



# APPLICATION FOR A STATE HISTORICAL MARKER

State Form 45937 (R18 / 3-20)  
INDIANA STATE LIBRARY  
INDIANA HISTORICAL BUREAU  
INDIANA STATE HISTORICAL MARKER PROGRAM

**Due July 8**

**AUTHORITY:** According to IC 4-23-7.2-11, the Indiana Historical Bureau, a division of the Indiana State Library, is in charge of an historical marker program for the state. State Historical Markers must be approved and ordered by the Indiana Historical Bureau.

<b>SECTION 1 PROPOSED MARKER INFORMATION</b>	
Suggested topic of marker	
County of installation	City / town of installation

<b>SECTION 2 APPLICANT CONTACT INFORMATION</b>			
Name of applicant		Daytime telephone number (     )	
E-mail address			
Street address ( <i>number and street</i> )			
City	State	ZIP code	County
Sponsoring organization, if relevant			

<b>SECTION 3 FUNDING, TEXT APPROVAL, AND OWNERSHIP</b>
<p>Indiana State Historical Markers are purchased by the Indiana Historical Bureau from the approved state vendor using private funds. The cost to obtain an historical marker is \$2,950.</p> <p><input type="checkbox"/> I understand that if the proposed marker is selected, I am responsible for raising full funding.</p> <p><input type="checkbox"/> I understand that the Indiana Historical Bureau has final authority for the text of the marker and retains ownership of all historical markers in the state format.</p> <p><i>Please list those individuals or groups who will provide funding (\$2,950) for the marker. Please send with the application at least one (1) letter of support from a donor partner.</i></p> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>

<b>SECTION 4 OTHER PLAQUES ON THIS TOPIC</b>
<p><i>Submit a list and provide the text for any existing plaques or markers that are related to this subject and are in the general vicinity of your proposed marker locations. You may find Waymarking.com and HMDB.com useful as you prepare this list. Attach an additional sheet if necessary.</i></p> <p><b><i>If a digital record exists in HMDB.org or Waymarking.com for nearby plaques, you may copy and paste links instead of submitting the text of the plaques.</i></b></p>

<b>SECTION 5</b>		<b>PROPOSED MARKER LOCATION</b>	
<b>Review <a href="#">Guidelines and Procedures</a> before proposing a location. Provide a marked map, indicating where you would install the marker if approved, and photographs of the location.</b>			
Exact address ( <i>number and street, city, state and ZIP code</i> )			
GPS coordinates			
Type of property ( <i>Check one.</i> ) <input type="checkbox"/> Public / State property <input type="checkbox"/> Private property		Name of owner	
Indicate relevance of location to the topic. -----			
Indicate business or personal connection between location and applicant and/or sponsoring organization, if applicable. -----			
Describe why this is an appropriate, safe, and accessible site / location for the public to read both sides of the marker. ----- -----			
Alternative location ( <i>Provide exact address, GPS coordinates, or detailed directions.</i> ) ----- -----			
Type of property ( <i>Check one.</i> ) <input type="checkbox"/> Public / State property <input type="checkbox"/> Private property		Name of owner	
Indicate relevance of location to topic. -----			
Indicate business or personal connection between location and applicant and/or sponsoring organization, if applicable. -----			
Describe why this is an appropriate, safe, and accessible site / location for the public to read both sides of the marker. ----- -----			

<b>SECTION 6</b>		<b>DEDICATION AND PROGRAMMING</b>	
Provide the date ( <i>month, day, year</i> ) or the month when you would like to dedicate the marker.			
Indicate relevance of the dedication date to the topic, if applicable. -----			
List any planned programs, exhibits, or educational initiatives that will amplify the educational value of the historical marker. ----- -----			

**SECTION 7****TOPIC SENTENCE OF IMPORTANCE**

Please craft one topic sentence for the proposed marker. This sentence should briefly introduce the topic and place it in context.

Examples:

*Black southerners established a thriving, free community around Thorntown in Sugar Creek Township by the early 1850s.*

*Hall of Famer Everett Case, known for his basketball strategies and promotion of the sport, began his high school coaching career at age nineteen.*

*The Barkshires defied fugitive slave laws to provide aid and comfort to those escaping bondage in the South.*

**SECTION 8****SIGNIFICANCE OF PROPOSED MARKER TOPIC AND DOCUMENTATION**

This section is crucial in the evaluation process and must be completed. Focus your research on the state, national, and/or international significance of your topic. In other words, explain the impact, effect, or contribution of your topic to Indiana, to the United States, and/or to the world.

