILLIAM G. POMEROY FOUNDATION 2018 206

One of the William G. Pomeroy Foundation's core initiatives is helping people celebrate their community's history by providing grants to fully fund historical markers. Markers play an important role in local historic preservation by serving a dual purpose. They educate the public and foster tourism, which can provide much-needed economic benefits to the cities, towns and villages where the markers are placed.

The Pomeroy Foundation's NYS historical marker program commemorates significant people, places, and events in New York State after 1683 and 100 years prior to the year of application. Since 2006, we have funded more than 1,150 of these markers in all 62 counties. In doing so, this grant program fills an important gap, as the state stopped funding its marker program in 1939.

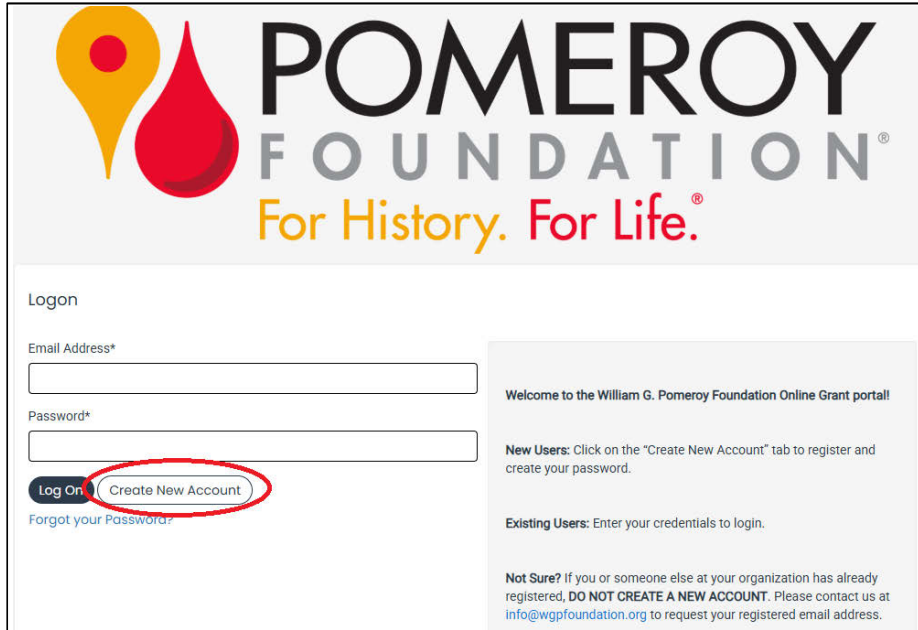
Before applying, please take the time to review the information on this page, as well as on our Marker Criteria, Primary Sources, and FAQ pages in the tabs above. Our requirements and guidelines are detailed on these pages.

Ready to apply? Review the information here, then click on the Apply button to go to our online application portal.

If you are familiar with our application process, get started 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.



POMEROY
FOUNDATION®
For History. For Life.®

Logon

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.

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

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.

You will need your EIN/Tax ID number to create an account. We will go through the four sections of the form here.

If you already have an account with us, you can cancel the new account anytime by clicking on the "Cancel Account Creation" button in the top right corner. Fields with an asterisk (*) are required.

The first section is on Organization Information. Enter the organization name, EIN/Tax ID number, telephone number, and physical address. The email and website here are optional. Click on "Next" in the bottom left corner to move to the next section.

The screenshot shows the 'Create New Account' form. At the top right is a 'Cancel Account Creation' button. Below the title, there is a note: 'If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page'. A yellow warning box states: 'Using the browser's back button will delete your registration information.' Below that, an information icon indicates: 'This registration process has multiple steps you must complete before you can apply.' A note says: 'Fields with an asterisk (*) are required.' The 'Organization Information' section contains two input fields: 'Organization Name*' with a placeholder 'Name' and 'EIN / Tax ID (##-#####)*' with a placeholder '22-2222222'.

The next section is on User Information. Every field here is required. We ask for a prefix, first and last name, title, email, phone number, and address.

