

Town of Hingham, 2019 Historic Preservation Awards

GUIDELINES & CHECKLIST

Guidelines:

- All submitted materials, including photographs, become public documents and the property of the Town of Hingham.
- Letters of support, press clippings and other forms of publicity are encouraged. They must be submitted with your nomination form.
- Additional materials may be requested by the Award Committee.
- Award winners will be notified by phone and by U.S. mail.
- Nominations must be for Historic Preservation in one or more of the following categories: Landscape/Archaeology, Education and Outreach, Neighborhood/Streetscape, Rehabilitation (including Adaptive Reuse), Restoration, New Projects/Reconstruction
- Note: General history projects, such as town histories, as well as document preservation or historical research, are not eligible for consideration.
- If submitting a digital application, please submit all material as a single PDF.
- Incomplete nominations may not be considered.

Checklist:

- 1,000-word maximum description of the project and the reason for the nomination; or if nominating an individual, organization or company, a description of the preservation activities accomplished and the reason for the nomination
- A list of photographs, numbered, with captions and photo credits
- Up to 8 printed photographs depicting the project, with at least two “before” pictures; or for an individual, organizations or companies, up to 8 printed photographs depicting the results of the activity/activities for which the nomination is being submitted, and “before” pictures if applicable.
- A complete list of names, mailing addresses, phone numbers and emails for all key persons involved with the project or activity.
- Supporting materials, including copies of news clippings, letters of support, etc.