

Minnesota History Award Application Instructions

The Minnesota History Awards were created by the Minnesota Alliance of Local History Museums (MALHM) to honor the excellent work performed in Minnesota's public history community. The intention of the program is to give due recognition to the organizations and individuals responsible for these programs. From exhibitions to organizational capacity building, Minnesota has been a national leader in public history but has never had a sanctioned awards program to identify this work. In addition to highlighting those who have achieved excellence, the program intends to use the example of winners to show the rest of our peers how it can be done, hopefully raising the quality of everyone's work.

Filling out the Nomination Form

A general rule of thumb to follow as you are filling out the nomination form is to check each box for a black "+" sign in the lower right hand corner. If this appears, you have overfilled the box and the review committee may not be able to see the additional information. If this symbol appears, revise the text to fit within the box. Do not attach additional sheets. All of your information must fit within the boxes provided.

Nominee(s) Information

- Fill out the complete contact information for the nomination.

Project Nomination

- All projects must have taken place or been completed between January 1, 2016 to December 31, 2016.
- Each project can be nominated in only one category.
 - **Public Programs** – this can be an exhibition, special event, educational program, film/documentary, and public celebration that sets itself apart from the rest of the state.
 - **Publications** – print publication (book or magazine), newsletter, website, and other printed material for public consumption.
 - **Behind-the-Scenes** – too often the work that goes on behind the scenes is not given its proper due, even though it might help you meet your mission. A successful fundraising campaign, new set of policies, or some other project that the public would not be aware of that allows an organization to move forward in a manner that should be recognized as an example to the rest of the state's organizations.
 - **Preservation** – designation of a local historic site or district, saving of a historic building, a historic structure or district report, and the reuse or rehabilitation of a historic structure or district.
 - **Collections** – conservation of a special artifact or collection, improved storage facilities, collection rehousing project, digital preservation, and improved access to collections.

- **Partnership** – a project or partnership formation between two or more entities that furthers the mission of those involved and can serve as a model for other organizations.
- Organizational Statement
 - Within the character limit, tell us about the nominee. Discuss the mission, how long it has been in existence, where it operates, and more. If appropriate, share the credentials of the individuals who organized and managed the project. Use this section to introduce the nominee to the Selection Committee.
- Nomination Statement
 - Describe the project within the character limit. Tell us what the goal of the project was, how those goals were accomplished, and what type of planning was involved. Describe why the program is worthy of recognition and is of high caliber.
- Project Impact
 - Within the character limit, describe how the project had a positive impact on the public and the nominee. How did the public benefit from this?

Required Documents

- Two letters of critical testimony
 - These letters should come from outside of the nominating party and need to address the scholarly quality of the project and its impact on the public. It is suggested that the letters come from museum or public history professionals or their equivalent given the nature of the project.
- Photographs of the project
 - Photos can be extremely valuable in evaluating a nominated project. Depending on the project, before and after images can be helpful.
- Copy of publication, report, or plan
 - If submitting a nomination that includes a publication, film, report, or plan, one copy of said item is required for review. In the event of an electronic publication, a copy on a CD or flash drive is acceptable. For web based publications, please include the URL of the publication and 5-10 sample pages in hard copy format.
 - **Electronic submissions (PDF, video files, or links) are preferred as a copy will be needed for each reviewer and it is much easier to distribute an electronic version. If an electronic version is not available, the nominee may be asked to provide a copy to each reviewer.**

Optional Documents

- Nominee's most recent annual report
 - Annual reports can be useful in giving the awards committee a better understanding of the nominated organization.
- Media coverage

- Any clippings, recordings, or additional media coverage can be used by the reviewers in evaluating the project and its impact on the community.

How to Submit Nominations

All nominations should be submitted in one of these two methods:

U.S. Mail

Send one copy of your nomination form and additional materials (loose paper, flash drive, or CD) to:

Jill Wohnutka
Kandiyohi County Historical Society
610 NE Hwy. 71
Willmar, MN 56201

Email

Send a single PDF packet to: kandhist@msn.com

Questions

Contact the Minnesota History Awards Coordinator Jill Wohnutka by phone at (320) 235-1881 or by email at kandhist@msn.com.

Submission Deadline

All nomination materials must be received by the Awards Coordinator by 4:30 PM on Friday, February 3, 2017.

When will nominees be notified of their award

The nominee and nominator will be notified by email the week of March 6 of the nomination's status. Winners will be invited to the 2017 MALHM Conference in Walker on April 26 and 27. The award presentation will take place following lunch on April 27.

Each award winner will be sent a press release that can be used in their local area to promote their achievement.



2017 Minnesota History Awards Nomination Form

All nominations must have been completed by and introduced to public, if appropriate, between January 1, 2016 and December 31, 2016.

The following documents must accompany your nomination: 1) Two letters of critical testimony, 2) project photographs, and 3) Copy of publication, report, or plan. Optional documents that may enhance your nomination include: 1) Organization's annual report and 2) media coverage. Refer to the nomination instructions for more detailed information.

Nominee(s) Information

Nominee(s)
Name(s)

Address

City/State/Zip

Official Contact
for Nominee(s)

Phone Number

Email

Project Nomination

Project Name

Nomination
Category

Public Programs
Publications
Behind-the-Scenes
Preservation
Collections
Partnership

For Public Programs only:
Start and end date of program

Organization Background (1,500 character max)

Nomination Statement (1,500 character max)

What impact did this project have on the organization(s)? (1,500 character max)