# CLHO 2021 *Awards of Merit* Application Instructions

#  Nomination Deadline: January 13, 2021

*Please read the application guidelines carefully before completing your nomination application. For more information, please visit* [*clho.org/awards*](http://www.clho.org/awards)*. For questions, please email CLHO executive director Amrys Williams at* *director@clho.org**.*

# Format

Please submit your application as a set of digital files, uploaded to the [2021 Awards of Merit Dropbox](https://www.dropbox.com/request/eZ2atWbTyTRKn6eh8cmO). Digital files may be submitted in the following formats: PDF, Microsoft Office-compatible files (Word, Excel, PowerPoint), JPG. Please ensure your images are saved at a high resolution and are properly oriented.

For non-digital publications, two copies of the physical project (book, DVD, pamphlet, etc.) must be submitted via postal mail to the CLHO office at the address below. Please note we are experiencing significant mail delays.

Save your application as two different files: “Your institution name” followed by “Award Cover Sheet” (e.g. “MyTownHistSocAwardCoverSheet”) and “Your institution name” followed by “Narrative” (e.g. “MyTownHistSocNarrative”). Save any attachments using a similar format, including the institution name. If the award is for individual achievement, replace institution name with the name of the nominee.

## Cover Sheet

### Download and save the Cover Sheet Form and complete it with the following information:

**Title:** Name of Person or Project as it would appear on the *Awards of Merit* certificate.

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

**Name, mailing address, phone, email**: The individual or organization nominated and how to contact them.

**Contact person**: If you are not the nominee, please include contact information for the person or organization submitting the nomination (you). In case of questions, the Committee will contact the nominator.

**Indicate if your project received funding from Connecticut Humanities by checking the applicable box.**

## Narrative

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

1. **Brief Description of Nominated Work:** Describe the project and tell us why it is exceptional.
2. **Background of Nominee:** For organizations, provide a concise description of your operation including mission, programs, staff, audience, and membership. If an individual, provide a short biographical 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 of the nominating institution.)
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:**
	1. Outline the original goals for the project.
	2. How were these goals 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 who include bibliographical information.
7. **Funding:** Indicate what special funding you may have received for your project, particularly if it came from Connecticut Humanities.
8. **Provide the names, mailing addresses and emails of your state legislative representatives**. If your project is selected to receive an award, we ask that you agree to contact your state legislators (with suggested language provided by the CLHO) to inform them that you received an *Award of Merit* from CLHO and to also invite them to attend the Awards Presentation and Reception.

# Attachments

### Please submit the following required attachments.

1. **Budget:** A complete project budget showing income and expenses.
2. **Letters of critical evaluation:** Two letters from people able to evaluate the quality of the nominated work, its 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 applicable, please include any available press coverage, photos, reviews, social media buzz, etc. of the nominated work (maximum of 5 pages).
4. **Documentation:**
	* **Project** nominations must include photographic and/or video documentation. For on-site exhibitions, please provide photos of the exhibition, a floor plan, an exhibit script, and representative labels. For websites and digital exhibitions or offerings, please provide the project URL. For publications, please either include a digital copy as part of your application package, or mail two hard copies to the CLHO office. For educational programs and lectures/presentations, please provide a copy of the program (lesson plans, scripts, slide decks, presentation narrative, etc.). If your program was recorded or has other documentation available online, please provide a link to the video or other material.
	* **Individual Achievement** nominations must include details of the individual’s accomplishments, as well as testimonials from individuals.

# Application Checklist

[ ]  Cover sheet

[ ]  Narrative (*No more than 3 pages in length.*)

[ ]  Attachments

 [ ]  Budget

 [ ]  Letters of critical evaluation

 [ ]  Publicity

 [ ]  Documentation appropriate to the nominated work

## Applications must be received by January 13, 2021. Please upload your files to the 2021 Awards of Merit Dropbox at <https://www.dropbox.com/request/eZ2atWbTyTRKn6eh8cmO>.

### Hard-copy publications should be sent to:

Amrys Williams

Connecticut League of History Organizations

CCSU Department of History

1615 Stanley Street

New Britain, CT 06050

Upon receipt of your application, you will be notified within four days confirming your submission. If you do not receive confirmation within this time period, please email Amrys Williams, CLHO executive director, at director@clho.org. If you would like any nomination materials returned, please make arrangements with her.

The Connecticut representative to the American Association for State and Local History will look over your application and may contact you for possible submission to AASLH’s *Leadership in History* awards.

The CLHO Awards Committee will notify the nominator of the Committee’s decision in March. Awards will be presented at the CLHO annual business meeting and Awards of Merit celebration in April.