



## How to Apply for a National Register Signage Grant

### Introduction

Welcome. Over the next few pages, we provide step-by-step instructions for completing the online application process. We cover everything you need to know about our National Register Signage Grant Program, including:

- ✓ creating an account
- ✓ choosing the appropriate signage type for your location
- ✓ providing proof of the National Register of Historic Places designation
- ✓ completing your grant application

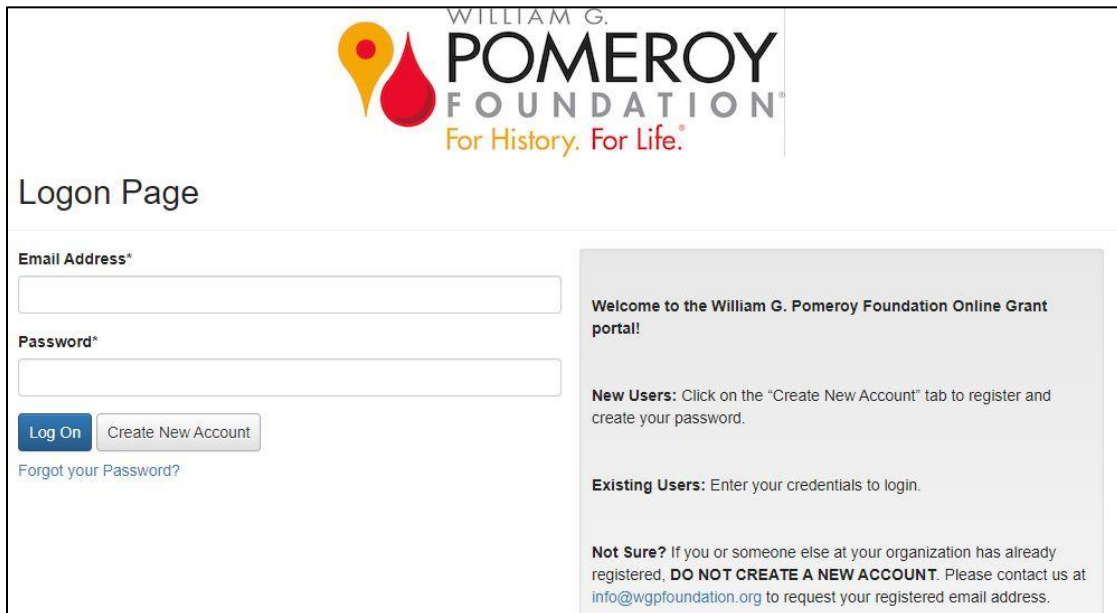
### Getting Started

The first step is to visit our website, [wgpfoundation.org](http://wgpfoundation.org), and navigate to the [National Register Signage Grant Program](#) webpage. Click the “Apply for Grant” button.

A screenshot of the William G. Pomeroy Foundation website. The page title is "National Register Signage Grant Program". The navigation menu includes "Who We Are", "Celebrate History", "Beat Blood Cancer", "Grants", and "News &amp; Events". Below the navigation, there are tabs for "About" and "FAQ". The main content area features a photograph of a brown historical marker for Olive Branch High School, which was placed on the National Register of Historic Places in 2009. To the right of the photo, there is text explaining the National Register of Historic Places and the foundation's role in providing grants for signage. At the bottom right, there is a yellow "Apply for Grant" button.

## Online Grant Application Portal

That button will take you to our online grant application portal where you can login with an existing account or create a new one by clicking the “Create New Account” button.



The screenshot shows the login page for the William G. Pomeroy Foundation. At the top center is the logo, which consists of a yellow and red teardrop shape to the left of the text "WILLIAM G. POMEROY FOUNDATION" and the tagline "For History. For Life." below it. The page title is "Logon Page". On the left side, there are two input fields: "Email Address\*" and "Password\*", each with a corresponding text box. Below these fields are two buttons: a blue "Log On" button and a grey "Create New Account" button. A link "Forgot your Password?" is located below the "Log On" button. On the right side, there is a grey box containing the following text: "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.", and "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. E-mail us at [info@wgpfoundation.org](mailto:info@wgpfoundation.org) or call us at 315-913-4060 and we will check your account status.

Remember, the application portal webpage is where you will 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. An EIN/Tax ID number is required in order to create an account.

