

## CLHO Awards of Merit Application Instructions 2017

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 Rebecca Hatcher, [rehatcher@hotmail.com](mailto:rehatcher@hotmail.com) / Amy Durbin, [adurbin@newhavenmuseum.org](mailto:adurbin@newhavenmuseum.org), co-chairs, Awards Committee.

### 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) digital** application on a thumb drive **or** sent via e-mail or DropBox to [liz@clho.org](mailto:liz@clho.org). (Note: Special exception may be made for non-electronic application submission by consent of the committee. Please note this will only be made if electronic submission is not physically possible. Applicants must contact Liz Shapiro or committee chairs to request permission and instructions on submitting a hard-copy application.)

Digital files should be submitted as PDF files (preferred), Microsoft Office compatible files (Word, Excel, PowerPoint, etc.) or jpeg/PDF files (for images). Digital images should be sent at appropriate resolution levels. **For publications, the physical project (book, DVD, etc.) must be submitted in addition to the digital applications.**

### Application Form

Please save the application as two separate documents: The Nomination Cover Sheet and a separate Narrative. Save the cover sheet named as follows: "Your Institution Name" followed by "Award Cover Sheet", e.g.

"LitchfieldHistSocAwardCoverSheet." Save the application narrative as, "Your Institution Name" followed by "Narrative", e.g. "LitchfieldHistSocNarrative." Please save any attachments using a similar format and including the institution name. (If the award is for individual achievement, replace institution name with the name of the applicant.)

#### **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 must 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, relevant operating budget information and membership. If an individual, provide a short biographical statement.
- 3) **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.

- 4) **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.
- 5) **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 preference will be given to those that include bibliographical information.

### Attachments

Please submit copies of the following required attachments:

- 1) **Organizational Budget** – Include the organization’s current annual operating budget. Note: This is NOT necessary for Individual Achievement applications.
- 2) **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, see attachment #1. Individual Achievement Award Nominations do not require a project budget.)
- 3) **Letters of critical evaluation** – Two letters of support evaluating 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.
- 4) **Supporting publicity** – If available, please include any available newspaper articles, photos, reviews, etc. of the nominated work. (Maximum of 5 pages.)
- 5) **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 (1) digital** application on a thumb drive **or** sent via e-mail or DropBox to [liz@clho.org](mailto:liz@clho.org).

#### **Applications should include:**

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

**Applications must be received by January 6, 2017, sent to: [liz@clho.org](mailto:liz@clho.org)**

**Publications should be sent to: Awards Committee, CLHO, 37 Broad Street, Middletown, CT 06457**

Upon receipt of your e-mailed application, you will be notified within four days confirming your submission. If you do not receive confirmation within this time period, please call the CLHO office at 860-685-7595 or e-mail: [liz@clho.org](mailto:liz@clho.org).

The Awards Committee will notify you (the nominator) of the Committee’s decision in March. Awards will be presented at the June 5 Annual Conference. If you would like the nomination materials returned, please arrange to pick them up at the CLHO Annual Conference, or make independent arrangements with the Awards Committee.