

**HISTORIC
HAWAII'
FOUNDATION**



2021 PRESERVATION HONOR AWARDS

Instructional Guide



SUBMITTAL DEADLINE

○

TENTATIVE EVENT DATE

Nominations are due by **Friday, February 5th, 2021.**

The 47th Annual Preservation Honor Awards Ceremony is tentatively scheduled to be held in Honolulu on **May 21, 2021.**

IMPORTANT MESSAGE

**ONCE BEGUN, THE ONLINE FORM CANNOT BE SAVED
FOR LATER EDITS OR COMPLETION.**

Nominators may find it helpful to download the Nomination Questions to prepare their answers in advance. Please use this step-by-step guide to prepare your answers and then copy/paste them into the application when ready.

HELPFUL TIPS

- HHF 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, begin the online submittal form. Information may be copied from the nominator's prepared documents and pasted to the online form; and attachments may be uploaded.
- Refer to a **Sample Nomination** provided https://historichawaii.org/wp-content/uploads/2019/12/2019-FilipinoCenter_Nomination-Form_v2.pdf (or use the link on our webpage).

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.

ELIGIBILITY

CONTINUED

- **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.



SELECTION CRITERIA

CONTINUED

- 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.

STEP 1. SELECT AWARD CATEGORY

Select the award category your project pertains to:

- **Preservation Award** for a specific project that preserved, rehabilitated, or restored a historic property. A specific site(s), building(s), structure(s), district(s) or properties must be identified.
- **Achievements in Interpretive Media** for publicity-available printed publication or visual presentation that interprets the history, preservation or physical characteristics of a historic property. A specific site(s), building(s), structure(s), district(s) or properties must be identified.
- **Preservation Commendation** for an advocacy, educational, programmatic, or other activity that promotes 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 resources.

STEP 2. PROJECT/NOMINEE INFORMATION

- Provide the name, address (and property tax map key number, if applicable), and a one-sentence description of the project/nominee.

PROJECT INFORMATION

* Name of Historic Property

* Property Tax Map Key Number

* Address - Number, Street, City, State, Zip Code

* One-sentence description of Nominated Project (e.g. The Rehabilitation of Mauka Building E) (20 words)

Maximum of 20 words. 0

INFORMATION ABOUT THE NOMINEE (the person being nominated)

* Name of Nominee

* One-sentence description of the Nominee (20 words)

Maximum of 30 words. 0

Example of a one-sentence description for Individual Achievement:

“Author, historian and president of (a nonprofit), Maile Ching is one of Kona’s most dedicated preservation advocates.”

PROJECT/NOMINEE INFORMATION

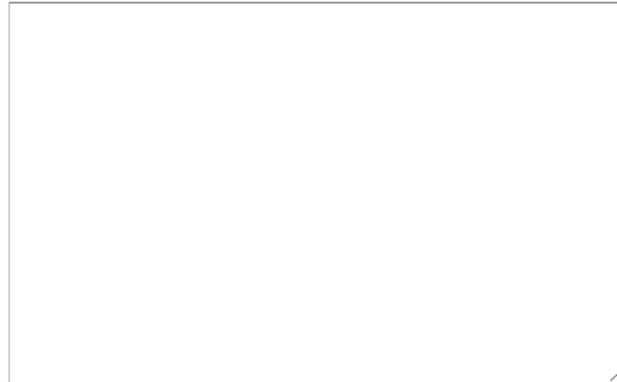
CONTINUED

- Provide a summary statement about the project/program/media/individual as to why it/he/she deserves to be recognized.
- Describe the scope, goals and significance of the work.
- Describe the role of any partner organizations.
- The next slide provides a screenshot of the questions in the nomination application; with the maximum word count. **Note: questions will vary between categories.**

