



PRESERVATION ALLIANCE
for greater philadelphia

2024 Preservation Achievement Awards Nomination Guide

Grand Jury Nomination Form Overview

Nomination Date Deadline: Friday, February 2, 2024 at 11:59 pm

Note: You may start the nomination form and return at a later time using the same computer and browser. There is no expiration time as long as browsing history and cookies are not deleted. This will not work for incognito windows. Once submitted, you will receive a confirmation email along with a link to make edits if needed. Edits are accepted up to the February 2 2024 deadline.

Part 1: Contact Information

Nominator Contact Information: The **Nominator** is you, the individual who is filling out this nomination form. The **nominator** will be the point of contact for the award winner announcements. **Fill in your name, phone, email, and address.**

Project Owner Contact Information: The **Project Owner** is the owner of the building/site/project property and **designated recipient of the award at the award ceremony.** If you, the nominator, are not the **project owner**, **you will need to fill in their name, phone, email, and address.**

Project Team Contact Information: The **Project Team** includes the project owners, architects, contractors, designers, and anyone else who contributed to the project. The project team members will be recognized on

the awards by their organization/company affiliation. Please submit **at least two** team members and **up to twelve**. You will need to fill in the name, organization/business affiliation, email, and phone number for each team member. You will have the opportunity to include other team members if your project is selected as an award winner.

Part 2: Project Information

Project Name is the name of the building/site that is being nominated. It may include a specific area of the property that the project is focused on (ex. tower, annex, exterior...) Please exclude the type of project in the project name (ex. restoration, adaptive reuse, extension...).

The **Project Start Date** and **Project Completion Date**: Eligible projects must have a **project completion date** within the last three years. Nominated projects must have been completed between January 2021 and December 2023.

The **Project Overview** is a summary used to remind the Jury of the key points of the nominated project. Please keep it between one to three sentences.

Project Narrative: The narrative is heavily weighted in the Jury's consideration of each project.

- Tip:** The narrative should clearly describe
- building/site's historic significance
 - its impact on the community, economy, and environment
 - if any innovative or created solutions were used
 - the ability for this project to serve as a mode,
 - any other exemplary attributes the Jury should consider

The narrative should be between **750 to 2000** words and should be uploaded as a **.doc** or **.docx** file.

Please label the file: **projectname_narrative** ,Example: oakschool_narrative

Financial Information: Upload a short financial narrative that describes the scope of the project:

- the project costs,
- how the project was financed, and
- if historic tax credits were applied.

For private clients, this information will be for Jury use only.

Please label the file: **projectname_financialinformation**,
Example: oakschool_financialinformation

The **financial narrative** should be no longer than a half page and should be uploaded as a **.doc** or **.docx** file.

Part 3: Project Photographs and Other Visual Materials

Photo Upload

Please upload photographs, videos, and other visual material, such as drawings or maps, that will assist the Jury in fully understanding the scope and impact of the project.

Images must be submitted in one of the following formats: **.jpg, .pdf, or .tif**. There should only be one image per file; **no collages** will be accepted.

- Images should illustrate various aspects of the project or program. Before and after shots of the exterior AND the interior - taken from

the same angle - are required. Significant architectural details should also be included.

- **TIP:** Please be sure to include high-quality, substantive "before" photographs. This greatly assists the Jury in understanding the scope of the project.
- **TIP:** Try to include images that would illustrate key points in your project narrative
- A **minimum of 8 images** is required. **Up to 15 files** may be uploaded.
- Images should be high resolution (at least 300 dpi and at least 6" high); file size should not exceed 10MB.
- Historic photographs (with approximate dates) are encouraged.
- Please make sure photographs are free of watermarks, identifying text, and photo credits. In most cases, photo credits will not be listed. Please make sure that you have full usage rights to any image you submit.*

Please use the following naming convention for each digital file submitted:

FileNumber_ProjectName_Description

Examples:

1_projectname_exteriorbefore_front

2_projectname_exteriorafter_front

**Please note: The Preservation Alliance retains the right to exhibit, use, and/or publish the project narratives— in whole or in part— and any and all digital materials submitted, including photographs and videos, in furthering preservation and educational goals. By submitting material to the Preservation Alliance, the submitting party represents and confirms that it has copyright ownership or express permission to submit the material, that the submitting party grants the Alliance a royalty-free, perpetual, non-exclusive license to publicly display, distribute, reproduce the submitted materials in any media, and that the submitting party agrees to hold the Alliance harmless from and against all claims of any nature arising in connection with the submittal of materials.*

Supplementary Materials Upload

Upload any supporting materials in any of the following formats: **.pdf, .doc, .docx, .txt, .rtf, .jpg, .tif, .png, or .zip**. (This section is optional.) Limit file size to 20MB. Larger files such as videos must be emailed to Vinni Cheng at vcheng@preservationalliance.com. Upload up to three files.

Please use the following naming convention for each file submitted:

ProjectName_Description

Examples:

oakschool_newschoolbrochure

oakschool_NewYorkTimesArticleDecember2014

Part 4: Nomination Fee

A **nomination fee** of **\$62.10** is required for each submission. This includes a \$2.10 payment processing fee.

Once you complete the payment on the nomination form, you will receive a confirmation email and a receipt for your payment.

Please contact Vinni Cheng at vcheng@preservationalliance.com with any questions about this nomination form.