



## Connecticut League of History Organizations

# Awards of Merit

## Nomination Instructions

Nominations must be postmarked by February 1, 2012. You may submit any nominated work completed within the 18 months leading up to the current deadline (e.g. projects completed between August 1, 2010 – February 1, 2012). Awards will be announced at the CLHO Annual Conference on June 4, 2012. For more information, contact Liz Shapiro, CLHO, [liz@clho.org](mailto:liz@clho.org) or call 860-685-7595 or Jessica Jenkins, chairperson, Awards Committee, [jjenkins@litchfieldhistoricalsociety.org](mailto:jjenkins@litchfieldhistoricalsociety.org) or (217) 979-1583.

### CLHO Awards of Merit

The Connecticut League of History Organizations presents Awards of Merit to institutions and individuals who demonstrate the highest of professional standards, and who enhance and further the understanding of Connecticut history. The purpose of the Awards of Merit is to recognize the care, thought and effort invested in these contributions and to inspire and encourage others by acknowledging exceptional contributions to state and local history. Currently, the CLHO presents Awards of Merit in four categories:

- 1) **Project:** exhibition, restoration, preservation, special research, web site, etc.
- 2) **Publication:** book, exhibition catalog, video, DVD, newsletter, pamphlet, etc.
- 3) **Educational Program:** for schools, children, adults, groups with special needs, lecture series, demonstrations, Power Point presentations, etc.
- 4) **Individual Achievement:** an individual's long-term efforts towards promoting and furthering a knowledge and appreciation of Connecticut history.

History organizations are encouraged to nominate their own work, as well as outstanding contributions by neighboring organizations. Individuals may nominate their own work, with the exception of the Individual Achievement award. Only works completed in the preceding 18 months are eligible for nomination. Nominated works must be historically accurate, properly documented, easily used, and understood, and have specific goals. Nominated books should contain accurate citations, an index and a bibliography or list of works cited. Project nominations must contain photographic or video documentation of the final installation. All nominations must include an accurate budget, showing sources of funding and expenses incurred.

### CLHO Awards of Merit Committee

The CLHO's Awards of Merit Committee reviews all nominations. The committee is composed of at least five individuals representing different areas of expertise and different size institutions, including volunteer and non-volunteer organizations. The CLHO continually searches for outstanding new ideas that might serve as a model for other societies, and the Awards Committee will consider nominations that use models developed by other organizations but improve and carry such models to a higher level of excellence. The Awards Committee may give more than one award or no award in any category. Incomplete nominations will not be judged and will be returned to the nominator. Decision of the Awards Committee is final.

# CLHO Awards of Merit Information and Guidelines

Please read the application guidelines carefully before completing your nomination. For more information contact: Liz Shapiro, Director, CLHO, [liz@clho.org](mailto:liz@clho.org) or (860) 685-7595 or Jessica Jenkins, chairperson, Awards Committee, [jjenkins@litchfieldhistoricalsociety.org](mailto:jjenkins@litchfieldhistoricalsociety.org) or (217) 979-1583.

## Format

In an effort to reduce the use of paper and ensure that committee members have access to all nominations, applicants are required to submit:

- **One (1) hard-copy** application in a 2” or smaller three-ring binder, and
- **One (1) digital** application on a CD (Note: if it is not possible to submit a CD, applicants can submit with permission a second application in a three-ring binder by contacting the Awards Committee.)

Digital files should be submitted as PDF files, Microsoft Office compatible files (Word, Excel, PowerPoint, etc.) or jpeg/PDF files (for images). For publications, the physical project (book, DVD, etc.) must be submitted in addition to the two applications.

## Application Form

Please save the application as two different Word Documents: The Nomination Cover Sheet and a separate Narrative.

### I. Cover Sheet Instructions

**Please download and save the Cover Sheet Form and complete it by inserting the following information:**

**Title:** Name of Nominee as it would appear on the Awards of Merit certificate.

**Nominated for:** Check the appropriate category of the nominated work.

**Nominee Information:** The name of the individual or organization nominated for an Award of Merit and how to contact them.

**Contact person:** If the person completing this form is other than the nominee, please complete it with your personal information.

**Nomination submitted by:** The person or organization submitting the nomination (you.)

### II. Narrative

**In three pages or less please include the following numbered headings and answer them as succinctly as possible. (Font size should be 12 pt. or larger.)**

- 1) **Brief Description of Nominated Work** – What it is and why it should receive a CLHO Award of Merit.
- 2) **Background of Nominee** – For organizations, provide a concise description of your operation including mission, programs, staff, audience, operating budget and membership. If an individual, provide a short bio statement.
- 3) **Detailed Budget of Nominated Work** – Include all relevant sources of income and expenditures. (The budget is specifically for the nominated work and should not include the annual budget required for nominating institutions.)
- 4) **Audience of Nominated Work** – Describe your intended audience and their response to the work. If known and applicable, please include demographic information and attendance numbers.
- 5) **Description of Original Goals for Nominated Work and Outcomes** – Outline the original goals for the project and how these were achieved or modified during the work.

- 6) **Notes and Sources** – Please provide a brief explanation of historical research conducted and sources consulted for your project. For publications, it is not required, but greater weight will be given to those that include bibliographical information.

## **Attachments**

Please submit copies of the following required attachments:

- 1) **Budgets** – If applicable, include the organization’s current annual operating budget and a complete project budget showing income and expenses.
- 2) **Letters of critical evaluation** – Two letters providing evaluation of the quality of the nominated work’s historical content and an assessment of the work’s overall impact. Letters must come from individuals **not** affiliated with the nominee or nominated institution.
- 3) **Supporting publicity** – If available, please include any available newspaper articles, photos, reviews, etc. of the nominated work. (Maximum of 5 pages.)
- 4) **Nominated Work Documentation:**
  - **Projects:** Must include photographic or video documentation. Exhibitions are encouraged to provide copies of labels and floor plans. Web sites should simply include the Web address.
  - **Publications:** Must include two (2) copies of the publication.
  - **Educational Programs:** Must include a copy of the program (Lesson plans, scripts, or other related documentation.) PowerPoint presentations must include a copy of the presentation and its written narrative.
  - **Individual Achievement:** Should include examples of accomplishments or testimonials from individuals.

## **Checklist**

- One hard-copy application in a 2” or less three-ring binder.
- One application on CD (If it is not possible to submit a CD, applicant can submit with permission a second application in a three-ring binder by contacting the Awards Committee chair.)

### **Applications should include:**

- Cover sheet
- Narrative (No more than 3 pages in length.)
- Required Attachments

**Submit Application, postmarked by February 1, to:**

**Awards Committee, CLHO, 37 Broad Street, Middletown, CT 06457**

The Awards Committee will notify you (the nominator) of the Committee’s decision before the Annual Conference in June. If you want the nomination materials returned, please arrange to pick them up at the CLHO Annual Conference, or make independent arrangements with the Awards Committee.