

CALIFORNIA OFFICE OF HISTORIC PRESERVATION  
2023 GOVERNOR'S HISTORIC PRESERVATION AWARDS

**NOMINATION APPLICATION for  
INDIVIDUALS, ORGANIZATIONS, and AGENCIES**

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

**The nomination deadline is May 8, 2023.** Nomination materials will be accepted electronically or by mail delivery only. Our office currently is not open for hand deliveries.

Nomination packets may be sent to:

California Office of Historic Preservation  
Attention: Governor's Historic Preservation Awards Program  
P.O. Box 942896  
Sacramento CA 94296-0001  
or [diane.barclay@parks.ca.gov](mailto:diane.barclay@parks.ca.gov)

Mailed packets must be postmarked no later than May 8, 2023. Electronic submissions must arrive in our office by 5:00 pm on May 8, 2023 (emails accepted; no faxes). For files too large to transmit by email, a Dropbox link will be provided; please contact [diane.barclay@parks.ca.gov](mailto:diane.barclay@parks.ca.gov)

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 [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 name and contact information should be provided for the nominee and the nominator. If completing the form by hand, 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 organization, agency, or individual name entered 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 may not be less than 0.8". Text must be in Arial or Tahoma 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. For individuals, this means addressing the full scope of their preservation efforts, rather than just one specific project. For organizations and agencies, a strong focus on historic preservation must be demonstrated within the work and mission of the organization or agency.

### **2. Impact and Benefit**

Discuss the ways in which the nominee's endeavors have affected or benefitted the community and 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 10 to 15 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.**

#### **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  
California Office of Historic Preservation  
P.O. Box 942896  
Sacramento, CA 94296-0001

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

#### **Supporting Documentation (Optional)**

Supporting materials may be submitted to supplement but *not* substitute for the information that is supposed to be provided in the Narrative portion of the nomination. It is up to the jury's discretion how much of this supporting material they choose to review. Types of materials that may be included:

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

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**NOMINATION FORM for  
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**1. Nominee Information**

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

Nominee Name: \_\_\_\_\_

Contact Person (if nominee is not an individual): \_\_\_\_\_

Address: \_\_\_\_\_

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

**2. Nominator Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**3. Materials Release**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date