

CALIFORNIA OFFICE OF HISTORIC PRESERVATION 2018 GOVERNOR'S HISTORIC PRESERVATION AWARDS

NOMINATION APPLICATION FOR INDIVIDUALS, ORGANIZATIONS, AND AGENCIES

Thank you for your interest in submitting a nomination for this year's Governor's Historic Preservation Awards honoring achievements in historic preservation in California.

Please read carefully all information and instructions contained within this nomination application. An incomplete application may result in disqualification.

The nomination deadline is April 16, 2018. Submit all nomination materials to:

California Office of Historic Preservation
Attention: Governor's Awards Program
1725 23rd Street, Suite 100
Sacramento CA 95816-7100
or diane.barclay@parks.ca.gov

Mailed packets must be postmarked no later than April 16, 2018. Hand-delivered or electronic (emails accepted; no faxes) submissions must arrive in our office by 5:00 pm on April 16, 2018.

Parts 1, 2, and 4 should be submitted as Word or pdf documents or in hard-copy. Part 3 (Photos) must be submitted on disc, flash drive, or electronically. Detailed instructions regarding Photo submissions are outlined in Part 3 below.

You are welcome to submit the nomination materials in a bound format, if you desire, however, **you must also provide unbound versions** of Parts 1, 2 (Word, pdf, or hard-copy), and 3 (disc, flash drive, electronic).

Questions concerning the awards program may be directed to Diane Barclay, Outreach and Communications Coordinator at (916) 445-7026 or diane.barclay@parks.ca.gov.

Part 1: Nomination Submittal Form (Required)

The Nomination Form (located at the end of these instructions) is where name and contact information is listed for the nominee and the nominator. If hand writing, please print clearly. Sign and date the form where required. Submitting a scanned copy of the signed form is acceptable.

Note: If selected for an award, the name entered for the nominee on the nomination form is the name that will go on the award certificate, so please make sure it is stated and spelled correctly.

Part 2: Brief Narratives (Required)

For each of the numbered items below, provide a maximum one-page answer for each (total of four pages). Margins to be not less than 0.8" to 1". Text must be in Arial, Tahoma, or Trebuchet font at no less than 11pt size. Include the name of the nominated organization or individual in either the header or footer of each page of the narrative.

1. Breadth of Contribution

Provide an overview of the breadth of the nominee's contributions over time to the preservation of historical resources and California's collective heritage.

2. Impact and Benefit

Discuss the ways in which the nominee's work and endeavors have impacted or benefitted the community and/or historic preservation in general. Consider whether the nominee's work benefitted a specific group, neighborhood, or a broad spectrum of the community. Did efforts go beyond any required legal or contractual obligations; were appropriate preservation standards applied? Has the nominee served as a model or inspiration for others?

3. Mission and Responsibilities (for organizations and agencies)

Provide the organization/agency's mission statement or an explanation of the mission. For public agencies, also provide an explanation of how the agency clearly has gone above and beyond its mandated responsibilities.

4. Open Comments (optional)

Include here any additional aspects, activities, or details about the nominee that you would like to share with the jury.

Part 3: Photographs (Required)

Please include a minimum of six, maximum of fifteen, high quality photographs that visually support and illustrate the information presented in Part 2. Ideally, the photos should represent the nominee's endeavors over the full span of the nominee's work (e.g., if work occurred over multiple decades, it would be good to include a few images from early, middle, and later years), as well as highlighting some stand-out achievements. If the nominee is an individual, please include with the other images at least one portrait image ("head shot").

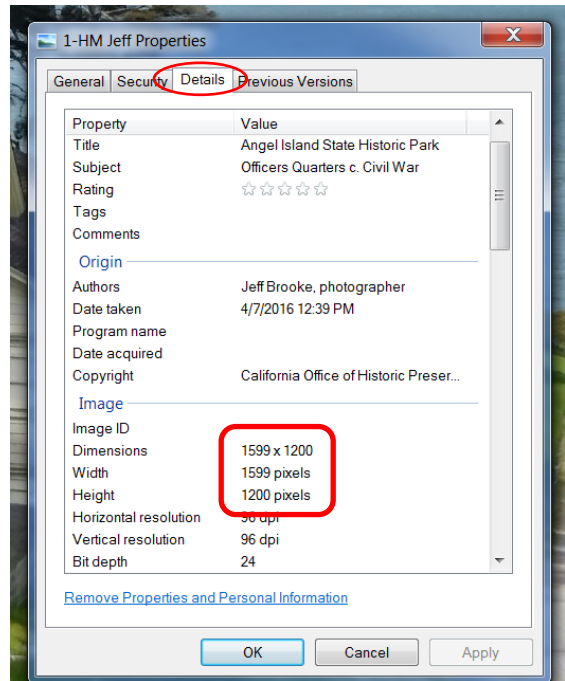
Photos must be in TIFF or JPEG format and should be at least 1500 pixels on their longest edge. Submit photos on a disc, flash drive, or electronically. Prints of images, or images embedded in Word documents, pdfs, or PowerPoints **will not be accepted.**

Include a caption list for photos, identifying what is in the image and who is credited for the image. Make sure the name of the nominated organization or individual is listed in either the header or footer of the caption page.

Important: It is the responsibility of each nominator to ensure he/she has clear permission or copyright for the photos being submitted. If the nominee wins an award, some of these photos may be used promotionally and educationally on our website, social media, ePosts, and for press coverage. **Any restricted use items should be clearly identified and noted.**

To ascertain the pixel size of an image:

1. Open the image on your computer. Right click on the image. Select **Properties**.



2. In the **Properties** screen, click on the **Details** tab. Pixel size will be displayed in the **Image** portion of the Details tab.

Part 4: Additional Materials

Letter (Required), signed and dated, certifying that the nominee is not involved in any preservation-related violations, lawsuits, or complaints. This does not need to be long; a one or two sentence statement is acceptable. Address the letter to:

Julianne Polanco, State Historic Preservation Officer
Office of Historic Preservation,
1725 23rd Street, Suite 100
Sacramento, CA 95816.

List (Required) of other awards and recognition conferred upon the nominee.

Supporting Documentation (Optional) may be of any length and may include:

- o Letters of support for the nominated individual, organization, or agency, addressed to Julianne Polanco, State Historic Preservation Officer.
- o Plans, drawings, PowerPoint, video footage, interpretive materials, or other documentation to illustrate specific projects undertaken by the nominee.
- o Copies of other materials, such as news clippings or other commendations that support the nomination.

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NOMINATION FORM FOR
INDIVIDUALS, ORGANIZATIONS, AND AGENCIES

1. Nominee Information *

Nominee _____

Contact Person (if nominee is not an individual) _____

Address _____

Phone _____ Email _____

* Note: Nominations of public agencies must clearly demonstrate how the agency has gone above and beyond its legally mandated responsibilities.

2. Nominator Information

Name _____

Address _____

Phone _____ Email _____

3. Materials Release

I understand and agree that all materials submitted in this nomination packet, unless identified as restricted, may be used by the Office of Historic Preservation (OHP) in the promotion of the awards program and historic preservation in general.

Signature

Date