The email you enter here will be your log in username, and the email we use to contact you about your applications. **Please use one that is checked regularly.**

The screenshot shows the 'User Information' form. At the top left is a 'Copy Address from Organization' button. The form is divided into two columns. The left column contains: 'Prefix (Mr., Mrs., Ms.)*' with an empty input field; 'Last Name*' with an empty input field; 'Email / Username*' with an email icon and an empty input field; and 'Telephone Number (###-###-#### x###)*' with an empty input field. The right column contains: 'First Name*' with an empty input field; 'Title/Position*' with an empty input field; 'Email / Username Confirmation*' with an email icon and an empty input field; and 'Mobile Number (XXX-XXX-XXXX)* (If no mobile number please enter N/A)' with an empty input field.

The next section asks you to confirm that you are an authorized representative of your organization, with the authority to apply for the grant. Click "yes" or "no", then "Next".



Authorized Representative

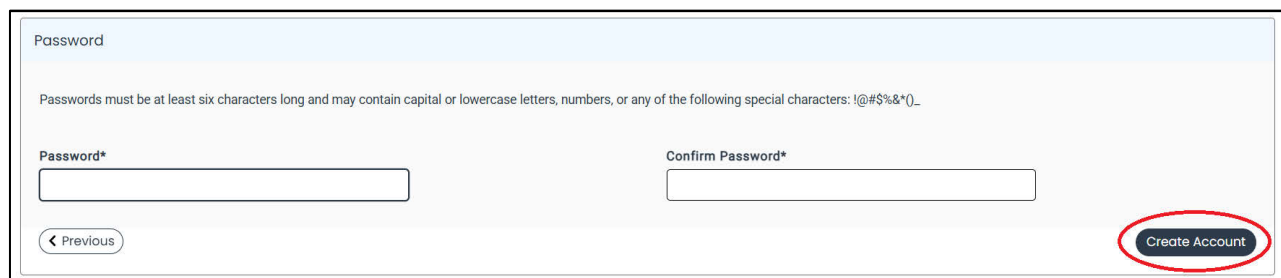
Are you authorized to apply for this grant?*

Yes

No

[← Previous](#) [Next >](#)

The final section asks you to create your password. Then, you can click on "Create Account" in the lower right corner.



Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%&*()_

Password*

Confirm Password*

[← Previous](#) [Create Account](#)

Email Confirmation

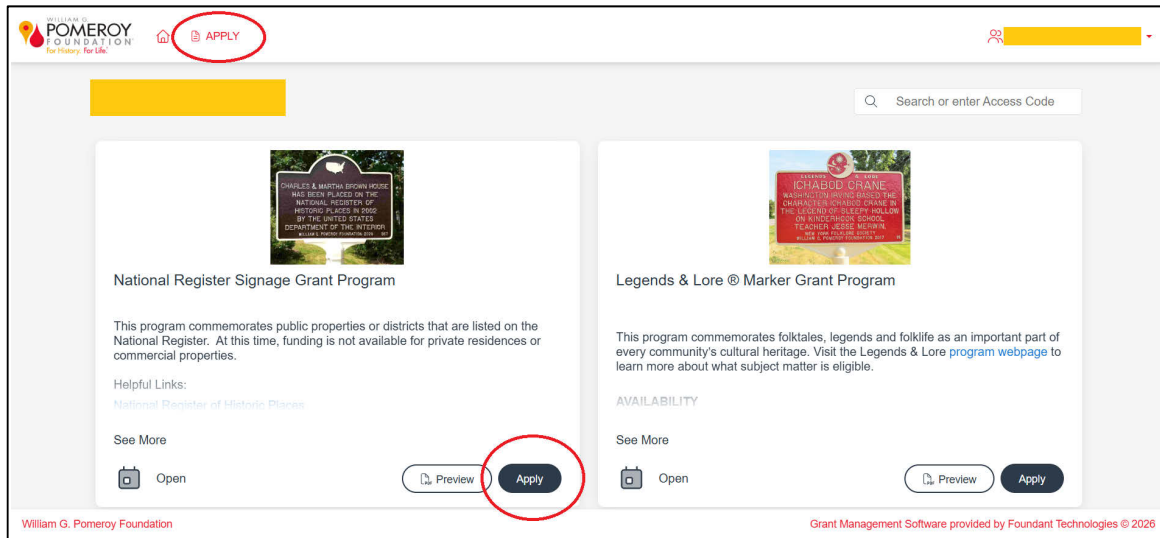
After completing these steps, you will see a confirmation page asking if you received your email confirmation. If this email is not in your inbox, check your junk or spam folder.

