



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.*

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. You may also visit 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**

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?

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

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

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

- _____ Attach your two-page "Statement of Significance" including footnotes or endnotes?

- _____ Attach your "Suggested Marker Text" including footnotes or endnotes?

- _____ Does your initial draft of text not exceed 130 words per side? (15 words for an Ohio Corporate Limit Marker)
 - _____ Did you include the word count at bottom of page?

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

- _____ Attach two legible copies of each of the sources 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 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.

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:

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

Please include a signed letter of permission from the owner of the property with this application.

Property Owner(s): _____

Organization (if applicable): _____

Address (street and number): _____

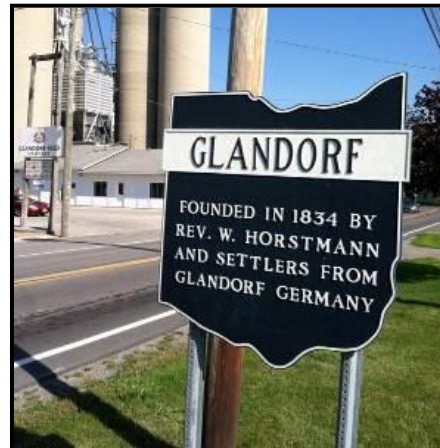
City or Village: _____ County: _____ State: _____ Zip: _____

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

Please include a signed letter from the organization agreeing to the maintenance of the marker. Be sure they are aware that this includes normal upkeep of the marker, but could include refurbishment or replacement should the marker be stolen or otherwise damaged.

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 creditable sources.
- Document every fact in your “Statement of Significance” with footnotes or 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 one or two typed 8.5 x 11 pages.

NOTE: The “Statement of Significance” must be typewritten on a separate sheet of paper and attached to this 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 the meaning, or to bring the text into a uniform marker “voice.”

- DRAFT the historical marker text of between 90 to 130 words per side.
- Remember texts for Ohio Corporate Limit Markers should not exceed 15 words.
- The text must be historically accurate, informative, and concise.
- Document every fact in your “Suggested Marker Text” with footnotes or endnotes.
- Your footnotes and endnotes will NOT be included on the finished marker but will be held on file at the Ohio History Connection.
- Add a word count (not including title) to the bottom of your page.

NOTE: The “Suggested Marker Text” must be typewritten on a separate sheet of paper and attached to this application.

11. Sources and Bibliography

The Ohio Historical Markers Program will carefully check every source you used in your research and writing of both the “Statement of Significance” and the “Suggested Marker Text.” Additionally, the program reserves the right to conduct their own research or ask for further information to be verified by the applicant.

- Please create a formal bibliography by listing all publications, manuscripts, or other references cited in your footnotes or endnotes or used during your research.
- 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.
- If using a primary source, list as many details as possible, including the location of the original document to help us find it if necessary.
- Enclose two legible copies of any relevant pages from your sources that may help in the review of your statement and suggested text.

- If it is impractical to photocopy or scan the source, indicate where it may be found so that it may be consulted when this application is reviewed.
- The Ohio Historical Markers program must be able to access to all sources cited.

NOTE: The “Bibliography” must be typewritten on a separate sheet of paper and attached to this application.

Applications missing sources and/or the bibliography will be returned as incomplete.

12. 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 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 the year following application.

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 at the time of transfer.

Contact Name: _____

Name of Organization: _____

Organization Street and Number: _____

City / Village: _____ State: _____ Zip: _____

Telephone: (_____) _____ Email: _____

Signed: _____ Date: _____

Application updated August 15, 2019