



Ohio Historical Marker Application

Application Deadline: by noon May 1, 2024

Please use this paper form to prepare your materials and information prior to starting your electronic application found on RemarkableOhio.org <https://remarkableohio.org/>. While you can “save and continue later” using the button at the bottom of the electronic application, your link will expire after 30 days. We have also had problems with information being lost if you open and close the file multiple times. We suggest you have all text ready and uploads scanned BEFORE starting the electronic file.

For additional assistance and information on completing the application, please refer to the *Marker Handbook* found on the “Propose A Marker” page.

All information is required. Missing information will eliminate your application from consideration.

- Research files and final marker text will be considered public record and made available to the public upon request. All other information on this application is confidential and for program use only.
- 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.
- 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 requested information.
- Please submit your completed electronic application, upload supporting materials, by noon on May 1 (or earlier). If you are unable to use the electronic application, please arrange with the Markers Coordinator to submit paper application and supporting documents by noon on May 1 (or earlier).
- To be considered, all submissions or additions must arrive by noon on May 1 or earlier.
- During a SPECIAL CALL only applications relating to the requested topics will be considered. All topics will be considered the following year during an OPEN CALL.

MAILING ADDRESS:

Laura Russell, Historical Markers Program Manager
Ohio History Connection
800 East 17th Avenue
Columbus, Ohio 43211

EMAIL ADDRESS: lrussell@ohiohistory.org

OFFICE PHONE: 614-297-2360

Additional Funding (application must be made now)

For information about available funding, refer to grant criteria documents found on [Propose A Marker](#) page.

Select if applying for funding through the Ohio Historical Markers Grant.

Select if applying for funding through the Lucas Regional Marker Fund.

Select if applying for funding through the William G. Pomeroy Foundation.

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 one now. Really, that is all you need to do! We cannot, however, add your name to this pool after the May 1 deadline.

Select if your application is part of a settlement with the State Historic Preservation Office? Such applications are not eligible to receive the grant funds above. To determine the amount of the “mitigation fee” to be added to the cost of your marker, please contact Diana Welling in SHPO. Be prepared to supply a pdf of your signed MOA.

1. Title(s) of Marker

Side A: _____

Side B (if different): _____

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: “Biography,” “Architecture,” “Religion,” or “Transportation.” You may suggest up to 5 subjects.

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: (-) __._____-

Location: _____

Extra guidance that will help people find the marker, e.g. "In small playground beside the Village Police Department."

Indicate relevance of location to subject of marker:

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

Please upload a signed letter of permission from the owner of the property with this application. Use the [template for the required permission letter](#).

Property Owner(s): _____

Organization (if applicable): _____

Address (street and number): _____

City or Village: _____ County: _____ State: _____ Zip: _____

Telephone: (_____) _____ Email: _____

OWNERSHIP OF PROPERTY (check one):

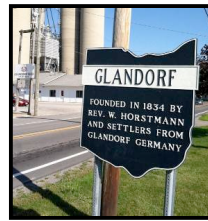
- public/local public/state public/federal
 not-for-profit private/individual private/business

5. Marker Specifications

TYPE OF MARKER (choose one)

OHIO HISTORICAL MARKER

CORPORATE LIMIT MARKER



Number of CLM(s) Requested

SIZE OF LETTERS and LENGTH OF MARKER TEXT (for Ohio Historical Markers only)

Size of letters in text:

_____ 1" Letters (up to 90 words per side)

_____ 5/8" Letters (up to 125 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. They DO include (*continued on/from other side*) if text is different each side but uses the same title.

ART WORK (for Ohio Historical Markers only)

Metal plate photo to be included _____ YES _____ NO

Custom art work to be included _____ YES _____ NO

Be sure to UPLOAD all proposed art work to the application.

Art work must be submitted in a high resolution (300-600 dpi) TIF or JPEG file.

6. Funding Sponsor of Marker

Applicant or funding 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, unless you receive funding from the William Pomeroy Foundation or the Lucas Regional Marker Fund. If more than one organization is to be credited, please list the names and contact information. NO MORE than 4 sponsor lines will appear on any marker. The bottom sponsor line will always be OHIO HISTORY CONNECTION.

