

**CALIFORNIA OFFICE OF HISTORIC PRESERVATION  
2013 GOVERNOR'S HISTORIC PRESERVATION AWARDS**

**NOMINATION FORM FOR PROJECTS**

*Complete sections 1, 2 and 3 below.*

*Refer to the Nomination Checklist on the next page for other materials to submit with your nomination.*

**1. Project Information**

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

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

Legislative Districts (Congress, State Assembly and Senate) \_\_\_\_\_

**2. Suggested Award Recipient(s) \***

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

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

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

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

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

**3. Nominator Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

\*Note: Nominations of public agencies shall clearly demonstrate how the reason(s) for nomination is distinguished from those projects or activities that would normally fall within the agency's mandate to execute. Nominations of firms or companies shall clearly demonstrate involvement beyond contractual scope.

Submit nomination by mail, or hand-deliver, to:

California Office of Historic Preservation  
Attention: Governor's Awards Program  
1725 23<sup>rd</sup> Street, Suite 100, Sacramento CA 95816-7100

**Nominations must be postmarked (or hand-delivered) on or before May 13, 2013.**

## NOMINATION CHECKLIST

All materials must be received or postmarked by the submission due date and may be submitted as hard copy or on a disc. A complete nomination packet must include:

- A completed Nomination Form
- A Summary Statement (150 words maximum) giving a brief verbal snapshot of the nomination
- A Narrative Statement (1,500 words maximum) that discusses:
  - The history and significance of the historical resources involved in the project;
  - The community's involvement in the project;
  - The project's impact on or benefit to the community;
  - The specific set(s) of treatment standards used for the project and how they were met;
  - The conditions and challenges posed by the project;
  - The funding involved in the project and its sources;
  - The project team and each individual or organization's contributions to the project.
- Photographs - Include six or more high quality photographs with descriptive information in a separate document. High resolution digital images submitted on disc are acceptable. Digital photos must be in TIFF or JPEG format and must be at least 3,000 pixels on their longest edge (8" x 10" at 300 dpi/ppi). Inkjet prints of scanned or digital images are not acceptable. Photographs and discs will not be returned.
- A letter certifying that the nominee or nominated project is not involved in any preservation-related violations, lawsuits or complaints.
- Supporting Documentation may be of any length and may include:
  - For building projects: Photographs, plans, and other documentation sufficient to illustrate the property before and after the nominated activity.
  - Letters of support, which are especially encouraged for nominations of individuals, organizations, or agencies.
  - 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 are also encouraged.
  - For interpretive/educational projects: A copy of the material, such as a book, brochure, DVD/CD, website links, or photographs of exhibits or activities.
  - Copies of other materials, such as news clippings or other commendations that support the case for noteworthiness of the project or activity.