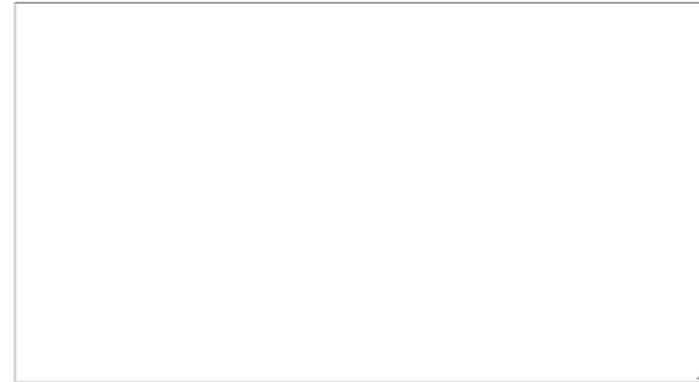
PROJECT/NOMINEE INFORMATION

SCREENSHOT OF QUESTIONS

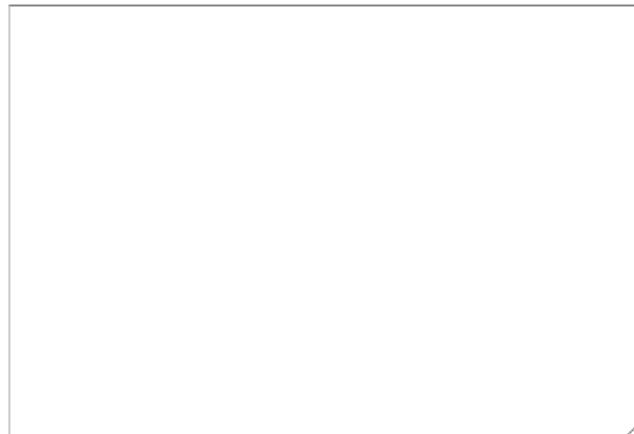
Describe the project's goals, scope and achievements (500 words) *

A large, empty rectangular text box with a thin black border, intended for the user to describe the project's goals, scope, and achievements within a 500-word limit. A small double-slash icon is visible in the bottom right corner of the box.

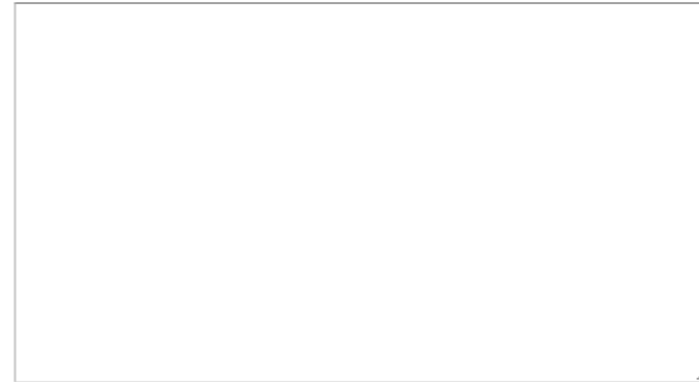
Describe the lead organization's purpose, mission and background (300 words) *

A large, empty rectangular text box with a thin black border, intended for the user to describe the lead organization's purpose, mission, and background within a 300-word limit. A small double-slash icon is visible in the bottom right corner of the box.

Describe the Individual's background and preservation achievements (500 words) *

A large, empty rectangular text box with a thin black border, intended for the user to describe the individual's background and preservation achievements within a 500-word limit. A small double-slash icon is visible in the bottom right corner of the box.

Describe the role of any partner organizations in the program (500 words). *

A large, empty rectangular text box with a thin black border, intended for the user to describe the role of any partner organizations in the program within a 500-word limit. A small double-slash icon is visible in the bottom right corner of the box.

PROJECT/NOMINEE INFORMATION

CONTINUED

- Example Summary Statement:

The Filipino Community Center is located to the east of the Lana'i City commercial and business district, in a residential neighborhood within the boundary of the original planned city. The building was constructed within the first ten years of the start of Lanai City, which began in 1924. When Lana'i City was first established to house and serve the plantation workers, multiple community centers for the various ethnic groups were built, which included this building. The building has served the Lana'i Filipino community, uninterrupted, since 1930.

The building is a simple, wood-framed, plantation-style structure with a corrugated metal hipped roof. In addition to termite damage and general deterioration, one of the central challenges was providing handicapped access to the building without compromising its high level of integrity. This was complicated by the fact that the building had two internal levels, with the kitchen, one restroom, and a storage area 10-inches higher than the main floor.

Although owned by Lana'i Resorts/Pulama Lanai, the building is loaned to the community association for its use at no cost. The repair and renovation project was funded by the owner.

PROJECT/PROGRAM LOCATION

(Not Required For Individual Achievement Nominations)

