



## Ohio Historical Markers Application

Please complete this application to apply for either an Ohio Historical Marker or an Ohio Corporate Limit Marker. For additional assistance and information on completing this application, please refer to the *Marker Application Handbook* found on the marker website [Remarkable Ohio](#). These guidelines will provide more detailed information about each step of the application process.

**All information is required. Missing information will eliminate your application from consideration.** Please use the checklist on page 2 to ensure everything is complete prior to submission. *While submission of an application does not guarantee that a marker will be awarded, the Ohio Historical Markers program appreciates your efforts to provide the information needed.*

Please note that due to the increased popularity of Ohio Historical Markers, we can only entertain one application from an individual or organization in any given round of applications.

### **Questions?**

Contact the Ohio History Connection's Historical Markers Coordinator, Laura Russell, at 614-297-2360 or [lrussell@ohiohistory.org](mailto:lrussell@ohiohistory.org). You may also visit [www.remarkableohio.org](http://www.remarkableohio.org).

### **Application Deadline: July 1**

Please mail your completed application, with supporting materials, to Laura Russell at the address below. Submitting a paper application greatly speeds our processing and decision time. To be considered, all applications must be postmarked July 1 or earlier.

**MAIL:**           **Laura Russell, Historical Markers Program Coordinator**  
**Ohio History Connection**  
**800 East 17th Avenue**  
**Columbus, Ohio 43211**

**EMAIL:**       **[lrussell@ohiohistory.org](mailto:lrussell@ohiohistory.org)**

## Application Check List

Use the checklist below to insure your application is ready to submit. Applications missing any of the following information will be considered incomplete and eliminated from consideration for a marker.

- \_\_\_\_\_ Did you complete ALL information in the following sections?
- \_\_\_\_\_ *Location of Proposed Marker*
  - \_\_\_\_\_ *Owner of Property*
  - \_\_\_\_\_ *Funding Sponsor*
  - \_\_\_\_\_ *Maintenance of Marker*
  - \_\_\_\_\_ *Shipping Address*
  - \_\_\_\_\_ *Application Submitted By*
- \_\_\_\_\_ If applicable, did you supply a tax exempt number for the funding sponsor of marker?  
*If no tax exempt number is given, Franklin County sales tax will be added to the cost of the marker.*
- \_\_\_\_\_ Signed letter from the property owner granting permission to erect a marker?
- \_\_\_\_\_ Map showing placement of proposed marker?
- \_\_\_\_\_ Statement of significance, attached (with footnotes or endnotes)?
- \_\_\_\_\_ Suggested text of marker, attached (with footnotes or endnotes)?
- \_\_\_\_\_ Initial draft of text does not exceed maximum length of 130 words per side (or 15 words for an Ohio Corporate Limit Marker). Word count included with your text?
- \_\_\_\_\_ Bibliography of sources cited for statement of significance and suggested text attached?
- \_\_\_\_\_ Copies of sources used to document facts in suggested marker text attached?
- \_\_\_\_\_ Did you check a box for grant consideration?

**If everything is in order, then your application is ready to mail!**

## Additional Funding (application must be made now)

\_\_\_ **Check if applying for funding through the Ohio Historical Markers Grant Program.**

For more information, please refer to the *Ohio Historical Markers Grant Program* document found on [Remarkable Ohio](#).

\_\_\_ **Check if applying for funding through the William G. Pomeroy Foundation.**

Funding is available for Ohio Historical Markers in **Ashland, Ashtabula, Cuyahoga, Erie, Geauga, Huron, Lake, Lorain, Mahoning, Medina, Meigs, Ottawa, Portage, Sandusky, Seneca, Summit, Trumbull, and Wayne** counties. For more information on the criteria for this grant, please refer to the *William G. Pomeroy Foundation Grant* document found on [Remarkable Ohio](#).

**PLEASE NOTE:** Applicants may only apply for one of these grants. If you wish to have your marker application put into consideration for grant funds please check now. We cannot add your name to this pool after the July 1 marker application deadline.

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**1. Title of Marker:** \_\_\_\_\_

This title or an edited version thereof will appear at the top of the marker and be used to identify it once erected. Keep titles short and interesting. It is recommended that you finalize the title after you draft your "Statement of Significance" and "Suggested Marker Text."