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."

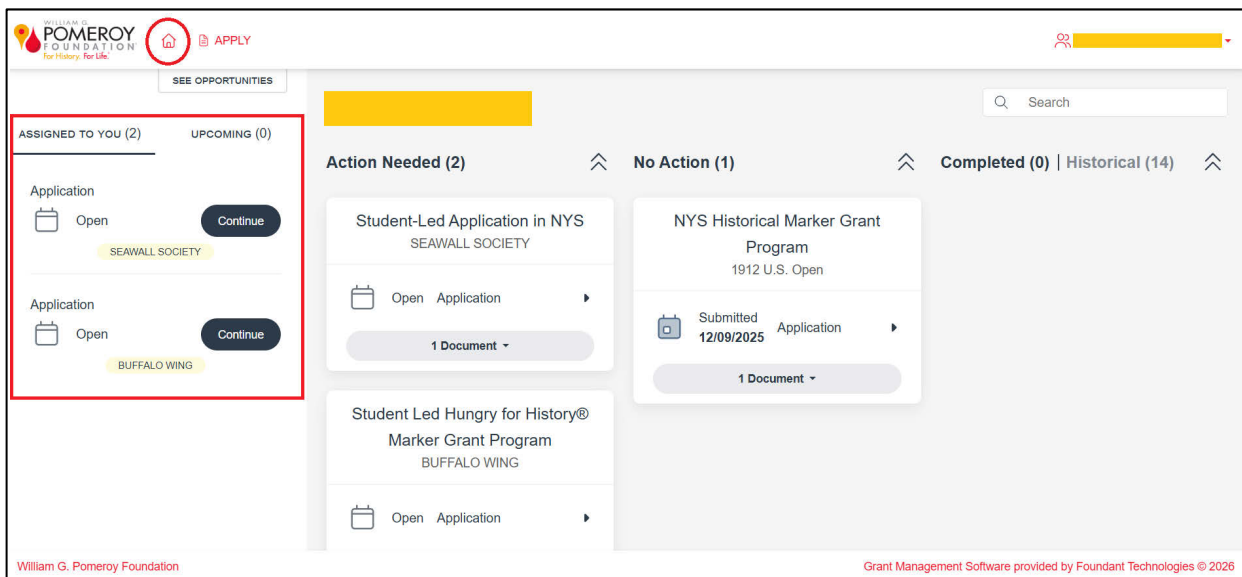
Grant Application Portal Interface

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. Only Hometown Heritage, NYS Historic, Hungry for History, and Historic Transportation require Letters of Intent.



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, list citations for the primary sources you will provide in your application, and proposed location address, GPS, and description of the site.

Please note, your LOI must first be submitted and approved by Foundation staff in order to access the second part of the grant application.

At the top of the LOI, you will see your contact information, which you can edit if needed.

LOI Guidelines

You will be asked to acknowledge that you have read the guidelines for marker criteria and primary source documentation that are linked in the Acknowledgements section. 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
Please read the [Criteria for the New York State Historic Marker Grant Program](#) and [Proving NYS Marker Inscription](#) prior to submitting this LOI.

I ACKNOWLEDGE THAT I REVIEWED

- Criteria for the New York State Historic Marker Grant Program
- Proving NYS Marker Inscription

Proposed Inscription

Next, you'll enter your proposed inscription.

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.

We have a [Style Guide](#) on our website that can help, and provide guidance on what is allowed.

Historical Roadside Marker Program - 15 Characters*
Provide the title (first line) of your proposed historic marker.

