

## **Application to Propose Contextualization of a Monument or Memorial to War Veterans**

Before completing this application, please read the information below explaining the procedures and criteria for the review and approval of monument contextualization. Please note that not all applications will be approved. You may submit this application and accompanying material to:

**[Dr. Jennifer Loux at]**

**Virginia Department of Historic Resources**

**2801 Kensington Avenue**

**Richmond, VA 23221**

If you have questions, please contact Jennifer Loux at (804) 482-6089 or [jennifer.loux@dhr.virginia.gov](mailto:jennifer.loux@dhr.virginia.gov).

The Virginia Board of Historic Resources, the body responsible for approving the contextualization of monuments or memorials to war veterans, convenes in March, June, September, and December. The deadlines for submitting applications for the board's consideration are as follows:

**December 1** for the March board meeting;

**March 1** for the June board meeting;

**June 1** for the September board meeting;

**September 1** for the December board meeting.

The Department of Historic Resources (DHR) will process up to five contextualization applications per quarter, on a first-come, first-served basis. Any applications received after the first five will be deferred to the next board cycle.

When filling out this application form, please type or print clearly; if additional space is needed, use 8.5 x 11 inch paper. An electronic version of this application is available at [www.dhr.virginia.gov](http://www.dhr.virginia.gov). **Please Note:** All submitted materials become the property of DHR and will not be returned. DHR cannot begin formal review of a contextualization proposal until a complete application packet is received.



## **Criteria for Contextualization**

A monument contextualization project (henceforth the Project) is intended to describe the circumstances, influences, and conditions that existed at the time a war memorial or monument was erected, to identify the parties involved in the process of creating the monument or memorial, and to describe the purpose for which the monument or memorial was created. The text for the Project shall be reviewed and edited by the staff of the Department of Historic Resources and, along with the location for the Project, shall be approved by the Board of Historic Resources.

The style and appearance of the Project shall not imitate in material, size, shape, or color that of the Virginia Historical Highway Marker copyrighted design and should prominently display notice of the governing body, or its agent, which funded its production and erection. The name of the locality and the year the marker was created shall also appear on the marker.

Projects shall be erected in safe locations where they will be visible to the public and be at or close to the monument being contextualized. The cost to create, erect, and maintain the Project shall be the responsibility of the locality sponsoring it.

## **Additional Information about Project Eligibility**

Project proposals will not advance to the Board of Historic Resources when it is impossible to authenticate or verify the information in them to the satisfaction of DHR staff. Each application will be evaluated on its own merits.

# How to Develop and Submit a Contextualization Project Application

## **1. Research and Write a Proposed Contextualization Project Text**

Research the monument or memorial to war veterans and the history of the conflict it commemorates by consulting primary and footnoted secondary sources. Primary sources are materials produced at the time of the conflict commemorated by the monument and/or produced when the monument in question was created and installed (such as letters, dedication speeches, or newspaper articles), while secondary sources include articles or books written later. DHR places a higher value on primary sources. It is often helpful to seek assistance from local and regional historical associations and governmental entities when conducting your research. You must photocopy your sources and submit them to DHR with your application.

Write a roughly 500 word text, following the “Monument Contextualization Writing Style” (see Appendix 1 near the end of this packet). The text must provide factual information that can be documented through the use of reliable sources, and the sources used must be cited in the application.

Please keep in mind that the purpose of a monument contextualization project is to educate and inform the public about the historical era in which the monument was erected, including an analysis of who was involved in the process of creating the monument and what their motivations were. Projects are intended to present historically accurate information in as objective a fashion as possible.

There must be sufficient documentary evidence presented to establish the authenticity of the text proposed for the Project. Because a contextualization project is intended to last as long as the monument with which it is associated, please avoid making observations in the text about current conditions of the monuments or their surroundings.

Please submit your proposed text with the understanding that DHR staff will edit it in consultation with you.

## **2. Suggest a Suitable Location for the Project**

Be sure in your application to specify the physical site of the monument or memorial to war veterans associated with the Project. Please provide either a street address or a description such as “current county courthouse” or “name of park.” Mark the location on a street or highway map and submit it with the application. The site you suggest must be on property owned by the locality.

## **3. Submit Your Application Packet to DHR for Review**

DHR will make every attempt to assist you in presenting a Project at the applicant’s desired board meeting. However, scheduling depends on the complexity of the subject, the potential need for further research, and the amount of revision required to the text. DHR cannot

guarantee that Project applications submitted by the appropriate deadline will be presented at the subsequent board meeting, even if they are among the first 5 received.

#### **4. Work with DHR in Revising or Refining the Project Text**

DHR staff will check the factual accuracy of the proposed Project text, request additional research if necessary, and edit the text for clarity, brevity, thoroughness, and educational value. Staff will work closely with the sponsoring locality to produce a mutually agreed-upon text. Staff will then send the text to the Contextualization Project Editorial Committee, a group of outside scholars who will evaluate the potential Project's historical accuracy and writing style. If the committee accepts the text, DHR staff will present it to the Board of Historic Resources for official approval.

#### **5. Await the Final Decision of the Board of Historic Resources**

DHR will notify the sponsoring locality of the date and time of the quarterly board meeting at which the Project will be presented. The meeting is open to the public, and locality representatives may attend. After the meeting, DHR will send the locality a copy of the board-approved text. The board has final authority regarding the topics and content of all contextualization projects.

