

Minnesota Preservation Awards Nomination Guidelines and Checklist

2019 Minnesota Preservation Awards

The Minnesota Preservation Awards is a program of the **Preservation Alliance of Minnesota (PAM)** that recognizes the most impressive preservation success stories and individuals who, through their personal or professional pursuits, have advanced the cause of preservation and/or have made a true difference in our community.

Each year we receive numerous nominations and recognize 8 exemplary recipients representing a wide range of project types, locations and individuals. **All award winners will be recognized at the annual Benefit Gala on October 3rd, 2019, at the Nicollet Island Pavilion.**

Please follow all directions on the following pages, submitting a single PDF nomination that includes photos, with a separate folder of high resolution images.

Submission deadline is Friday, June 14th, 2019.

Note:

- 1. There should only be one submission per nominated project. Please coordinate with other stakeholders to ensure that the nomination is as comprehensive as possible.*
- 2. You may nominate a project/individual that/who was nominated but not awarded in the past.*
- 3. Nominated projects must have been completed within the last five years (2014-2019).*

Nomination Checklist

Applications will not be considered unless all requirements have been submitted.

- Nomination Fee:** \$25 fee for Nonprofits, PAM donors, or sponsors; \$50 fee for Businesses. Instructions on how to pay are listed below.
- A. General Information:** Basic information about property or individual.
- B. Project / Nomination Type:** Define what type of project is being considered or on what basis the individual should be considered.
- C. Summary Statement:** A short statement making the case for selection.
- D. Photos:** Compile photos with captions and include them within the PDF.
- E. Project Information:** Not applicable if nominating an individual.
- F. Nominator Information:** Provide complete contact information about nominator.
- G. Owner / Individual Information:** Provide complete contact information.
- H. Stakeholder Information:** A comprehensive list (including contact information) of all entities involved in the project or with the individual. For a project, this includes all consultants, designers, contractors, owners, funders, etc.
- I. Indemnification**
- J. Additional Materials:** Additional materials are not required, but welcome.
- High Resolution Photos:** Possibly “before and after” - organized and titled - submitted in a separate zipped folder.

35th Annual Minnesota Preservation Awards
2019 Nomination Form

A. General Information

Name of the Property / Person / Organization being nominated (as you want it to appear on award):

Street Address: _____

City / County / ZIP Code:

B. Project / Nomination Type

Please check all that apply:

PROJECTS

- Adaptive Reuse
- Addition / Expansion
- Archaeological Site / Protection
- Education / Interpretation / Publication
- Preservation Planning
- Restoration / Rehabilitation
- Sustainable Design

PEOPLE / GROUPS

- Advocacy
- Career Achievement
- Community Effort
- Emerging Leader
- Stewardship

C. Summary Statement

Summarize your nomination in 500 words below.

Please address why this nominated project, person or group demonstrates excellence in historic preservation. Include pertinent information such as whether this project used historic rehabilitation tax credits or the Secretary of Interior's Standards for its completion and describe project / individual accomplishments.

D. Photos

Please place photos with appropriate captions that highlight the project on a memory stick, email them in a zipped folder with your nomination, or place them in a folder with the same name as your nominated project [here](#). Feel free to add as many photos as you feel necessary to promote the project.

E. Project Information *(only for nominations involving property)*

Current designation status of property (check all that apply):

National Register of Historic Places:

Individual Contributing to historic district

Designation nomination in progress:

National Local

Local designation:

Individual Contributing to historic district

Other (please list):

This project used historic rehabilitation tax credits for its completion (check all that apply):

Yes No

Federal State

F. Nominator Information

Name: _____

Street Address: _____

City / State / ZIP Code: _____

Phone(s): _____

Email: _____

G. Owner / Individual Information

Name: _____

Address: _____

City / State / ZIP Code: _____

Contact Name (if owner is not a person): _____

Phone(s): _____

Email: _____

Type of Ownership: Public Private

H. Stakeholder Information

List companies, names, role email, and phone contact information for all parties involved in this project, including, but not limited to: Archaeologists, Architects, Consultants, Contractors, Developer, Engineers, Financiers, Investors, Nonprofit Organizations, and Board Members, etc. Add as many contacts as needed to provide a comprehensive picture of those who were involved.

Company Name	Contact Name	Project Role	Email Address	Phone Number
Example: Preservation Alliance of Minnesota	Todd Wright	Nonprofit organization	twright@mnpreservation.org	651.293.9047

I. Indemnification

The undersigned hereby gives to the Preservation Alliance of Minnesota (“PAM”) a non-exclusive license to use, and to allow others to use, in whole or in part, in whatever manner PAM may desire, including (but not limited to) use for publicity, audiovisual presentation, and/or promotion, all photographs, videos, and other materials submitted to PAM in connection with the Minnesota Preservation Awards.

PAM is hereby given permission to make any editorial changes and/or additions to the materials referred to herein as it may deem necessary or desirable for production purposes. The undersigned hereby agrees that it has the authority to grant these rights, that it has obtained any such permissions and rights necessary from third parties, including, without limitation, models, creators, photographers, writers, and producers, and that it will hold harmless and indemnify PAM from and against any claim brought against PAM from third parties that may arise out of violation of these

paragraphs. By signing, I acknowledge my agreement to the aforementioned terms and verify that I have the authority to make such assignments.

Nominator's Name

Date

J. Additional Materials

Additional materials are welcome if they help the selection committee evaluate the nomination. They are not required. Optional materials might include news accounts, reports, illustrations and drawings, and letters of support. Please place them in the space below, or attach them at the end of this document.

Nomination Instructions

1. In order to be considered, every nomination must include a Nomination Fee: \$25 fee for Nonprofits or PAM individual members; \$50 fee for Businesses.

You can pay 2 ways:

- **Pay with a credit card [here](#). Please fill in donation amount as described above.**
- **Or pay by sending a check to our office** (please write the name of the project in the memo line).

2. Completed nominations are due to PAM's office by **Friday, June 14th 2019, 4:30 pm CST**

3. You have two options for submitting your nomination:

- **By Email:** Email your nomination to Alyssa Stormes at **astormes@mnpreservation.org**

OR

- **By mail or delivered memory device** containing your nomination to:

Preservation Alliance of Minnesota
ATTN: Todd Wright
416 Landmark Center
75 West Fifth Street
Saint Paul, MN 55102

4. You MUST include in your email, delivery, or on your memory device:

- The nomination form and all subsequent attachments used to complete nomination form;
- At least five "before" digital photos of the project and five "after" digital photos of the project with 300 dpi resolution or higher.

5. Information listed on the nomination form should appear **EXACTLY** as you wish it to appear on the award itself; this information may be sent to the media and will be used for award engraving.

6. By submitting photos with your nomination, you are giving PAM authority to use photos for promotional purposes, with or without credit. If you would like credit included, please specify in your application and provide the name of the photographer.

7. Award recipients will receive one Minnesota Preservation Award. Additional awards and event tickets may be purchased through PAM.

8. QUESTIONS: Email Alyssa at astormes@mnpreservation.org, or call 651-293-9047.