

CALIFORNIA OFFICE OF HISTORIC PRESERVATION
2016 GOVERNOR'S HISTORIC PRESERVATION AWARDS

NOMINATION FORM FOR
INDIVIDUALS, ORGANIZATIONS, AND AGENCIES

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

Nominations must be postmarked (or hand-delivered) on or before May 11, 2016.

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, including all photographs and videos, will become the property of the Office of Historic Preservation and entitles the OHP to copy, reproduce, use, and publish the materials in promoting the awards program, or historic preservation in general.

Signature

Date

Submit nomination by mail, or hand-deliver, on or before May 11, 2016, to:

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

NOMINATION CHECKLIST

All materials must be received or postmarked by the submission due date and materials other than photographs may be submitted as hard copy or on a disc (photographs must be on a disc). Fax or e-mail submissions will not be accepted. A complete nomination packet must include:

- A completed **Nomination Form** (signature required in Section 3—scans of forms after signing are acceptable)
- A **Summary Statement** (150 words maximum) giving a brief verbal snapshot of the nomination
- A **Narrative Statement** (2,000 words maximum) that discusses:
 - The reasons for nomination, showing the significance of the individual's or organization's contributions over time to the preservation of historical resources;
 - The nominee's impact on or benefit to the community and historic preservation;
 - The nominee's mission statement (for organizations and agencies);
 - For public agencies, an explanation of how the agency clearly went above and beyond its mandated responsibilities.
- Photographs** - Include six or more high quality photographs with descriptive information in a separate document. **Photos must be in TIFF or JPEG format and must be at least 1,500 pixels on their longest edge (3" x 5" at 300 dpi/ppi).** Prints of images are **not** acceptable, nor are photographs inserted or embedded in other file formats such as Word documents, PDFs, and PowerPoint presentations. Photograph files must be submitted on disc.
- A letter certifying that the nominee is not involved in any preservation-related violations, lawsuits or complaints.
- Supporting Documentation** may be of any length and may include:
 - Photographs, plans, video footage, interpretive materials, or other documentation to illustrate specific projects undertaken by the nominee.
 - Letters of support for the nominated individual, organization, or agency.
 - Copies of other materials, such as news clippings or other commendations that support the nomination.

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.