Historical Marker Program Application

The Kentucky Historical Marker Program, administered by the Kentucky Historical Society in cooperation with the Kentucky Transportation Cabinet, commemorates historic sites, events, and personalities throughout the commonwealth. This program connects events, people, and communities in order to bring the past to life and to increase the public's awareness of Kentucky history. The subjects of the more than 2,400 markers vary widely, but all mark sites that local communities have recognized as being important to local, regional, state or national history.

How to Submit an Application for a Historical Marker

Taking a subject from an idea to a finished marker takes time, thought, and the work of many people. Marker applications are reviewed by an advisory committee twice a year. The deadlines for applications to be submitted to KHS are March 1 and Sept. 1. The advisory committee reviews the application and makes recommendations as to whether it should be accepted, resubmitted or rejected.

Steps to completing a Marker Application

1. **Complete a Historical Marker Application Package.**
   Each application must include:
   a. Cover sheet
   b. Information about proposed marker
   c. Text page
   d. Documentation sheet
   e. Copies of the pages from each reference that documents marker text
   f. Letters of support for your historical marker request

2. **Submit <u>FOUR COMPLETE COPIES</u> of the application and supporting materials** to Becky Riddle, Kentucky Historical Marker Program Coordinator, Kentucky Historical Society, 100 W. Broadway, Frankfort KY 40601.

3. **Community consensus.** Kentucky Historical 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. You can show this by obtaining letters of support. Unanimity is difficult to achieve, but 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.

Cost of a Kentucky Historical Marker

Once a marker subject is approved, the applicant must pay for the fabrication of the marker. The cost for fabrication is:

- $2,300 if the text is the same on both sides of the marker.
- $2,500 if the text is different.

The editing process will not begin until the Kentucky Historical Marker Program receives these funds. Once payment is received, the Kentucky Historical Society will begin working with you to finalize the text. Some suggestions for raising funds in your community include:

- Ask a business, corporation, local government, or civic organization in your community to contribute funds (we can include the name of one sponsoring organization on each side of the marker).
- Ask members of your community to contribute.
- If the marker is about a specific person, ask descendants of that person to contribute.
- Hold a special fundraising event.

Guidelines for the Kentucky Historical Marker Program

1. Marker applications are reviewed twice a year by a historical advisory committee. 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 Marker Program staff to ensure that they meet the required standards for historical accuracy.

2. Markers cannot be approved for:
   - A living person or a person who died less than 25 years ago
   - A purely genealogical or family subject
   - An individual or business if the primary value of the marker is to provide financial benefit to or advertising for that person or business
   - A cemetery, unless someone significant and well-known to Kentucky history is buried there, or unless a historically significant event is connected with it
   - A church, unless it meets at least one of these criteria:
     - The church is connected to a significant historical event or person that is meaningful to Kentucky's overall history.
     - The church congregation has existed, uninterrupted, for more than 150 years.
     - The church building is on the National Register of Historic Places.

3. Marker text should focus on commemorating the history of buildings and churches and their significance to Kentucky history, rather than their architectural features.

4. 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. Markers must be placed in locations that are easily accessible to the public. The final decision for placement of a marker on public highways rests with the Kentucky Transportation Cabinet.

5. Marker *text* will not be approved unless it accurately presents verifiable historical information. The documentation supporting the marker texts should be based on reliable, original sources whenever possible. *Wikipedia is not accepted as a source*. Applications that do not include documentation will not be accepted. The text also should conform to the limitations on the number and length of lines (see page 3 of application).

SAMPLE Documentation Sheet

Use this as a guide to submitting documentation (see page 3 of application).

Facts	Sources
List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.	Each fact must be verified with notation of the source material. *You must 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, pp. 21-23.
Served in state legislature 1812, 1817, 1820-21.	The Register of the Kentucky Historical Society, vol. 18, no. 52, pp. 480, 776. "The Story of Logan County," Edward Coffman, p. 113.
Served in Senate 1824-26.	"Collins's Historical Sketches of Kentucky," p. 480.
Died in 1850.	Information on gravestone in Frankfort Cemetery. Photograph of stone attached.

Historical Marker Application Cover Sheet

Information about applicant: Deadline for: ____March 1 ____ Sept. 1

Name of organization or individual submitting application:
Address:
Name and address of contact person for this application (if different from above):

Phone number:	Email address:

Signature of person submitting application:

Name of local newspaper:	State Representative: State Senator: U.S. Congressman:

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	District Highway Office:
	Proposed dedication date:
	Decision of Advisory Committee: YES NO RESUBMIT

Application Form Proposed Marker Information

Name of proposed marker:	This marker will have: ❐ The same text on both sides ❐ Different text on each side

This marker will feature:
❐   A historic person
❐   A building or historic site
❐   A historic event
❐   Other

Please explain why this subject is significant to Kentucky history:

Suggested location: ❐ On street, road or highway ❐ On public grounds ❐ On private grounds		Address and description of suggested location:
County:	Nearest town:	Distance and direction from city/town:
Is there space near the proposed site to pull off the road and read the marker text?	Is there a proposed date for the marker dedication? 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 the Kentucky Historical Marker Program Office notifies you that the marker has been approved and that it will be ready in time for your proposed date.)	

Application Form Text Page

Please submit your proposed text. Remember that each side of the marker is limited to only one headline, 10 lines of text of up to 33 letters and spaces and a sponsorship line (if you don't want a sponsorship/ dedication line, you may have an extra line of text). Once the facts are verified and the text is edited by the program office, you will be asked to approve it before the marker is ordered.

Marker side one:

Marker side two (if two-sided):

Application Form Documentation Sheet

Facts	Sources
List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.	Each fact must be verified with notation of the source material. Include a copy of the page from each document that was used.