



**William Francis Galvin, Secretary of the Commonwealth**  
Massachusetts Historical Commission  
220 Morrissey Boulevard  
Boston, Massachusetts 02125

**2012 Preservation Awards**

*Nomination Deadline: March 1, 2012*



MASSACHUSETTS  
HISTORICAL  
COMMISSION

William Francis Galvin  
Secretary of the Commonwealth

220 Morrissey Boulevard  
Boston, MA 02125  
617-727-8470  
[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)



**34<sup>th</sup> Annual Preservation Awards**  
2012 Nomination Form

## 2012 PRESERVATION AWARDS

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Secretary of the Commonwealth William Francis Galvin  
and the  
Massachusetts Historical Commission  
are pleased to announce the  
2012 Preservation Awards Competition

### THE PRESERVATION AWARDS PROGRAM

We enjoy a cultural heritage rich in historic resources. In recognition of the challenge of preserving our national legacy, the Massachusetts Historical Commission (MHC) founded the Preservation Awards program 33 years ago. Awards are presented annually to preservation projects or individuals that have displayed an outstanding commitment to historic preservation in Massachusetts. Nominations must be for projects completed in 2008, 2009, 2010 or 2011.



### 2012 PRESERVATION AWARD CATEGORIES

Adaptive Reuse

Archaeology

Education & Outreach

Individual Lifetime Achievement

*(20 or more years of exemplary service to historic preservation in Massachusetts)*

Landscape Preservation

Local Preservationist

Rehabilitation & Restoration

Stewardship



### DEADLINE FOR SUBMISSION OF NOMINATION PACKAGES:

**Nominations must be received no later than 5:00pm on Thursday, March 1, 2012.**

### PLEASE MAIL OR DELIVER NOMINATIONS TO:

2012 Preservation Awards  
Massachusetts Historical Commission  
220 Morrissey Boulevard  
Boston, MA 02125-3314

For further information, please visit [www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc), or contact the MHC ([mhc@state.ma.us](mailto:mhc@state.ma.us)) at 617-727-8470.

*On the Cover: Sandwich Town Hall - 2011 Winner for Rehabilitation & Restoration  
Photo by Leonard W. Loparto, MHC*

# MASSACHUSETTS HISTORICAL COMMISSION

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## NOMINATION REQUIREMENTS & CHECKLIST

A complete nomination has several parts. All nominations should be bound in a thin report cover with the enclosed nomination form included as the first page.

A complete nomination must include the following items in the order listed:

- A Completed Nomination Form
- Statement of Achievement
  - Projects - Describe in detail:
    - The historical significance of the nominated resource;
    - The architectural, landscape, or archaeological significance;
    - The elements of the preservation project and the historic preservation accomplishments that make this a deserving project.
  - Individuals: Describe the individual's career achievements and contributions to historic preservation in a local community or in Massachusetts.
- List of Contributors – On a separate sheet of paper, provide the names and contact information of all contributing organizations with a significant role in the accomplishment of the achievement. This may include volunteers, nonprofit organizations, municipal or state offices, architects, contractors, craftspeople, consultants, and other professionals.
- Letter(s) of Support – Please include letters of support for the nomination. Every effort should be made to obtain a letter of support from the local historical commission. Other possible sources include nonprofit organizations, municipal officials, and community leaders. Please do not include letters of support from paid contractors to the project.
- Photographs – Please include “before” and “after” photos of the nominated project or a portrait of the nominated individual. Please note which photos are from “before” and which are from “after” the project, in addition to identifying (whether by file name or photo key) what is shown in each photograph. The photos should highlight the project's preservation achievements. Photos should be clear, well-composed, and taken in good weather conditions. Please provide photographs in print and digital files. Please do not send digital photographs embedded in a Power Point presentation, Word document, or PDF file. Send each digital image as a separate file (jpg and tiff preferred). Selected projects will be asked to submit photographs to be used for publicity purposes. Publicity photos must be either traditional 8x10, color glossy photographs (printed from film), or high resolution (1200ppi, 8x10, tiff format) digital images. These may be submitted with the nomination.
- Additional Information – Include brochures, pamphlets, and other descriptive material relating to the nominated project.

## NOMINATION GUIDELINES & ADDITIONAL INFORMATION

- All materials, including photographs, must be clearly identified with the name of the nominated project or individual. Photos must include a description and applicable photo credits and copyright information.
- Only activities completed between January 1, 2008, and December 31, 2011, may be nominated for an award.
- Massachusetts Historical Commission staff may contact other people or organizations, including the local historical commission, regarding the nomination.
- The MHC reserves the right to change the category in which a project/person is nominated.
- Additional materials may be requested.
- All submitted materials become the property of the Massachusetts Historical Commission and will not be returned.
- Nominator warrants that he/she is legal owner of all right, title, and interest in submitted nomination materials, and grants to the Massachusetts Historical Commission a license to use the materials for presentation and publicity purposes and that such rights have not been previously licensed, pledged, assigned, or encumbered and that this license does not infringe on the rights of any person. Appropriate credit will be given.
- Award winners will be notified by mail.
- Nominations must be for historic preservation, archaeology, landscape preservation projects, or individuals who have contributed in these areas. General history projects, such as town histories, as well as document preservation or research, are not eligible for consideration.

## NOMINATION FORM

Project Name or Name of Individual \_\_\_\_\_

Property Address (if applicable) \_\_\_\_\_

Category(s) (*MHC reserves the right to change the category in which a project/person is nominated*)

- |   |  |
|---|--|
| <input type="checkbox"/> Archaeology            | <input type="checkbox"/> Local Preservationist   |
| <input type="checkbox"/> Adaptive Reuse         | <input type="checkbox"/> Rehabilitation & Restoration  |
| <input type="checkbox"/> Education & Outreach   | <input type="checkbox"/> Individual Lifetime Achievement (20 or more years of exemplary service) |
| <input type="checkbox"/> Landscape Preservation | <input type="checkbox"/> Stewardship   |

Project Contact \_\_\_\_\_

*Person principally responsible for nominated activity*

Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Month and year in which nominated achievement was completed \_\_\_\_\_

Please provide the following information about yourself so that we may contact you if we need additional information regarding the nomination.

Your Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_