



2019 PRESERVATION HONOR AWARDS NOMINATION SUBMITTAL INSTRUCTIONS

Historic Hawai'i Foundation (HHF) is accepting nominations for the 2019 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 by Monday, February 11, 2019.

Late or incomplete nominations will not be accepted.

A **Nomination Fee of \$50** is required for each submittal, payable via credit card when the nomination is submitted.

The 45th Annual Preservation Honor Awards presentation event will be held on May 31, 2019 in Honolulu.

Nominations, photographs, digital images, printed publications and any supporting material submitted for awards become the property of Historic Hawai'i Foundation. Submission of the nomination grants HHF permission to use the materials. Responsibility for acquiring permission to use/publish photographs in the nomination and Awards program rests solely with the nominator.

AWARD CATEGORIES

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.

ONLINE SUBMITTAL REQUIRED

All Nominations are to be submitted using the Online Nomination Form ([link](#)). Once begun, the form cannot be saved for later edits or completion.

HHF strongly recommends that nominators prepare all submittal requirements in advance, including responses to narrative sections; saving, labeling and compressing all photographs and other attachments; and completing the stakeholders and photograph worksheets. Once all materials are ready and saved, then begin the online submittal form. Information may be copied and pasted from the nominator's prepared documents and attachments may be uploaded.

Nominators may download the questions to prepare their answers in advance from https://historichawaii.org/wp-content/uploads/2018/12/HHF_2019HonorAwardsNomination_Questions.pdf

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.
- 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.
- **Nominations must include all parties involved in a project or program.** Identifying and including all appropriate parties is the responsibility of the nominator.

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**. For Individual Achievement, the nominated person has been instrumental in **preserving a historic place** or places.
- The nominated project, program or media was planned and implemented in accordance with **best practices and treatments** for historic properties, or the nominated individual **demonstrates leadership** in the field.
- The nominated project, program or media **achieves quality, excellence in planning, implementation, and follow-through of a preservation goal**, or the nominated individual **demonstrates excellence** in the field.
- The nominated project, program or media demonstrates a strategy for the **protection, understanding, revitalization, use or celebration of Hawaii's historic and cultural places**, or the nominated individual demonstrates **impact** in the community.

SUBMITTAL REQUIREMENTS

- **NOMINATION INFORMATION:** Each nomination requires specific information submitted to HHF via the online form found on this page. To make the process easier, nominators may download the questions to prepare their answers in advance from https://historichawaii.org/wp-content/uploads/2018/12/HHF_2019HonorAwardsNomination_Questions.pdf
- **PROJECT LOCATION:** Upload a map (PDF or JPG) of the project's location. Use Google Maps; Map Quest, USGS Quad or similar. Not required for Individual Award.
- **PROJECT REFERENCE MATERIALS:** (For Media, Commendation, Awards) Upload a copy of the nominated project, media or program materials, such as brochures, exhibit materials, reports, etc.
 - Deliver 5 printed copies of the reference materials to Historic Hawai'i Foundation via mail or delivery to 680 Iwilei Road, Ste. 690, Honolulu, HI 96817.
- **PHOTOGRAPHS:** Upload at least six images illustrating various aspects of the project, including one overview image showing the completed project. Other photos may include before and after images showing various interior and exterior views, work undertaken or completed. A historic photo of the site is highly desirable. Feel free to add as many photos as you feel necessary to describe the project and demonstrate the achievement.
 - For *Achievements in Interpretive Media*: include a cover shot of publication or other media.
 - For *Individual Achievement*: include head shot of nominee

- **PHOTOGRAPHS DESCRIPTIONS:** Download the Excel template below and input the following information for each photograph submitted: Name of Site/Project/Program, Caption/Description, and Photographer. When complete, upload the file during the online submission process.

[Download the Excel Spreadsheet Template Here](#)

- **STAKEHOLDER INFORMATION:** Download the Excel spreadsheet below and fill in names, addresses, phone and email contact information for all parties involved in this project, including, but not limited to: archaeologists, architects, consultants, contractors, developer, engineers, financiers, investors, nonprofit organizations, board members, historians, researchers, designers, etc. Add as many contacts as needed to provide a comprehensive picture of those who were involved. Complete all fields for each stakeholder. Upload the file during the submission process.

[Download the Excel Spreadsheet Template Here](#)

NAMING CONVENTION FOR UPLOADED FILES

Label all image files using the convention: **ORGANIZATION_PROJECT_NUMBER_DESCRIPTION**

Location Map Example:

HHF_SampleProject_Photo1_Location Map

Reference Material Example:

HHF_SampleProject_Document1_WalkingTourBrochure

HHF_SampleProject_Document2_ExhibitStoryboards

HHF_SampleProject_Plan1_OriginalArchitecturalDrawings

Photographs Example:

HHF_SampleProject_Photo1_HistoricOverview

HHF_SampleProject_Photo2_OverviewBefore

HHF_SampleProject_Photo3_OverviewAfter

HHF_SampleProject_Photo4_DetailBefore

HHF_SampleProject_Photo5_DetailAfter

HHF_SampleProject_Photo6_WorkGroupDuringProject

QUESTIONS

Questions may be directed to 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