



## 2018 PRESERVATION HONOR AWARDS NOMINATION SUBMITTAL INSTRUCTIONS

Historic Hawai'i Foundation (HHF) is accepting nominations for the 2018 Annual Preservation Honor Awards. HHF's Preservation Honor Awards are Hawai'i's highest recognition of preservation projects that perpetuate, rehabilitate, restore, or interpret the state's architectural and/or cultural heritage. Each nomination is considered on its own merits and not in competition with others. Nominations from all islands are encouraged.

**Nominations are due Friday, February 2, 2018.**

Nominations may be made in the following Categories:

- **Preservation Award** for a specific project that preserved, rehabilitated, or restored a historic property. A specific site, building, structure, district or property must be identified, and the selected preservation treatment (preservation, restoration, rehabilitation, or reconstruction) must be explained.
- **Achievements in Interpretive Media** for a printed publication, DVD, maps and brochures, digital application or visual presentation that interpreted the history, preservation or physical characteristics of a historic property. A specific site(s), building(s), structure(s), district(s) or property must be identified.
- **Preservation Commendation** for an advocacy, educational, programmatic, or other activity that promoted preservation efforts. Either site-specific or broad-based efforts may be identified.
- **Individual Achievement** for a leader in the preservation field who has made achievements in preserving places significant to the history of Hawai'i. Either site-specific or broad-based efforts may be identified.
- **Achievements in New Construction** for new infill in a historic district or additions to a historic property that protect and enhance the character of the historic resource.

The 44th Annual Preservation Honor Awards presentation event will be held on May 23, 2018 in Honolulu.

### TWO-STEP SUBMITTAL REQUIRED

Nominations will be submitted in a two-step process:

1. Electronic submittal of all required information and photographs by **February 2, 2018**. HHF staff will review the nomination materials for completeness. If all materials are included, the nomination will be cleared to proceed to step two, submitting hard copies. If any materials are missing, the nominator will have the opportunity to correct and resubmit an electronic copy for a second check of completeness. Nominations fees are also due at this time. **Late nominations will not be accepted.**
2. Printed nomination by **February 9, 2018**. After the electronic submittal is found to be complete, HHF will clear the nominator to submit printed copies of the complete nomination, along with one

thumb drive of all images. Five (5) hard copies of the nomination and thumb drive are to be delivered to the HHF office via mail or delivery service. For entries in the:

- *Achievements in Interpretive Media* category: five (5) copies of the publication or DVD are also due at this time.
- *Preservation Commendation*: five (5) copies of the project documents are also due at this time.

Incomplete or late nominations will not be accepted.

## ELIGIBILITY

- Nominations may be submitted by any member of the public. Self-nominations are accepted.
- Nominations may be made to recognize individuals, organizations, businesses, or government agencies.
- Nominations for posthumous awards will not be considered.
- **Nominees must include all parties involved in a project or program.** Identifying and including all appropriate parties is the responsibility of the nominator.
- Any aspect of preservation, restoration, rehabilitation, or interpretation of Hawaii's historic or cultural properties that is exemplary and encourages preservation is eligible. This may include: acquisition, adaptive reuse, advocacy, archaeology, education, publication, legislation, photography, planning, preservation, protection, stabilization, technology, rehabilitation, restoration, or reconstruction activities.
- Projects must have been completed within the last two years. Phased projects may be considered if the nominated phase can stand on its own merits and is complete. Otherwise, the nomination should be held until all phases are complete and included.
- Previous recipients are eligible for a new award, provided that the current nomination is based on a different project or significant achievements have been made since the previous award was presented.

## SELECTION CRITERIA

- The nominated project, program or media involves a site, building, structure, landscape, district, object or property that is eligible for or designated on the Hawai'i or National Registers of Historic Places [i.e. **Is it a historic place?**]
- The nominated project, program or media was planned and implemented in accordance with best practices and treatments for historic properties [i.e. **Is it a preservation project?**]
- The nominated project, program or media achieves quality, excellence in planning, implementation, and follow-through of a preservation goal. [i.e. **Is it exemplary?**]
- The nominated project, program or media demonstrates a strategy for the protection, understanding, revitalization, use or celebration of Hawaii's historic and cultural places. [i.e. **Is it impactful?**]

## SUBMITTAL REQUIREMENTS

### **STEP ONE: ELECTRONIC SUBMITTAL**

A complete nomination is to be submitted in digital format prior to 5:00 p.m. on **February 2, 2018**. Nominations may be submitted online via the web-based pdf form at [www.historichawaii.org](http://www.historichawaii.org). **Be sure to save a copy of the nomination** (use “save as” to save the file to your computer) in order to complete the form at a later time, make any further edits and retain a copy for later printing and your records.