#### **Criteria for Project Placement:**

##### **Safety**

Projects also must be placed where they are least likely to be struck by motor vehicles or otherwise endanger motorists. Congested public areas and similar hazardous places should be avoided.

##### **Accessibility**

Ideally, the Project should be placed as close as possible to the monument or memorial to war veterans it contextualizes. The Project should be placed in a safe area so that it can be easily accessed by viewers.

##### **Placement on private property**

Under special circumstances a Project may be placed in an easement on private property.

#### **6. Pay for the Manufacture of the Project**

The sponsoring locality shall be responsible for covering the expenses associated with producing and installing the Project. The Project will remain the property of the sponsoring locality. **The name of the locality sponsoring the project and the year it was created shall appear on the Project.**

**Virginia Department of Historic Resources**  
**Contextualization Project Required Information**

This information form is designed to provide the Virginia Department of Historic Resources with the data necessary to evaluate a potential contextualization project.

<p><b>A. Proposed Title for Project:</b></p>
<p><b>B. Locality Sponsoring the Project:</b></p>
<p><b>C. Location of the Monument or Memorial the Project seeks to contextualize:</b> (please include a map indicating its location)</p>

**D. Would the Project be placed at the location of the monument or memorial it seeks to contextualize? YES or NO (circle one)**

If not, why not? If the project site and the monument/memorial site are different, please be sure to indicate each one on the map submitted as part of the application package.

**Proposed Text for the Contextualization Project:** Please consult "Monument Contextualization Writing Style" in Appendix 1 for guidance. Changes to the submitted text are likely to be made by DHR staff, the Project Editorial Committee, and/or members of the Board of Historic Resources. In addition to submitting your proposed text in this application packet, please also send an email containing your text to Jennifer Loux at [jennifer.loux@dhr.virginia.gov](mailto:jennifer.loux@dhr.virginia.gov). This facilitates the creation of an electronic file for the application.



**Bibliographical Sources Consulted.** The information (statements, dates, quotations, etc.) in the Project must be well documented. Please consult primary sources (documents created at the time the monument was erected) as well as books or articles that use footnotes following academic standards. Our approval process includes a word-by-word fact check, and we will be looking at the documents very carefully. You must photocopy and submit all sources. Below, please list all documents, books, and articles you have consulted. You may use extra sheets as necessary.

**Source #1**

**Author**

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**Title**

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**Publisher**

---

**Publisher's location**

**[City and State]**

---

**Date of publication**

---

**Source #2**

**Author**

---

**Title**

---

**Publisher**

---

**Publisher's location**

**[City and State]**

---

**Date of publication**

---

**Source #3**

**Author**

---

**Title**

---

**Publisher**

---

**Publisher's location**

**[City and State]**

---

**Date of publication**

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**Sponsoring Locality Information**

**Locality:**

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**Authorizing Official:**

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**Position/Title:**

**Address:**

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**City, State, Zip Code:**

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**Email address:**

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**Daytime telephone**

**and area code:**

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**Signature:**

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**Date:**

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**• • Signature required for processing all applications. • •**

**Contact Name:**

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**Title:**

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**Email address:**

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**Daytime telephone**

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and area code:

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**Author's Information**

**(If the author of the proposed Project text is different from the authorizing official or contact provided above, please provide that person's contact information here.)**

**Organization:**

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**Name:**

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**Address:**

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**City, State, Zip Code:**

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**Email address:**

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**Daytime telephone  
and area code:**

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**Owner Signature**

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**Date:**

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**Notification**

**In the following space, please provide the contact information for the local County Administrator or City Manager.**

**Name**

**(Mr., Mrs., Ms.,  
Miss., Dr., Hon.):**

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**Position/Title:**

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**Locality:**

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**Address:**

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**City, State, Zip Code:**

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**Email address:**

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**Daytime telephone**

**and area code:**

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## Appendix 1

### **Monument Contextualization Writing Style**

DHR staff will revise and edit draft texts for accuracy and clarity. Localities can assist us by following these suggestions when writing their drafts.

- Aim for about 500 words, but it is better to be a little too long rather than too short in the first draft.

- Spell out numbers less than 10; otherwise, use Arabic numerals.

(one, two, etc., but 10, 237, 10,000, etc.)

- Do not use honorary titles such as Mr. and Mrs., but do use and abbreviate occupational titles and ranks. (the Rev., Col., Maj. Gen., Dr., etc.)

- Use military style for dates; abbreviate months. (7 Dec. 1941)

- Do not use commas before or after Jr., Sr., II, etc.,

(e.g. James Brown Jr. was secretary of the board)

- Write nicknames as follows: Thomas J. "Stonewall" Jackson

- On Civil War subjects, write "Civil War," not "War Between the States." Give an individual's rank at the time of the event being discussed on the marker.

- On Seven Years' War subjects, write "Seven Years' War," not "French and Indian War"

- On first use, give a person's full name as he or she used it or as it is best known.

(e.g. Alexander Graham Bell; Maggie L. Walker), but on subsequent use give only the last name

For advice on writing concisely and vigorously, refer to *The Elements of Style* by William Strunk Jr. and E. B. White. DHR uses the 17th edition of *The Chicago Manual of Style* as its authority on copy style.