



# Michigan Historic Preservation Network 2017 Preservation Awards

The Michigan Historic Preservation Network is now accepting nominations for the 2017 Preservation Awards. The Awards Program will be held during the MHPN Annual Michigan Preservation Conference in Emmet County, May 19, 2017.

Submission deadline: 5 PM, **Wednesday, February 15, 2017.**

You are invited to submit nominations for awards in the following categories:

- Building Award**                      Awarded to an outstanding building preservation project completed within the past three years. The project may be restoration or rehabilitation, must include exterior rehabilitation work and may also involve interior work.
- Tax Credit Project Award**              Awarded to an outstanding building preservation project completed within the past three years that included qualified use of federal and/or state tax credit programs. The project may be restoration or rehabilitation, must include exterior rehabilitation work and may also involve interior work.
- Cultural Landscape Award**              Awarded to an outstanding cultural landscape preservation project completed in the last three years. Cultural landscapes can include a wide range of places ranging from gardens, parks, heritage areas or corridors, scenic byways and thousand-acre rural landscapes, to quaint homesteads and front yards. The nominated project should be a restoration of an existing historic landscape or the preservation of a landscape of historical or cultural significance.
- Preservation Gem Award**              Awarded to an outstanding preservation project completed within the last three years that includes restoration or rehabilitation of an element of a building, or of a structure or an object: for example, a front porch, major window rehabilitation, single interior room, commercial facade, theater marquee or similar building element, or of a structure or object, or other project that does not include a complete building or landscape rehabilitation.
- Citizen Award**                      Awarded to an outstanding individual who, through personal effort and/or involvement in historic preservation projects, has made a significant contribution to the preservation of Michigan's heritage.
- Community Award**                      Awarded to a community; i.e. neighborhood association, business preservation group, historical society, etc., that has engaged in a comprehensive plan for historic preservation related projects.
- Government/  
Institution Award**                      Awarded to agencies, cities and/or institutions who by their actions have accomplished significant positive changes in the historic preservation climate and activity in the State of Michigan.

## JUDGING CRITERIA

These awards are evaluated by the Awards Committee, made up of members of the current Michigan Historic Preservation Network Board and emeriti members, which will review the nominations for the degree to which the building, citizen, community, tax credit project, cultural landscape, or government/institution has:

- 1) adhered to the Secretary of the Interior's Standards for the Treatment of Historic Properties, where applicable (the Standards are available at <http://www.nps.gov/hps/tps/standguide/>); and
- 2) made a positive impact on historic preservation in their/its community or the State as a whole; and
- 3) affected other communities, projects or individuals; and
- 4) been deemed a success locally and/or statewide.

The jury will evaluate each nomination on its individual merit. In the case of rehabilitation of existing structures, awards will be given for **outstanding** examples in which the integrity of the historic structures is retained or restored and in which alterations or additions are appropriate and the historic context is respected. The jury reserves the right to make multiple awards, or no award, in each category, and to nominate projects it deems worthy of awards.



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## NOMINATION PROCEDURES

Please read the judging criteria, above, and follow the directions below carefully, as they have recently changed.

All award submissions **must be in digital format**. Do not send paper copies of submission materials. If you are submitting nominations in multiple categories, please submit a separate nomination and supporting documentation for **each** nomination. Nominations may be submitted on a flash drive or CD/DVD sent to the MHPN office at the address below. Multiple nominations may be submitted in separate folders on the same drive/disk. Submissions may also be in the form of a link to an online file sharing site (such as Dropbox); however, submitters assume the risk if the files are unable to be downloaded or if access to the file sharing system is unavailable (see submission instructions below).

### **Required Documentation for all Submissions**

#### *Nominee Data and Contact Information*

##### **Building, Tax Credit, Cultural Landscape, or Preservation Gem Award**

Please provide the following information in Word format:

1. The award category for which the project is being nominated. Building and Tax Credit Award nominations must indicate if the project was residential or non-residential (commercial, institutional, etc).
2. The official name of the building, landscape or project (i.e. "Borden Creamery Building" or "Michigan Theatre Cupola Restoration"), and its address/location.
3. Contact information (address, phone, email) for the official representative of the building or project (typically building owner or developer). This should be the official contact person to be notified in the event the project is selected for an award.
4. The person submitting the nomination, including full contact information (organization, address, phone, email).
5. Names, addresses, telephone numbers and email addresses of two reference contacts who may be contacted for additional information.
6. Contact persons, addresses, telephone numbers, and email addresses for **major** project partners including, where applicable, owner, developer, architect(s), general contractor, specialty contractors or consultants, and/or others who contributed to the success of the project.