5 Body Lines - 27 characters each

Line 1

Line 2*

Line 3*

Line 4*

Line 5*

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. You will also need to include the address and GPS coordinates for the site.

Listing Your Primary Sources

A list of citations of the primary source documentation you will provide in the next stage of the application is required. Please note that for the LOI only the citation list is needed, not the actual documents. Only cite primary source materials that support the facts as proposed in your marker text. If you need further assistance, please review our guide about primary source documentation.

Address*
Please provide the street address where the marker will be located.

GPS Coordinates*
What are the gps coordinates of the location? GPS coordinates must be provided in decimal degree format (ex. 43.0138,-76.1357)

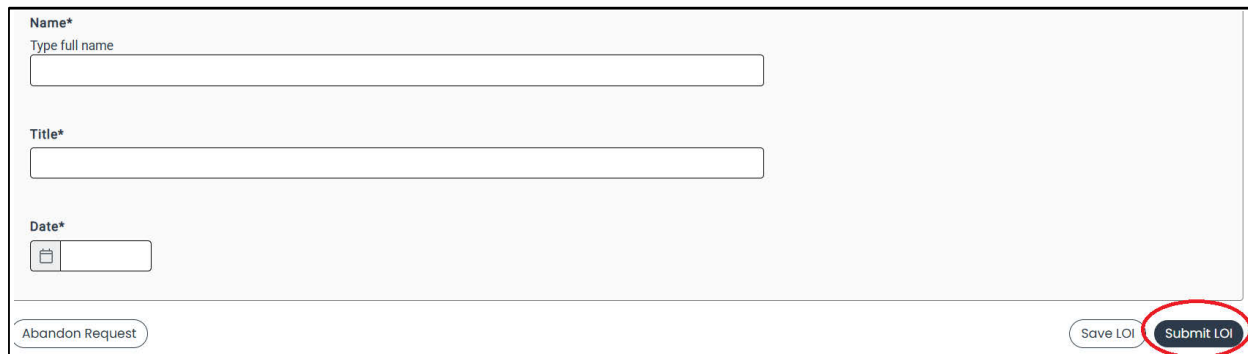
What is on the site now?*
Please describe the location where the marker will be placed.

500 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. You will upload your documents in the application stage. For a description of accepted primary sources, click [HERE](#)

1,500 characters left of 1,500

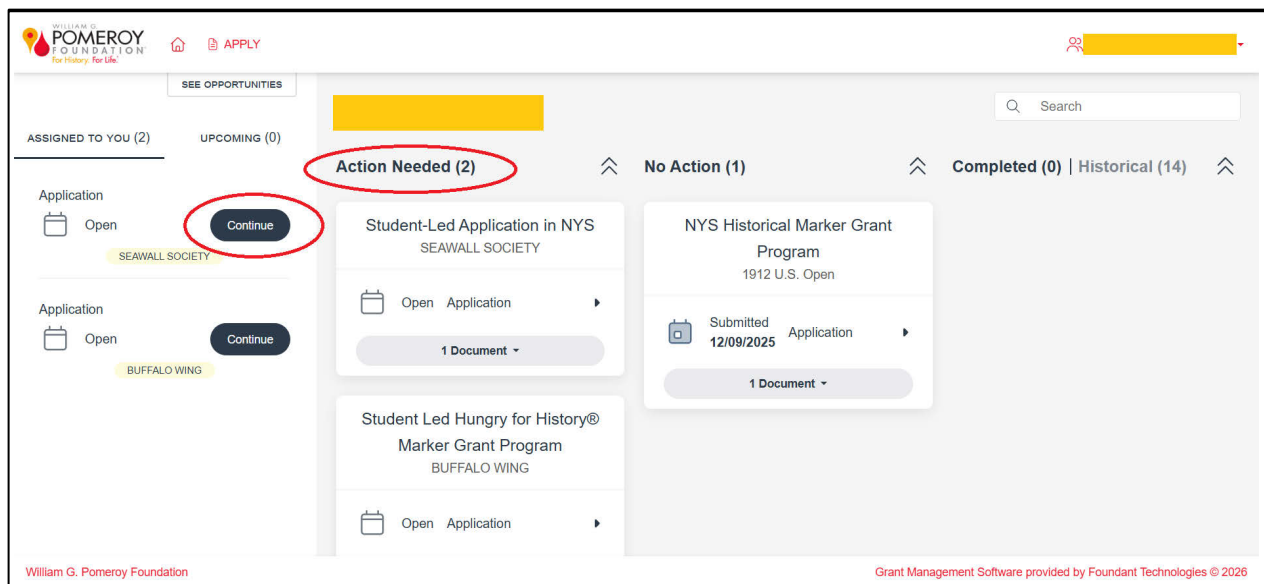
You will be asked to sign the LOI with your name, title, and date. When you have completed all of the fields, click the "Submit LOI" button in the lower right.