Fill out all fields (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 your username and will be used for log in purposes. 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 (##-#####)*
<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	
<input type="button" value="Previous &lt;"/>	<input type="button" value="Next &gt;"/>
Password	

## Email Confirmation

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

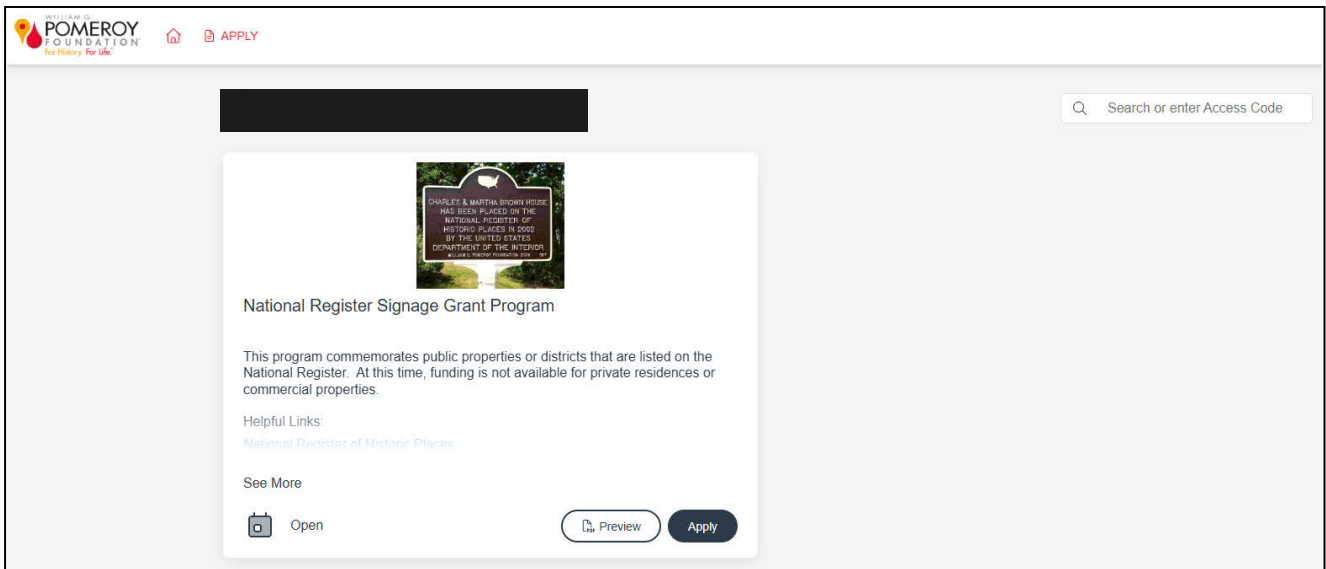
The email will be from administrator@grantinterface.com and the subject line will say: "William G. Pomeroy Foundation: Registration for Online Application."

Be sure to add this email address to your contacts or "safe" list. Confirm the status of the email and click "Continue."

## Grant Application Portal Interface

The grant application portal interface is where you will select the National Register Signage Grant Program to begin your application. Start by clicking on the red "Apply" button in the upper left, next to the "home" icon.

You will see all the open programs here. When you are ready to start your application, click the "Apply" button in the lower right corner of the program tile you want.



## Beginning Your Application

At the top of the application form, you will see your contact information, which you can edit if needed. Below your contact details, the first section of your application asks for your location's name, alternative names and year it designated to the National Register.

The screenshot shows the application form interface. At the top, there is a navigation bar with the Pomeroy Foundation logo, a home icon, an "Apply" button, and a link to "Organization History". Below the navigation bar is a "Question List" button. A blue banner indicates "Fields with an asterisk (\*) are required." The main section is titled "Designated Property Information" and contains three required fields: "Historic Name\*", "Other Names", and "Year of Designation\*", each with a corresponding text input box.

## Marker or Plaque Location Details

The next part of the application asks for the specific address where the roadside marker or bronze plaque will be installed. Additionally, you must provide details about what's currently located at your proposed location. Include as much information about the site as possible, such as if there's a building, cemetery, an intersection, etc.

<p><b>Street Address*</b></p> <p>Provide the exact street address where the marker will be installed.</p> <input type="text"/>
<p><b>Location*</b></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>500 characters left of 500</p>

This section also asks you to provide the name of the community, county/parish and state in which the National Register property is located, as well as the GPS coordinates in decimal form (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.