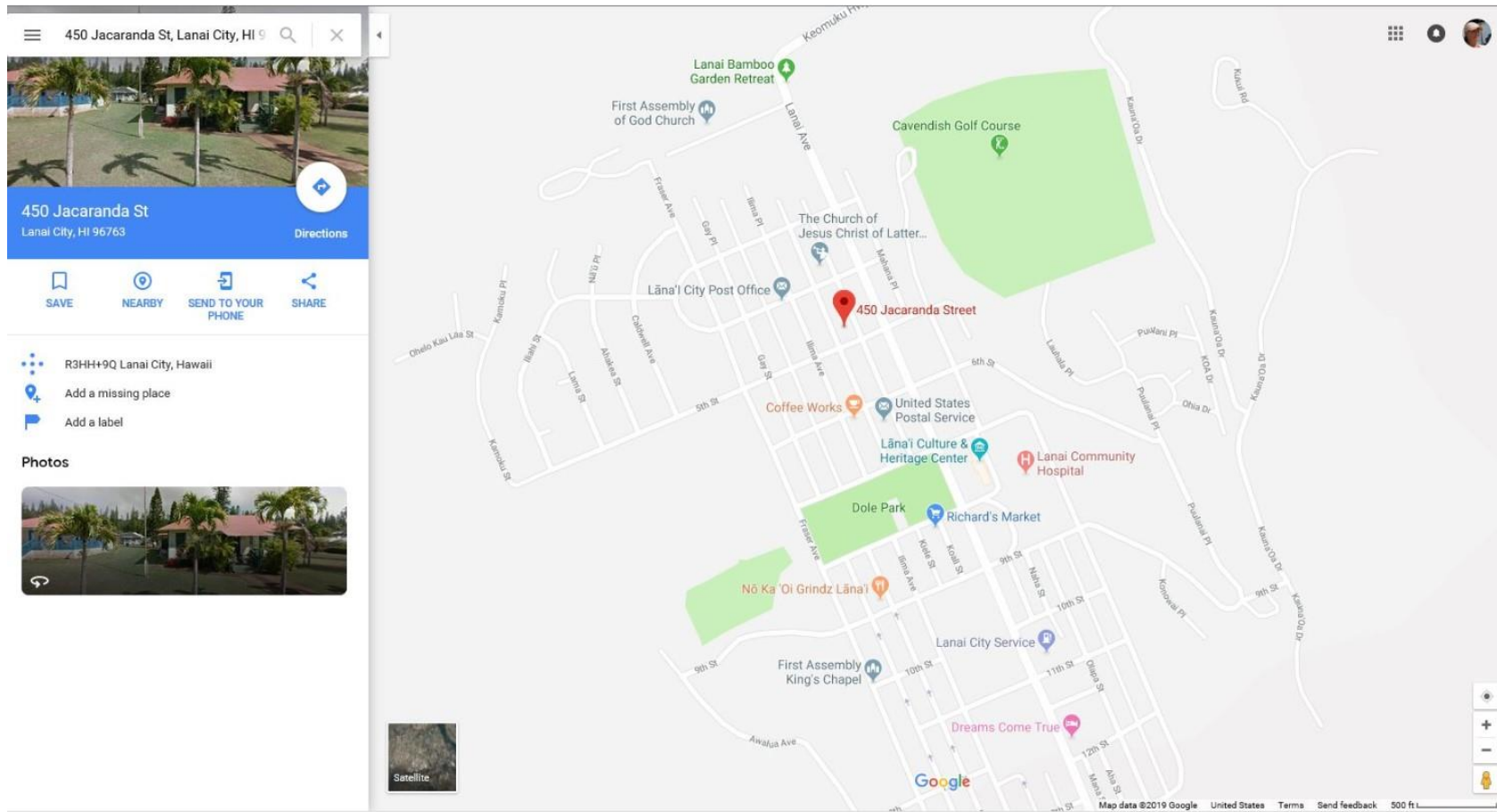
- Use Google Maps, Map Quest, USGS Quad or other digital map to show the property's geographic location.*
- Create a PDF before uploading. Copy/snip the map, paste it into a Word document, add property name, then save it as a PDF.
- Name the map file(s) using the convention:
“**ORGANIZATION_PROJECT_NUMBER_DESCRIPTION**”
Example: “**HHF_ProjectName_Photo1_Map.pdf**”
- Write a brief description of the location in the nomination form.

*If the exact location of the property cannot be disclosed due to its cultural sensitivity, please identify its general vicinity.

PROJECT/PROGRAM LOCATION

(Not Required For Individual Achievement Nominations)

Example: Filipino Community Center (Map)

