Kentucky Historical Highway Marker Program
Kentucky Historical Society

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Deadline for Applications: April 1 and October 1, 2008

The Kentucky Historical Highway Marker Program, administered by the Kentucky Historical Society in cooperation with the Kentucky Transportation Cabinet, commemorates historic sites, events, and personalities throughout the commonwealth. The goal is to connect events, people, and sites to bring the past to life, and to increase the public's awareness of Kentucky history. The subjects of the more than 2,000 markers vary widely, but all mark sites that local communities have recognized as important to local, regional, state, or national history.

Through the program, the wealth of Kentucky history is made accessible along the state's highways. The markers are on-the-spot history lessons that add drama and interest to travel for both native Kentuckians and out-of-state visitors.

How to Submit an Application for a Historical Highway Marker

Taking a subject from an idea to a finished marker takes time, thought, and the work of many people. Marker applications are accepted twice a year: by April 1 and by October 1. After each deadline, an advisory committee meets to review applications and make recommendations as to whether they should be accepted, resubmitted, or rejected. Up to fifteen applications may be accepted in each review process.

Steps to completing a Marker Application:

1. Request a Highway Marker Application Package from the Kentucky Historical Society.
You can also download an application package from the KHS Web site at history.ky.gov.

2. Notify your county chairperson that you are preparing an application. The chairperson can assist you with the application. (Contact the Kentucky Historical Highway Program for the name and phone number of your county chairperson.)

3. Complete the application package
Application must include:

a. Application cover sheet.
b. Information about proposed marker
c. Text Page
d. Documentation Sheet
e. Funding sources
f. Copies of the pages from each reference that document marker text.
g. List of local organizations, including contact information, supporting your marker.

4. Submit the complete application plus <u>FOUR COPIES</u> by the appropriate deadline.

5. Community consensus. Kentucky Historical Highway Markers become highly visible, permanent features of the local sites where they are placed. It is, therefore, important for applicants to secure a significant degree of community consensus, preferably even before the formal application is made. Unanimity is difficult to achieve, but clearly the significant local groups should be supportive. The identity of these groups may vary from place to place but should typically include local historical organizations,

local government, patriotic societies, veterans' groups, and organizations involved in historic preservation. It would be helpful for a list of the supporting organizations to accompany the application itself.

Cost of a Kentucky Historical Highway Marker

Once a marker subject is approved, the organization or individual who submitted the application is responsible for obtaining the funds to pay for the fabrication of the marker. The cost for fabrication is:

- $1,650.00 if the text is the same on both sides of the marker.
- $1,850.00 if the text is different.

The funds for fabricating the marker must be received by the Kentucky Historical Highway Marker Program office before the order can be placed.. Some suggestions for raising funds in your community include:

A. Ask a business, corporation, or civic organization in your community to contribute funds. (We can include the name of one sponsoring organization on each side of the marker.)
B. Ask members of your community to contribute.
C. If the marker is about a specific person, ask descendants of that person to contribute.
D. Hold a special fund-raising event to raise money.
E. Apply to a foundation or other granting source for funds.

Guidelines for Kentucky Historical Highway Marker Program

1. Applications for markers will be reviewed twice a year by a historical advisory committee.
2. Up to fifteen markers can be approved at each review meeting.
3. The initial acceptance is for the subject only. Once the subject has been accepted, the text of the marker and its accompanying documentation are thoroughly checked by the Kentucky Historical Highway Marker staff to ensure that they meet the required standards for historical accuracy.
4. Markers cannot be approved for:

• A living person
• A purely genealogical or family subject
• An individual or business if the primary value of the marker is to provide financial benefit to that person or business;
• A cemetery, unless someone significant to Kentucky history is buried there or unless a historically significant event is connected with it;
• A church, unless it meets one of the following criteria:
- The church is connected with a significant historical event or person
- The church congregation has existed, uninterrupted, for at least 150 years;
- The church building itself was constructed over 100 years ago and has been used continuously by the same congregation; or
- The building has historically significant architectural features.

5. Marker *locations* will not be approved for places where they will create traffic hazards or where they are not acceptable to the property owner or the governmental agency having jurisdiction. The final decision for placement of a marker on public highways rests with the Kentucky Transportation Cabinet.

6. Marker *texts* will not be approved unless they accurately present verifiable historical information. The documentation supporting the marker texts should be based on reliable, original sources whenever possible. The texts should also conform to the limitations on the number and length of lines (see page 8).