**2. Subject of Marker:** \_\_\_\_\_

It is suggested that you fill in this blank after you draft your "Statement of Significance" and "Suggested Marker Text." Briefly summarize the subject of the marker. Examples: "Union general," "Historic building," "Natural disaster."

**3. Location of Proposed Marker**

Include a **written description**, a **marked map showing proposed placement of marker**, and a **photograph of the location**. Be sure to note the relationship of the location of the marker to the subject matter.

Property Name (if applicable): \_\_\_\_\_

Address (street and number): \_\_\_\_\_

City or Village: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Marker GPS decimal coordinates: Latitude: \_\_.\_\_\_\_\_- Longitude: (-) \_\_.\_\_\_\_\_-

Indicate relevance of location to subject of marker:

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**4. Owner(s) of Property upon which marker is to be erected**

When a marker is to be erected on a property not owned by the applicant, the property owner must grant permission in writing. **Please include the signed letter of permission with this application.**

Property Owner(s): \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address (street and number): \_\_\_\_\_

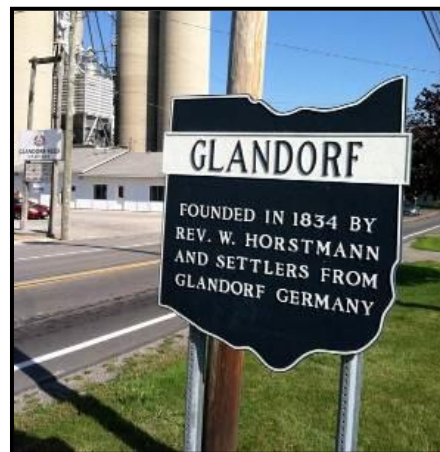
City or Village: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**OWNERSHIP OF PROPERTY (check one):**

- public/local       public/state       public/federal
- not-for-profit     private/individual     private/business

**5. Type of Marker (check one):**



\_\_\_\_\_ OHIO HISTORICAL MARKER

\_\_\_\_\_ OHIO CORPORATE LIMIT MARKER(S)

\_\_\_\_\_ Number of markers requested

SIZE OF LETTERS AND LENGTH OF MARKER TEXT (for Ohio Historical Markers only as Corporate Limit Markers are limited to approximately 15 words in length)

**Size of letters in text:**

\_\_\_\_\_ 1" Letters (up to 90-100 words per side)

\_\_\_\_\_ 5/8" Letters (up to 130 words per side)

**Length of marker text:**

\_\_\_\_\_ Same text each side

\_\_\_\_\_ Different text each side

**NOTE:** Word counts do NOT include the title of the marker or the sponsor lines at the bottom.

**ART WORK (for Ohio Historical Markers only)**

Metal plate photo to be included (prices vary) \_\_\_\_\_ YES \_\_\_\_\_ NO

Custom art work to be included (prices vary) \_\_\_\_\_ YES \_\_\_\_\_ NO

**Be sure to attach all proposed art work to the application.**

- Please refer to the Ohio Historical Markers Price List for costs of markers with different letter sizes and text lengths.
- Historical markers with smaller letters and longer texts are more expensive than those with larger letters and shorter texts.
- Art work is an additional cost.
- Art work must be submitted in a high resolution (300 dpi or higher) TIF or JPEG file.
- Although art work will reduce the number words per side of a marker, it can effectively convey the significance of the topic commemorated.

**6. Funding Sponsor of Marker**

Applicant or sponsor is responsible for funding the marker. This includes the purchase of the marker and all costs associated with the installation of the marker.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address (street and number): \_\_\_\_\_

City or Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Tax-Exempt: \_\_\_\_\_ YES \_\_\_\_\_ NO Tax-Exempt Number: \_\_\_\_\_

**Note:** the organization indicated above will be listed on the bottom of the marker as its lead sponsor. If more than one organization is to be credited, please list the names of the

organizations under “Additional funding sponsor” below. Because of space limitations at the bottom of marker, **no more than 4 sponsors total will be listed**: the lead sponsor listed above, two (2) additional funding sponsors listed below, and the Ohio History Connection.