*Additional funding sponsor: _____

*Additional funding sponsor: _____

7. Maintenance of Marker

Please upload a signed letter from the organization committing to long-term maintenance of the marker. Use [template](#) for the required maintenance agreement on organization's letterhead.

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.
- Link every fact in your "Statement of Significance" with endnotes.
- 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).
- Limit your statement to three typed 8.5 x 11 pages if possible.

NOTE: The "Statement of Significance" must be typewritten on a separate sheet of paper and **UPLOADED** with your application.

10. Suggested Marker Text

Here is where you tell us what you would like your historical marker to say. All suggested marker texts are subject to revision at the discretion of the Ohio Historical Markers Program. Such editing may be done to ensure historical accuracy, to tighten meaning, to reflect what you told us in your "Statement of Significance," or to bring the text into a uniform marker "voice."

- DRAFT the historical marker text of between 90 to 125 words per side.
- Remember texts for Ohio Corporate Limit Markers cannot exceed 15 words.
- The text must be historically accurate, informative, and concise.
- Document every fact in your “Suggested Marker Text” with endnotes. As the website will not allow for word auto insertion of endnotes, add a number (1) behind your fact and then use the same number in the “Endnotes” section of the form to supply the note.
- Although endnotes will NOT be included on the finished marker they will be held on file at the Ohio History Connection.
- Add a word count to the bottom of your page. Do not count the title or sponsor lines or your endnote numbering.
- If you text continues onto Side B, please add 4 words per side: (A) “continued on the other side” and (B) “continued from the other side.”
- Remember, you can opt for two different titles on your marker.

NOTE: The “Suggested Marker Text” (and endnotes) will be typed into the electronic application.

11. Bibliography

Please create a formal bibliography by listing all publications, manuscripts, or other references cited in your endnotes for both the “Statement of Significance” and “Suggested Marker Text” in the space below. If there is a reference that you found useful but did not cite, please include it in the bibliography as well. **Applications missing the bibliography will be returned as incomplete.**

12. Sources

Please UPLOAD a legible copy of every source cited in your “Statement of Significance” and “Suggested Marker Text,” as well as listed in your Bibliography.

- Please note, we do not need the entire book or original document, just the relevant pages and publication/location information.
- If a website is cited, please upload a copy of the pages cited. Web links frequently break and we want to both see and preserve your research.
- Your sources will be considered public record and made available to researchers asking for information about your marker research.
- Your sources will be shared with internal and external reviewers as well as grant committees making decisions about application acceptance and funding awards.
- The Ohio Historical Markers Program will carefully check every source you used in your research and writing and must be able to access to all sources cited should they need more information than the pages supplied here.
- The markers program reserves the right to conduct their own research or ask for further information to be verified by the applicant.
- **Applications missing sources will be returned as incomplete.**

13. Tentative Dedication Date _____

To help the marker program plan, what date do you hope to hold a marker dedication? Is it around a special event? PLEASE NOTE that markers may take up to 6 months to fabricate AFTER text has been finalized and approved by both the marker program and sponsors. We cannot guarantee that markers will be finalized in time for your tentative dedication date so please do not confirm that date until your marker has been safely delivered.

14. 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 at the time of transfer.

Contact Name: _____

Name of Organization: _____

Organization Street and Number: _____

City / Village: _____ State: _____ Zip: _____

Telephone: (_____) _____ Email: _____

Signed: _____ Date: _____

Application Check List

Use the checklist below to ensure your application is ready to submit. If any item is missing, your application will be returned as incomplete.

- 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*

- Did you supply a tax exempt number for the funding sponsor of marker?
 Or is this not applicable?

- Include a signed letter from the property owner granting permission to erect a marker?

- Include a signed letter of agreement from the marker maintenance designee?

- Enclose a map and photograph showing placement of proposed marker?

- Attach your "Statement of Significance" including endnotes?