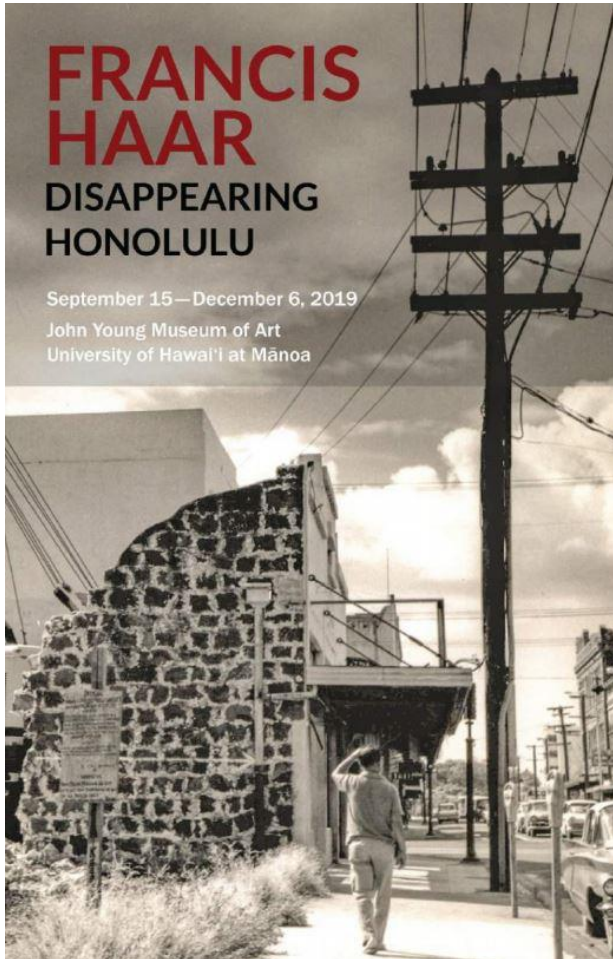


PROJECT REFERENCE MATERIALS

- **For Media, Commendation, Project or New Construction Nominations:** Upload a copy of relevant materials such as brochures, exhibit materials, reports, etc.
- Label file(s) using the convention:
“ORGANIZATION_PROJECT_NUMBER_DESCRIPTION”
- Examples:
 - **“HHF_ABCProject_Doc1_Brochure.pdf”**
 - **“HHF_ABCProject_Doc2_Storyboards/pdf”**
 - **“HHF_ABCProject_Plan1_Drawings.pdf”**
- Upload Project Reference Materials (ZIP multiple files together)
- **Instructions on how to ZIP multiple files together:**
<https://www.wikihow.com/Make-a-Zip-File>

PROJECT REFERENCE MATERIALS

EXAMPLES OF PROJECT REFERENCE MATERIALS W/CORRECT USE OF CONVENTION



PMRF_NohiliCrypt_Photo8_LocalPaperFrontPage

MinatoishiArchitects_FrancisHaarDisappearingHonolulu_Photo1_Program

PROJECT REFERENCE MATERIALS

CONTINUED

- Submit 5 copies of the reference materials to Historic Hawai'i Foundation via mail or delivery (by appointment) to 680 Iwilei Road, Ste. 690, Honolulu, HI 96817.
- **If you choose to deliver them**, please email HHF at Awards@historichawaii.org at minimum one day in advance to schedule a date and time.

PHOTOGRAPHS AND DESCRIPTIONS

PROJECTS, PROGRAMS, MEDIA:

- Insert 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 and content of publications or other media

PHOTOGRAPHS AND DESCRIPTIONS

CONTINUED

- **For Individual Achievement Nominations:** Include one head shot of the nominee, as well as images of at least 3 projects that the nominee has been involved in.

- Label all image files using the convention:

ORGANIZATION_PROJECT_NUMBER_DESCRIPTION

- Examples:

HHF_SampleProject_Photo1_HistoricOverview

HHF_SampleProject_Photo2_OverviewBefore

HHF_SampleProject_Photo3_OverviewAfter

HHF_SampleProject_Photo4_DetailBefore

HHF_SampleProject_Photo5_DetailAfter

HHF_SampleProject_Photo6_WorkGroupDuringProject

PHOTOGRAPHS AND DESCRIPTIONS

CONTINUED

Download the Excel template and input the following information for each photograph submitted:

Name of Site/Project/Program, Caption/Description, and Photographer.

When complete, upload the file.

Image Number	Photographer	Caption/Description
1		
2		
3		
4		
5		
6		

STAKEHOLDER SPREADSHEET

- Download the Excel template and fill in the names, addresses, phone and email contact information for all parties involved in the 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.**

SUBMITTAL OF PRINTED NOMINATION

- Submit 2 hard copies of your nomination (including all items on the checklist) via mail or delivery by appointment to **Historic Hawai'i Foundation, 680 Iwilei Road, Ste. 690, Honolulu, HI 96817**. If you choose to deliver them, please email HHF at Awards@historichawaii.org at minimum one day in advance to schedule a date and time. Mail/delivery can be made after the Feb. 5th online submittal deadline.
- For nominations with reference materials, a total of 5 printed copies of the reference materials must be submitted with the nomination copies. These materials will be used by Selection Committee members for their review. For video or film, a link to view the project may be submitted in lieu of hard copies.



PAYMENT

- **A Nomination Fee of \$50 is required** for each submittal, payable via credit card when the nomination is submitted.
- Nominations are due by Friday, February 5th, 2021.



Questions may be directed to:

- **Email:** awards@historichawaii.org
- **Phone:** 808-523-2900 (leave a voicemail at extension 21 or 26 and we will return your call)

Mahalo for your support of HHF's Preservation Honor Awards program and helping to raise awareness of Hawai'i's historic places.