\*Additional funding sponsor: \_\_\_\_\_

\*Additional funding sponsor: \_\_\_\_\_

### 7. Maintenance of Marker

Organization responsible for the maintenance of marker, including replacement, if necessary.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address (street and number): \_\_\_\_\_

City or Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### 8. Shipping Address

The shipping address must be a **commercial** address open between 8 am – 5 pm, Monday – Friday. It is the responsibility of the receiver at the shipping address to inspect the marker prior to accepting delivery.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address (street and number): \_\_\_\_\_

City or Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### 9. Statement of Significance

The statement of significance should explain why the person, place, event, or thing to be marked deserves recognition on an Ohio Historical Marker. Support all statements of fact with credible sources. Sources from the time of the topic being commemorated (primary sources) are strongly preferred over those that describe the topic years after the fact (secondary sources). Please document all statements of fact in the statement of significance with footnotes or endnotes. Please refer to the Marker Application Guidelines for more information about footnotes and endnotes.

**NOTE:** STATEMENTS OF SIGNIFICANCE MUST BE TYPEWRITTEN ON A SEPARATE SHEET OF PAPER AND ATTACHED TO THIS APPLICATION. Limit the statement of significance to one or two typed 8.5 x 11 pages.

### **10. Suggested Marker Text**

On a separate piece of paper, DRAFT a suggested historical marker text of between 90 to 130 words per side. Suggested texts in excess of 130 words per side may be returned to the local sponsor for further editing before review by the markers program.

Suggested texts for Ohio Corporate Limit Markers should not exceed 15 words.

The text must be historically accurate, informative, and concise. All suggested texts are subject to revision at the discretion of the Ohio Historical Markers program to ensure these goals are met.

Document all statements of fact in suggested marker text with **footnotes** or **endnotes**, as in the “Statement of Significance.” Including footnotes or endnotes in the suggested text connects statements of fact to the sources you consulted during your research. Footnotes or endnotes also aid the review and fact-checking process. These footnotes and endnotes will NOT be included on the finished marker.

**NOTE:** SUGGESTED TEXT MUST BE TYPEWRITTEN ON A SEPARATE SHEET OF PAPER AND ATTACHED TO THIS APPLICATION. PLEASE INCLUDE A WORD COUNT WITH YOUR TEXT.

### **11. Sources and Bibliography**

On a separate piece of paper, please list any publications or other references cited in the footnotes or endnotes in both the “Statement of Significance” and “Suggested Marker Text.” For each reference, indicate the **name of the author**, the **title of the source**, its **place and date of publication**, and **page numbers** where information was found.

Attach to your application photocopies of any relevant pages of these sources that may help in the review of the marker text. If it is impractical to photocopy the source, indicate where it may be found so that it may be consulted when this application is reviewed as the program must have access to all sources cited. Be sure to note which footnote or endnote the photocopies correspond to in your “Statement of Significance” and “Suggested Marker Text.”

**NOTE:** SOURCES AND BIBLIOGRAPHY MUST BE TYPEWRITTEN ON A SEPARATE SHEET OF PAPER AND ATTACHED TO THIS APPLICATION. **Applications missing sources and a bibliography will be returned.**

**12. Tentative Dedication Date \_\_\_\_\_, 2019**

To help the marker program plan, what month do you hope to hold a marker dedication? Is it around another special event? PLEASE NOTE that markers take 2-3 months to fabricate AFTER text has been finalized and approved by both the marker program and sponsors. Few markers will be finalized before late spring or summer of 2019.

**13. Application Submitted By**

By completing this section, I agree that:

- I have verified that the above information is accurate and correct to the best of my knowledge.
- I, or the organization I represent, am authorized to commit the person(s) or organization(s) named above to fund and maintain the marker.
- For the purpose of creating this marker, **I will serve as the contact person between the local sponsor(s) of the application and the Ohio History Connection's marker program staff.** If I cannot serve in this capacity, I will inform the Historical Markers Program Coordinator who is so authorized and share that person's contact information with him or her.

Contact Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Street and Number: \_\_\_\_\_

City / Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_