

## Historical Marker Equity Program Applicant Checklist

- Prepare Application on Topic of Choice. Read the attached Application for details and instructions. *Remember to keep your community involved throughout the process!*
- Submit Completed Application to [autumn.langemeier@nebraska.gov](mailto:autumn.langemeier@nebraska.gov) by 11:59pm on July 20th, 2022.
- Receive Application decision by September 2nd, 2022. *If not selected for this round, please reach out to Autumn Langemeier to discuss further options.*
- If chosen for funding, History Nebraska has your representative read and sign a Letter of Commitment where you agree to see the project through to the end.
- After signing the Letter of Commitment, Autumn Langemeier and your representative (as indicated in your Letter of Commitment) will work together to draft, edit, and then finalize the text for your proposed Historic Marker.
- The final location of the marker is decided and made official.
- The delivery information for the Marker is finalized and recorded for the final order.
- Your Historic Marker goes through a process of final approval from both History Nebraska and you and is officially ordered. *Manufacturing times are currently extended and may take longer than usual.*
- Autumn Langemeier updates you on the status of your order.
- Schedule and plan the Dedication Ceremony or other commemorative event for the Marker with History Nebraska. Autumn Langemeier will assist in this planning.
- Hold the Dedication Ceremony or other commemorative event for the Marker with History Nebraska.
- Fill out a Feedback Survey on Google.
- Enjoy your new Historic Marker!

**1. Suggested Title/Topic:**

**2. Cycle Topic Category:** Select all that apply.

- Art                       Sports                       Civil Rights  
 Native American Perspectives                       20<sup>th</sup> Century Immigration Movements

**3. Proposed Marker Location:** List 1 or more possible locations for this Marker. \*You may attach a separate sheet of information for additional options.

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State NE Zip \_\_\_\_\_

Location Description:

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State NE Zip \_\_\_\_\_

Location Description:

**4. Preferred Marker Style:** Check one.



**Single Post Marker**  
30 X 42 inches. Space for about 80 words.



**2 Post Marker**  
5 X 6 feet. Space for about 180 words.



**Table Style Marker**  
3 X 6 feet. Space for about 170 words.

**5. Marker Text:** What do you think it should say? This doesn't need to be a complete or edited draft. We will work with you to flesh out and edit your Marker Text if selected.

**6. Sources and Bibliography:** What sources did you use to find the information above and where can we find them?  
\*You may attach a separate sheet of paper with the information if more space is necessary.

**7. Primary Contact Info:** Who will be the primary contact on this application and how can we reach them for questions or updates? Additional contacts may be listed on a separate sheet of paper.

Organization Name (if applicable) \_\_\_\_\_  
Contact name \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Email or send application to: [autumn.langemeier@nebraska.gov](mailto:autumn.langemeier@nebraska.gov)

For questions call: (402) 416-7695

Autumn Langemeier  
Historic Marker Equity Program Coordinator  
History Nebraska  
1500 R Street  
Lincoln, NE 68508