- Attach your "Suggested Marker Text" including endnotes?

- Does your initial draft of text not exceed 90-125 words per side?
(15 words for an Ohio Corporate Limit Marker)
 Did you include the word count at bottom of page?

- Include your "Bibliography" of sources used in both the statement and suggested marker text?

- Include legible copies of each source used to document the facts in both the statement and suggested marker text?

- Did you check a box for grant consideration? Or is this not applicable?

- Did you include a signed copy of your MAO if this application is part of a mitigation settlement with the State Historic Preservation Office?
 Or is this not applicable?

If everything is in order, then you are ready to submit your online application!

TEMPLATE FOR PROPERTY OWNER PERMISSION LETTER.

Please create a letter on letterhead or include the owner's name, address, phone number, and email on the letter submitted. Use a clean sheet rather than writing over this template.

RE: Property Owner Permission for Proposed Ohio Historical Marker

As owner of the [NAME] County property [INSERT ADDRESS] I grant permission for the proposed [INSERT MARKER NAME] Ohio Historical Marker to be erected at the location agreed upon by the applicant, myself, the Ohio History Connection, and the organization responsible for marker maintenance.

I fully understand that this permission includes the following:

- To allow the public to stand or sit on my property so that the marker may be easily read, viewed, photographed, and enjoyed;
- To allow access to the marker (free of charge) between dawn and dusk, seven days a week, and 365 days a year;
- To notify the organization responsible for marker maintenance if the marker is in need of cleaning, repair, or refurbishment, and to grant them access to the marker for any needed work;
- To promptly report to the Ohio Historical Marker Coordinator and the marker maintenance organization if the marker is missing, damaged, or stolen, and to grant them access to the marker for any needed work;
- To allow (free of charge) photographs, location information, and address of the marker to be published on the Ohio Historical Marker website and held in the program's permanent marker file;
- To allow (free of charge) photographs, location information, and address of the marker to be published by individuals or organizations granted such usage by the Ohio Historical Markers program;
- To allow the marker to stand in perpetuity and not remove or move it without consultation with the Ohio Historical Marker Coordinator at the Ohio History Connection and the submission of the necessary relocation or retirement forms and photographs expected at the time;
- That should I sell or otherwise relinquish ownership of the property I will alert the Ohio Historical Marker Coordinator at the Ohio History Connection, the marker maintenance organization, and the new owner(s) so that arrangements may be made to continue this agreement.

I look forward to being a part of the Ohio Historical Marker program and being a custodian of this important piece of Ohio's history.

Sincerely,

TEMPLATE FOR MARKER MAINTENANCE COMMITMENT LETTER.

Please create a letter on the organization's letterhead rather than writing over this template.

RE: Maintenance Commitment for Proposed Ohio Historical Marker

To Ohio History Connection Markers Program:

I am writing in regard to the proposed Ohio Historical Marker to be located at [ADDRESS or LOCATION]. I verify, on behalf of [YOUR ORGANIZATION NAME], that the said organization will be responsible for the maintenance of the marker.

I fully understand that this long-term maintenance commits the organization to the following:

- To bear responsibility for long-term maintenance and care of the marker including regularly cleaning with a clean cloth and warm soapy water (nothing abrasive or with wax), touch-up painting, and refurbishing the marker should it become too aged or weathered for continued display;
- To promptly report to the Ohio Historical Marker Coordinator if the marker is missing, damaged, stolen, moved, refurbished, or retired;
- To submit to the Ohio Historical Marker Coordinator up-to-date photographs of the marker and its location when filing a missing marker, relocation, or marker retirement form;
- To bear the responsibility for the full-cost of refurbishment and/or replacement of the marker should it be weather-worn, damaged, or stolen.

We also agree that we will not replace the marker with any facsimile but will work with Sewah Studios (the original manufacturer of the marker) and the Ohio Historical Markers Coordinator should replacement become necessary.

We promise to care for the marker as we would any other object we value highly, for the benefit of the historical education of our visitors, our organization, and the citizens of Ohio.

Sincerely,