Use the Significance and Documentation Worksheet, pages 4, 5, and 6, to demonstrate the statewide importance of your topic. Provide at least six (6) but no more than twelve (12) points. Cite at least one primary source for each point and list the location(s) where you found it so others could find that same source.

Examples of primary sources may include vital records, wills, letters, diaries, land records, city directories, Sanborn maps, speeches, company newsletters, contemporary newspapers, patents, and acts of the General Assembly.

You must provide photocopies or scans of primary sources listed on your Worksheet when you submit your application. Digitized primary sources, such as electronic newspaper articles, scanned letters, or reports, can be submitted on a flash drive, CD, or e-mailed to us in a single PDF along with the application.

Please keep copies of your initial research and retain additional research to share with Indiana Historical Bureau staff if your application is approved and further documentation is needed.

Click to see [examples](#) of previous Significance and Documentation Worksheets.

# SIGNIFICANCE AND DOCUMENTATION WORKSHEET

Part of State Form 45937 (R18 / 3-20)

Primary sources are essential to your research and the research of the Indiana Historical Bureau. Every point placed on this form should be supported by **at least one reliable primary source**. You may cite a primary and secondary source for a point, or multiple primary sources for a point, but **submit copies only of primary sources for review**. Include author, title, date, and page number for sources, where available.

**TIP: EACH POINT FIELD ONLY ALLOWS 350 CHARACTERS, ABOUT TWO (2) LENGTHY SENTENCES.**

Point 1
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 2
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 3
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 4
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

**SIGNIFICANCE AND DOCUMENTATION WORKSHEET (continued)**

Part of State Form 45937 (R18 / 3-20)

Point 5
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 6
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 7
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 8
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

**SIGNIFICANCE AND DOCUMENTATION WORKSHEET (continued)**

Part of State Form 45937 (R18 / 3-20)

Point 9
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 10
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 11
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

Point 12
Source ( <i>title of primary source, date, page number, etc.</i> )
Where did you find this source?

**SECTION 9****PROPOSED MARKER TEXT**

Please submit your proposed marker text. The proposed text should use and reflect the points included from the Significance and Documentation Worksheet. Each side of the marker should be limited to only one (1) headline / title, eleven (11) lines of text of approximately thirty-three (33) characters and spaces, and a sponsorship / credit line. Indiana Historical Bureau staff will review the text and verify that the facts are accurate and supported with primary source documentation. Once the text is edited by our agency, you will be asked to approve it before the marker is ordered.

Headline / title *(not to exceed twenty-seven (27) characters and spaces)*

Marker side one *(not to exceed 370 characters and spaces)*

Marker side two *(not to exceed 370 characters and spaces)*

Recommended credit line *(not to exceed 190 characters and spaces)*:

“Installed \_\_\_\_\_ Indiana Historical Bureau and \_\_\_\_\_  
*(year)* *(name of other groups and organizations)*

\_\_\_\_\_  
\_\_\_\_\_”

# STATE HISTORICAL MARKER APPLICATION CHECKLIST

Part of State Form 45937 (R18 / 3-20)

*Please check to confirm that each section of the application is complete before submitting.*

Along with the completed application you should submit:

- At least one (1) letter of support from a donor partner that will provide funding for the marker if the topic is approved  
*(See Section 3 of the Application.)*
- A marked map indicating where you would install the marker  
*(See Section 5 of the Application.)*
- Photographs (printed or digital) of the proposed marker location  
*(See Section 5 of the Application.)*
- Topic Sentence of Importance  
*(See Section 7 of the Application.)*
- Significance and Documentation Worksheet  
*(See Section 8 of the Application.)*
- Copies of the primary sources (with complete citations) – hard copy or sent electronically
- Proposed Marker Text

Please submit completed applications to the Indiana Historical Bureau at the address or e-mail below.  
All submissions must be submitted or postmarked by end of day Wednesday, July 8, 2020.

Indiana Historical Bureau  
c/o Casey Pfeiffer  
140 N. Senate Ave., Room 130  
Indianapolis, IN 46204  
E-mail: [CPfeiffer@library.in.gov](mailto:CPfeiffer@library.in.gov)