

# 2023 Heritage Foundation of Williamson County Preservation Awards Nominating Instructions

**APPLICATION DUE BY – July 31, 2023 11:59 p.m.**

**Awards will be given out at the Heritage Foundation’s Preservation Symposium, August 26, 2023. Winners will be notified prior to the Symposium.**

**A complete nomination must include the following items:**

- A Completed Nomination Form**
- Statement of Achievement** (not to exceed 750 words)
  - *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 or organizations* – Describe the individual’s achievements and contributions to historic preservation in a local community or in Williamson County.
- List of Contributors** –Provide the names and contact information of all 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.
- A list of any Federal or State programs** which provided assistance to the project, including grants, tax incentives, and technical assistance.
- Additional Items of Support** – Please include letters of support for the nomination from nonprofit organizations, elected officials, or community leaders. Please do not include letters of support from paid contractors to the project. You may also include news articles or other items to increase the selection committee's understanding of 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 be high-resolution, clear, and highlight the project’s preservation achievements. Share each digital image as a separate file or share a link to an online album (.jpg or .png preferred).
- In addition, for each project that is of a tangible nature, such as a video, newsletter, or other publication, a **copy or representative issues** must be included with the nomination.

*All materials supplied will belong to the Heritage Foundation of Williamson County unless return is requested and a self-addressed, stamped envelope is supplied. The Foundation reserves the right to use any digital images, photos, or other submitted materials for publicity purposes.*

*If you have questions regarding a nomination or the process, contact Rachael Finch at [rfinch@williamsonheritage.org](mailto:rfinch@williamsonheritage.org)*

**APPLICATION DUE BY – July 31, 2023 11:59 p.m.**

**Return nomination forms and required materials**

**By email (preferred method):**

[rfinch@williamsonheritage.org](mailto:rfinch@williamsonheritage.org)

**By Mail:**

Heritage Foundation of Williamson County

112 Bridge St.

Franklin, TN 37064

ATTN: Awards Nomination Committee

## Nomination Eligibility

Any individual, organization, business, or public agency is eligible for nomination. The project or activity for which the nomination is made must be located in Williamson County, Tennessee. Nominators may submit their own projects or may nominate others. Projects completed within the last three years will be eligible. Unsuccessful nominations may be revised and resubmitted during the eligibility period, but individuals or projects that have received awards will not be eligible to compete again in the same category based on the same work.

## Nomination Categories

***Excellence in Preservation through Rehabilitation*** - Eligible projects retain significant historic fabric but do not attempt to restore a structure to an earlier appearance. Nominations in this category should focus on how new materials and design were integrated with historic fabric to make the project successful.

***Excellence in Preservation through Restoration*** - Eligible projects are those in which a primary goal was returning a structure to a documented earlier appearance. Nominations should focus on efforts to retain the integrity of the structure and must describe the process involved in achieving the result, including research, and solutions chosen to problems presented by modern mechanical intrusion, meeting code requirements, etc.

***Excellence in Infill in a Historic District*** recognizes new construction that complements the historic character of the surrounding buildings. Nominated projects should focus on creative design solutions for small-scale, compatible infill buildings in historic contexts. Residential, commercial, and mixed-use buildings are all eligible.

***Excellence in Heritage Preservation*** recognizes communities, organizations or an individuals that have proven their commitment to the preservation of their historic, cultural, and natural heritage: a greater knowledge of the nation's past, strengthened regional identities and local pride, increased local participation in preserving cultural and natural heritage assets, and support for the economic vitality of our communities.

***Outstanding Work by a Craftsperson*** recognizes high-quality work that demonstrates an understanding of the principles and practice of preservation techniques on a specific project. The nomination must include photographs of the work and descriptions of the obstacles faced by the craftsperson in performing the work, innovative techniques or materials used in the project, and the process involved in the work, including research where applicable.

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# 2023 PRESERVATION AWARDS NOMINATION

The Preservation Awards are sponsored by the Heritage Foundation of Williamson County, TN.

**APPLICATION DUE BY – July 31, 2023 11:59 p.m.**

(This form must accompany all nominations. Please type or print clearly.)

## Your Information

Nomination submitted by:

Affiliation or Title:

Nominator's Address:

City, State, ZIP Code:

Nominator's email address:

Telephone:

## Nominee's Information

Name of the Project / Person /  
Organization being nominated  
(Please select one)

Address of project (if applicable):

City, State, ZIP Code:

Project Contact Person:

Affiliation or Title:

Contact Address:

City, State, ZIP Code:

County:

Telephone:

Contact person's email address:

Is the person or organization submitting the nomination a member of the Heritage Foundation (membership is not required):  Yes  No

In which award category are you making this nomination? Please check only one. If you are uncertain about which category to select, contact us at [rfinch@williamsonheritage.org](mailto:rfinch@williamsonheritage.org)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Preservation through Rehabilitation             |
| <input type="checkbox"/> | Preservation through Restoration                |
| <input type="checkbox"/> | Infill (new construction in a historic context) |
| <input type="checkbox"/> | Heritage Preservation                           |
| <input type="checkbox"/> | Craftsperson                                    |

Checklist- Have you included all required supporting materials?

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | <i>Completed Nomination Form</i>  | <input type="checkbox"/> | <i>Letter(s) of support or supplemental materials</i>                    |
| <input type="checkbox"/> | <i>Statement of Achievement (750 words or less)</i>                                     | <input type="checkbox"/> | <i>A list of any Federal or State programs which provided assistance</i> |
| <input type="checkbox"/> | <i>List of Contributors (key persons involved with the project, program, or effort)</i> | <input type="checkbox"/> | <i>Digital images &amp; image key (minimum of 10)</i>                    |
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***Nominations must be submitted by July 31, 2023 at 11:59 p.m.***

*Narrative statement of achievement describing the history and significance of the project, the focus of the particular category in which the nomination is being made, and why the project or person demonstrates excellence in the category. This narrative should also address challenges and innovative strategies or methods employed to accomplish the goals of the project. Please limit narrative to 750 words.*

*List of key firms and persons involved with the project, program, or effort (architects, contractors, board members, elected officials, funders, craftspersons, etc.) Include primary contact information, mailing address, phone number, and email address.*

*A list of any Federal or State programs which provided assistance (including grants, tax incentives, technical, etc.)*