

# CALIFORNIA OFFICE OF HISTORIC PRESERVATION 2017 GOVERNOR'S HISTORIC PRESERVATION AWARDS

## NOMINATION APPLICATION FOR PROJECTS

Thank you for your interest in submitting a nomination for the 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 May 15, 2017. Submit all nomination materials to:

California Office of Historic Preservation  
Attention: Governor's Awards Program  
1725 23<sup>rd</sup> Street, Suite 100  
Sacramento CA 95816-7100  
or [diane.barclay@parks.ca.gov](mailto:diane.barclay@parks.ca.gov)

Mailed packets must be postmarked no later than May 15, 2017. Hand-delivered or electronic (emails accepted; no faxes) submissions must arrive in our office by 5:00 pm on May 15, 2017.

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, or 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](mailto:diane.barclay@parks.ca.gov).

### **Part 1: Nomination Submittal Form (Required)**

The Nomination Form (located at the end of these instructions) is where nominator contact information will be listed along with the name and location of the project, and names and email addresses of primary project participants. 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 project name entered on the nomination form is the project name that will go on the award certificate, so please make sure it is stated and spelled correctly.

## **Part 2: Brief Narratives (Required)**

Please provide a maximum one-page answer (8-1/2 x 11) for each of the numbered items below. 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.

### 1. Context and Significance

Provide a brief overview of the history and significance of the historical resources involved in the project; for documentation, technology, or interpretive projects, provide the historical/cultural context addressed by the project. Discuss the purpose of the project, and how it supports the historic significance/context (restore, rehabilitate, document, interpret, etc.).

### 2. Process and Approach

Discuss the treatment standards used, work that was performed, and any stand-out challenges or successes. Was this a collaborative or public-private partnership effort and if so, between whom, and how did the partners contribute to the project? Was any special funding used for the project (e.g., redevelopment, CLG grants, historic tax credit)? Does the project demonstrate an innovative approach to preservation or interpretation of historical resources?

### 3. Community Connections

Was this project community-centered or instigated? Discuss the level of community support for and/or participation in the project (funding, volunteers, in-kind services, oral histories, etc.?). How does this project benefit the public and the greater heritage of California?

### 4. Open Comments (optional)

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

## **Part 3: Photographs (Required)**

Please include six or more high quality photographs that visually support and illustrate the project as detailed in Part 2. These photographs likely will be the jury's only opportunity to see the project, so consider before, during, and after images as well as images that reflect community involvement or benefit (e.g., volunteers working, public events/activities, use of the resource, tours, document signings, etc.)

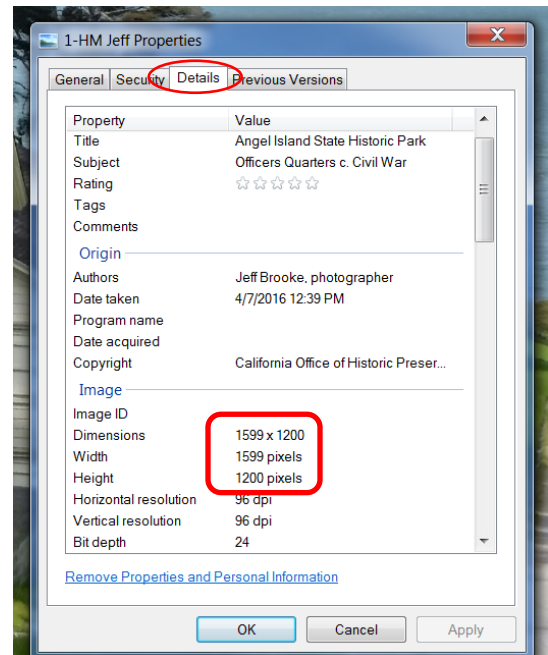
**Photos must be in TIFF or JPEG format and should be at least 1500 pixels on their longest edge.** Submit photos on a disc, flash drive, or electronically. Prints of images, or images embedded in Word documents, pdfs, or PowerPoints **will not be accepted.**

Include a caption list for the photos, identifying what is in the image and who is credited for the image.

**Important:** It is the responsibility of each nominator to ensure he/she has clear permission or copyright for the photos being submitted. If the project 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 nominated project 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.

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

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

- o Letters of support for the project.
- o For building projects: Plans, drawings, PowerPoint, or other documentation sufficient to illustrate the property before and after the nominated activity.
- o Video footage documenting an event or activity or highlighting features of a building rehabilitation or reuse, research project, or interpretation of a building, artifact, or historic or prehistoric archaeological resource is also encouraged.
- o For interpretive/educational projects: A copy of the material, such as a book, brochure, DVD/CD, website links, or photographs of exhibits or activities.
- o Copies of other materials, such as news clippings or other commendations that support the case for noteworthiness of the project or activity.

CALIFORNIA OFFICE OF HISTORIC PRESERVATION  
2017 GOVERNOR'S HISTORIC PRESERVATION AWARDS

NOMINATION FORM FOR PROJECTS

**1. Project Information**

Project shall have been completed within four years and not later than January 31<sup>st</sup> of the current award year (January 1, 2013-January 31, 2017).

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Project Completion Date (month, year): \_\_\_\_\_

**2. Primary Project Participants**

For each, include organization name (if applicable), contact person name, email address, and phone number (attach additional pages as needed)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**3. Nominator Information**

Name \_\_\_\_\_

Company/Title (optional) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**4. Materials Release**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date