The screenshot shows a form for submitting a Letter of Intent (LOI). It includes three required fields: "Name*" with a sub-label "Type full name", "Title*", and "Date*" with a calendar icon. At the bottom, there are two buttons: "Abandon Request" on the left and "Save LOI" and "Submit LOI" on the right. The "Submit LOI" button is circled in red.

LOI Approval Notification

You will be notified by email once your LOI is reviewed by Foundation staff. If approved, log back in to the grants portal where you created your account to start working on your marker grant application. On the home page, which you can return to by clicking on the red house icon in the top left of the screen, you will see a list of all your applications. Either click on "continue" in the Assigned to You list on the left, or on "Application" on the tile listed under the Action Needed list.



The screenshot shows the Pomeroy Foundation grants portal dashboard. The top navigation bar includes the Pomeroy Foundation logo, a home icon, an "APPLY" button, and a user profile icon. The main content area is divided into several sections: "SEE OPPORTUNITIES", "ASSIGNED TO YOU (2)", "UPCOMING (0)", "Action Needed (2)", "No Action (1)", and "Completed (0) | Historical (14)". The "Action Needed (2)" section is circled in red. Below it, there are two application tiles. The first tile is for "Student-Led Application in NYS SEAWALL SOCIETY" and has a "Continue" button circled in red. The second tile is for "NYS Historical Marker Grant Program 1912 U.S. Open" and has a "Submitted 12/09/2025" status. The footer contains the text "William G. Pomeroy Foundation" and "Grant Management Software provided by Foundant Technologies © 2026".

Beginning Your Application

Once you have read the instructions at the top, fill out the fields for your marker inscription. 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. Click on the coordinates to copy and paste them.

<p>Street Address*</p> <p>Provide the exact street address where the marker will be installed.</p> <input type="text"/>
<p>City/Town/Village*</p> <input type="text"/>
<p>GPS Coordinates</p> <p>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?" coordinates will appear in the white box at bottom of screen.</p> <p>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></p>
<p>Latitude*</p> <input type="text"/>
<p>Longitude*</p> <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.

<p>Location*</p> <p>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.</p> <input type="text"/>
<p>Why was this site selected for marker installation?*</p> <p>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.</p> <input type="text"/>
<p>250 characters left of 250</p>
<p>In one or two sentences, describe what is being commemorated*</p> <input type="text"/>
<p>200 characters left of 200</p>

Describe the Historical Significance

Next you will describe the historical significance of the subject being commemorated. Why is this important? Please do this in 400 characters or less.

Historic Significance*
Briefly describe the historic significance of your proposed marker in 350 characters or less.

400 characters left of 400

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 and write in detailed responses.

▼ Applicant Information

Type of organization.*

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

If other, please describe.

City of Buffalo applying on behalf of a class at DePew SD

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, National History class, CLT/Teacher, etc? Please be as specific as possible.

450 characters left of 450

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](#).

Historical Marker Supporting Documents
Upload any supporting documents, sources or references you may have.

Upload a file [65 MiB allowed]
..Seawall Community Resources Marker Identifiers (1).pdf [202.5 KiB]

Additional document upload

Upload a file [27 MiB allowed]
Seawall Society Primary Sources.docx [7.1 MiB]

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 government.

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 Historical 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. [Click here for a permission letter template.](#)

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, title, and date. 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. 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*

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.