**No hard copy nominations will be accepted until HHF finds the electronic submittal to be complete.**

A \$45 processing fee per application is required with the electronic submittal.

Payment Options:

**Check enclosed payable to:**  
Historic Hawai‘i Foundation

*Mailed to:*  
680 Iwilei Road, Ste. 690  
Honolulu, HI 96817

**Paypal:** payments via Paypal may be made at the 2018 Honor Awards webpage on HHF’s website at [www.historichawaii.org](http://www.historichawaii.org).

**Credit Card:** payments via Credit card may be made by calling HHF’s office at 808-523-2900.

### **Review for Completeness**

After the completed electronic nomination is submitted, HHF will notify nominators via email confirming receipt of the nomination. The nomination will be reviewed for completeness. If all materials are included, HHF will notify the nominator to proceed to final submittal. If any materials are missing, the nominator will be notified of what is missing and will have the opportunity to correct and submit the missing information. Please allow 1-2 business days for a reply.

Please note that there will be short turnaround times between receiving confirmation that a nomination is complete and the deadline for submitting the hard copies. If information is missing, it will need to be provided within the timeframe stated above in order to proceed. Early nominations are encouraged to allow both the nominator and staff reviewer adequate time to complete the process.

## Nomination Checklist for All Categories

Each nomination must include each of the following:

- Title of the project/program/media/individual being nominated.
- Name and Location of the Historic Property affected by the project/program/media.
- Short Description (one sentence) of the preservation project/program/media/individual.
- Confirmation that the property owner is aware of the nomination, or an explanation if not.
- Selected Award Category.
- Narrative sections describing the project, program, organization, publication or work for which the nomination is being submitted.
- Location Map of the Historic Property. **To map an image within the nomination, it must be first saved as a PDF on your desktop.**
- Additional information and/or attachments.
- Minimum of six (6) photographs illustrating various aspects of the project with description, name of the site, project or program and photographer. Use JPG or TIFF formats, at least 300 dpi each. Images are to be submitted within the nomination form **and** on a thumb drive. **To insert images within the nomination, file images must first be saved as a PDF on your desktop.** Additional photos can be saved on to the thumb drive.
- Name and contact information of Nominator.
- Names, contact information and project role for all Nominees. **The submittal must include ALL parties involved in a project or program.** Please list all relevant partners on the nomination (e.g. owner, architect, contractor, landscape architect, historian, exhibit designer, publisher) to ensure accurate recognition.
- \$45 processing fee per application payable to Historic Hawai'i Foundation.

### Additional Requirements:

For Preservation Award: Include specification of the project's treatment type.

For Achievements in Interpretive Media: Cover image of the publication or media.

For Achievements in Interpretive Media: Submit 5 copies of publication or DVD.

For Preservation Commendation and Individual Achievement: Submit a biography or description of the organization or individual (one-page).

For Preservation Commendation and Individual Achievement: Include a photograph [head shot(s) preferred] of nominee(s) or a group photo with names of nominees. Images are to be submitted within the nomination form and on a thumb drive. To insert images within the nomination, file images must first be saved as a PDF on your desktop.

For Preservation Commendation: Submit 5 copies of the project documents or plans.

## **STEP TWO: HARD COPY SUBMITTAL**

After the electronic submittal is found to be complete, HHF will notify the nominator to submit printed copies of the nomination and one thumb drive of all images **prior to 5:00 p.m. on February 9, 2018.**

Hard copy submittals must include:

- A cover page with transmittal information.
- 5 hard copies of the final approved electronic nomination, including copies of media or additional documents, if applicable
- Thumb drive with final approved nomination form, all images, additional images, and/or attachments.
- NO binding, staples, or paperclips.

Hard copies may be mailed or hand-delivered to Historic Hawai'i Foundation, 680 Iwilei Road, Suite 690, Honolulu, Hawai'i 96817. **The 5 hard copies must be postmarked or received by 5:00 p.m. on February 9, 2018.**

## QUESTIONS

Questions may be directed to [awards@historichawaii.org](mailto:awards@historichawaii.org) or the HHF office at 808-523-2900.

*Historic Hawai'i Foundation is a statewide, membership-based 501c3 non-profit organization that encourages the preservation of historic buildings, sites and communities significant to the history of Hawai'i. For more about HHF, visit: [www.historichawaii.org](http://www.historichawaii.org)*