Timetable for Marker Applications

Application Deadlines	April 1	October 1
Decision of advisory committee: (Yes, No, or Resubmit)	June 1	December 1
Data Verification Process: Program staff verify all information and check each documented source. Staff may be in touch with the applicant if additional documentation is needed or if inconsistencies are found.	June 1-August 31	December 1-February 28
Text Editing Process: Text is written and submitted to Program staff for final editing; This edited text is then returned to the applicant for review**.**	September 1-30	March 1-31
Payment Due: Payment must be made in full by this date so that the order for fabrication can be placed.	October 1	April 1
Date Set for Dedication (Subject to Approval of Final Text): The date for the marker dedication should be set by this date in order to allow enough time for publicity and planning.	October 1	April 1
Fabrication: Order for marker is placed; marker is fabricated and returned to appropriate district highway office of Kentucky Department of Highways for installation.	October 1-December 31	April 1-June 30
Mark Installation and Dedication Program	January 1-June 30	July 1-December 31

SAMPLE—Documentation Sheet

Use this as a guide on how to submit documentation (see page 4 of application).

Marker Subject: Lt. Presley N. O'Bannon, USMC	**Name and phone number of person completing documentation:** Joe Smith, 502-555-1234
FACTS List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.	**SOURCES** Each fact must be verified with notation of the source material. Include a copy of the page from each document that was used.
First American to raise U.S. flag on foreign soil.	Acts of Kentucky, 1920, p. 734.
At Battle of Derne on shores of Tripoli, April 27, 1805.	*The Register of the Kentucky Historical Society*, vol. 18, no. 52, pp. 73-76 and vol. 54, pp. 21-23.
Led attack that overcame Barbary Coast pirates who were holding American seamen for ransom.	*The Register of the Kentucky Historical Society*, vol. 18, no. 54, p. 21-23.
O'Bannon came to Logan Co. in 1807.	*The Story of Logan County* by Edward Coffman, p. 113. Finley's *History Of Russellville & Logan County*, p. 29.
Served in state legislature 1812, 1817, 1820-21,	*The Register of the Kentucky Historical Society*, vol. 18, no. 52, p. 480, 776. *The Story of Logan County* by Edward Coffman, p. 113.
and Senate 1824-26.	Collins's *Historical Sketches of Kentucky*, p. 480.
Died in 1850.	Information on gravestone in Frankfort Cemetery.

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Application Form

Cover Sheet—Required For All Applications

This application is submitted for:

- ❑ **April 1 deadline:**
  If approved, marker will be ready to dedicate between January and June of next year
- ❑ **October 1 deadline:**
  If approved, marker will be ready to dedicate between July and December of next year

Information about applicant:

Name of organization or individual submitting application:		
Address:		
Name and address of contact person for this application (if different from above):		
Daytime phone number:	**Fax number:**	**E-mail address:**
Signature of person submitting application:		
Name and Address of Local Newspaper:	**State Representative Dist.:** **State Senate District:** **U. S. Congressional District:**	
Signature of County Marker Chairman:		

For office use only:

Application number:	**Date application received:**
❑ Application submitted to advisory committee ❑ Documentation verified ❑ Text written and edited ❑ Text approved by historical committee ❑ Funds received to pay for marker fabrication ❑ Marker text submitted to manufacturer ❑ Marker received by highway department ❑ Marker installed and ready for dedication	**County Chairman:**
	District Highway Office:
	Proposed date for dedication:
	Decision of Advisory Committee: **YES NO RESUBMIT**

Application Form

Page 2—Information About Proposed Marker

Subject of proposed marker:	**Will this marker have:** ❑ **Text the same on both sides** ❑ **Text different on each side**
This marker will feature: ❑ **A historic person** ❑ **A building or historic site** ❑ **A historic event** ❑ **Other**	**Will this marker address any of the following 2005 priority subjects?** ❑ **Women in Kentucky History** ❑ **Kentucky African American History** ❑ **Lewis and Clark in Kentucky**
Briefly, why is this subject significant to Kentucky history?	
Suggested location: ❑ **On street/road/highway** ❑ **On public grounds** ❑ **On private grounds—provide name of owner:**	**Address and description of suggested location:**
County: / **Nearest city or town:**	**Distance and direction from city/town:**
Is there space near the proposed site to pull off the road and read the marker inscription?	Is there a proposed date for the dedication of the marker? Is this date an anniversary or other special date appropriate for this marker dedication? (Please do not announce the dedication date for this marker until you are notified by the Kentucky Historical Highway Marker Program Office that the marker has been approved and that it will be ready in time for your proposed date.) Please note also that you are responsible for the marker dedication program. The Kentucky Historical Highway Marker Program office will print the copies of the program for you when you send the final text.
How will your organization find funds for the cost of manufacturing the marker?	

Application Form
Page 3—Text Page

Please submit your proposed text. Providing us with the facts that you think are most important will help us with the process. Remember that each side of the marker is limited to only one headline, ten lines of text of up to 33 letters/spaces, and a sponsorship line. You do not have to put the text in final form. The Program office will do that after verifying the documentation.

Marker Side One:
Marker Side Two (if two-sided):

Application Form

Page 4—Documentation Sheet

Please copy this page as many times as necessary to include all important facts.

Marker Subject:	**Name and phone number of person completing documentation:**
FACTS List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.	**SOURCES** Each fact must be verified with notation of the source material. Include a copy of the page from each document that was used.