<p><b>City/Town/Village*</b></p> <input type="text"/>
<p><b>State*</b></p> <p>Provide name of state the marker will be located in.</p> <input type="text"/>
<p><b>County/Parish*</b></p> <p>Provide name of county/parish the marker will be located in.</p> <input type="text"/>
<p><b>GPS Coordinates*</b></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?" GPS 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> <input type="text"/>

## Property Type and Use

In the next section, you will need to select the category that best represents your National Register location. Is it a building? Is it a district? Please choose an answer from the provided options.

<p><b>Category of Property*</b></p> <p>Indicate the category of your designated property. <a href="#">Click here to view category descriptions.</a></p> <p><input type="radio"/> Building</p> <p><input type="radio"/> District</p> <p><input type="radio"/> Object</p> <p><input type="radio"/> Site</p> <p><input type="radio"/> Structure</p>
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As you complete this section, please provide details about how the property is currently being used, what type of organization you are representing, and what type of National Register signage is needed at the location. Applications for historic districts or sites only qualify for roadside markers.

Markers are 2' x 3' cast aluminum and are mounted to a standard 7' aluminum pole. Plaques are 9" x 13" in bronze. Upon grant acceptance, applicants may select between two different designs.

<p><b>Current use of the Property*</b></p> <p>In one sentence or less, describe the current use of the property.</p> <input type="text"/>
<p><b>Type of organization*</b></p> <p><input type="radio"/> Historical Society</p> <p><input type="radio"/> Municipality</p> <p><input type="radio"/> Other</p>
<p><b>If other, please describe.</b></p> <input type="text"/>
<p><b>Type of Signage Requested*</b></p> <p>If your property is a building, structure or object, indicate if you prefer a 9" x 13" plaque or free-standing 2' x 3' roadside marker.</p> <p><b>NOTE:</b> Sites and Historic Districts qualify for roadside markers <b>only</b>.</p> <p><input type="radio"/> Plaque</p> <p><input type="radio"/> Roadside Marker</p>

## How Did You Hear About Us

We want to know how you or your organization heard about our National Register Signage Grant Program. Please write a detailed response so we know who to thank.

**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

## National Register Designation Proof

Next, please provide a copy of your official National Register designation letter. This document should be uploaded as a single PDF file. If you do not have a copy of the designation letter available, please contact us directly for assistance by emailing: [info@wgpfoundation.org](mailto:info@wgpfoundation.org).

While documentation may also be mailed to our address, we encourage you to submit your documentation electronically.

Required Documents

If you do not have the ability to upload a document, please submit required documents to the following address. Be sure to include the name of applying agency.

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

**How will you submit required documents?\***

Mailing  
 Uploading

**Official Designation Letter**  
If you cannot locate your National Register designation letter, contact us at [info@wgpfoundation.org](mailto:info@wgpfoundation.org) or 315-913-4060.

[2 MiB allowed]

## Land Use Permission, Photo, and Additional Uploads

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 or plaque on the site listed above (pending grant approval). If the land is owned by a municipality or another agency, 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.

In addition to the permission letter, please upload a photo of the National Register location. If the location is in a historic district, then please provide a general area photo or a street view image. Please provide the best photo available, as this image may be used to illustrate the property on our interactive digital map once the marker or plaque has been granted and manufactured.

You may also upload additional documents related to the National Register property that supplements the information you have already provided.

### Land Permission Letter

The Foundation requires a letter signed by the landowner demonstrating that your agency has permission to install a National Register 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 National Register marker on my property should they receive funding from the William G. Pomeroy Foundation.

Sincerely,

*(Property owner's signature)*

Upload a file [8 MIB allowed]

### Photograph

Upload a photo of the property. If applying for a historic district marker, please provide a street view or general area photo. Photos submitted may be published to our [Marker Map](#) webpage once your plaque/marker is manufactured.

Upload a file [10 MIB allowed]

### Additional/Option Upload

Upload a file [10 MIB allowed]

## Submitting Your Application

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

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\*

Title\*

Date\*

Abandon Request Save Application Submit Application

You will receive an email notification confirming that the Pomeroy Foundation has received your submission.

## Application Review

Once all required materials have been submitted and your application is complete, it will move to 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 order prior to final review by the Foundation Trustees.

Final grant decisions will be sent via email. Decisions for National Register grants are typically made within 12 weeks following submission.

## More Information

For program guidelines and eligibility, visit the [National Register 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 National Register signage 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.