##### **Citizen, Community, or Government/Institution Award**

Please provide the following information in Word format:

1. The award category in which the person or organization is being nominated.
2. The name of the person or organization being nominated
3. The project or achievement for which the person or organization is being nominated (e.g. "Implementing a Preservation Plan" or "Her Preservation Activism in Ann Arbor, Michigan"). The phrase should be no more than 10-12 words in length.
4. The name of the community or communities in which the project or achievement took place.
5. Contact information (address, phone, email) for the person or organization being nominated. For an organization, this should include the name of an official contact person who will be notified in the event the organization is selected for an award.
6. The person or organization submitting the nomination, including full contact information (organization, address, phone, email). A submission by an organization should include the name of an official contact person.
7. Names, addresses, telephone numbers and email addresses of two reference contacts who may be called for additional information.

#### *Nomination Narrative, Photographs, and Supporting Documentation*

1. A **minimum** 500 word, **maximum** 1500 word narrative describing the project, or the achievement for which the person or organization is being nominated, in Word format. See specific category requirements for narrative below.
2. A **minimum** of 10-12 good quality (300 dpi) photographs in TIFF or JPEG format. **Photographs must be submitted as individual TIFF or JPEG files**. See specific category requirements below.
3. A maximum of ten supporting documents may be submitted to support the nomination narrative, but **may not replace** the narrative. Supporting documents may include letters of support, news articles, brochures, etc.



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## *Specific Category Requirements*

**Building, Tax Credit, Cultural Landscape, or Preservation Gem Award:** The narrative should include the building or landscape size, age, style and history of use, the building/landscape owner and tenants, the work done, financing (information on financing is **required** for Tax Credit Award nominations), local or state assistance received, and any other special design considerations. **Describe how the project met the Secretary of the Interior's Standards.** Photographs **MUST** show both before and after conditions; historic images are **strongly** encouraged.

**Citizen Award:** The narrative should note organizations of which the nominee is a member, tenure or leadership positions held, and a list of accomplishments in historic preservation that were directly attributable to the nominee. Supporting documentation such as media articles or support letters are very helpful in this category. Photographs should include a closeup (head and shoulders) shot of the nominee and other relevant images related to the person's achievements.

**Community Award:** The narrative should include the goals of the community or association, etc. and how these goals were accomplished. Supporting documentation may include listings of public hearings or other informational meetings held, lists of publications distributed with copies attached, and before and after photographs of community rehabilitation projects, as applicable.

**Government/Institution Award:** The narrative should include detailed documentation showing the government or institution's accomplishments and/or involvement in historic preservation-related activities, including photographs of relevant projects.

**OPTIONAL:** If desired, applicants may, **in addition**, submit a single PDF file that includes the nomination data, narrative, and photographs. However, this PDF **does not replace** the submission requirements to provide all data/narrative in Word format, and all photos as individual files in either TIFF or JPEG format.

If you are unsure of what category your nomination might fall under, or if you have any other questions regarding the nomination procedure, please contact the Awards committee chair, Ruth Mills, at [ruthmills@gmail.com](mailto:ruthmills@gmail.com).

Supporting materials/media are not returnable. Submission of photographs and all other material authorizes the Michigan Historic Preservation Network to use them for judging and award presentation, and to publish such material in the course of its activities.

## **Mailing and Delivery**

All nominations should be mailed/delivered to:

**Michigan Historic Preservation Network, 313 E. Grand River Ave., Lansing, MI 48906**

If you wish to check that your submission was received on time, please contact the MHPN office directly at 517-371-8080.

Electronic submissions: Please send link and download instructions to [ruthmills@gmail.com](mailto:ruthmills@gmail.com). **DO NOT EMAIL SUBMISSION MATERIALS DIRECTLY TO THIS ADDRESS.** Ms. Mills will confirm download of the documents as soon as possible.

## **Deadline**

Nominations are due by 5 PM, **Wednesday, February 15, 2017.**

Incomplete or late nominations will not be considered. Nominations that are not chosen may be resubmitted in the following year.