Minnesota History Awards
Application Instructions

The Minnesota Alliance of Local History Museums (MALHM) created the Minnesota History Awards to honor the excellent work performed by organizations in Minnesota's local history community. The intention of the program is to give due recognition to the individuals and organizations responsible for these projects. From exhibitions to organizational capacity building, Minnesota has been a national leader in public history, but prior to 2009, 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 as a way to inform peers on completing similar projects and raising the quality of everyone's work.

Filling out the Nomination Form

When filling out the nomination form, 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 been completed between November 1, 2017 to December 31, 2018.
- Each project can be nominated in only one category.
    - **Interpretive Programs** – this can be an exhibition, educational program, film/documentary, or other interpretive program used to educate the public about local, regional, and state history in Minnesota.
    - **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, implementing recommendations from a recognized assessment program or professional review, 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.
    - **Collections** – conservation of a special artifact or collection, improved storage facilities, collections rehousing project, digital preservation, and improved access to collections.
    - **Civic Engagement & Public Celebrations** – organizations and communities come together to mark important milestones, anniversaries, and address

contemporary history issues that affected them locally, regionally, statewide, or nationally. These celebrations highlight the history of events or organizations and allow a community to come together to celebrate, heal, or address difficult histories through community engagement and civil dialogue from both sides of contemporary history issues.

- Organizational Statement
  - Within the character limit, tell us about the organization(s) or partnership behind the nomination. 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 Award Committee.
- Nomination Statement
  - Describe the project within the character limit. Potential questions to answer include (where applicable):
    - What was the goal(s) of this project? How was this accomplished?
    - What type of planning was involved in this project?
    - Why is the project worthy of recognition and could be seen as an example to others?
    - Nominations should answer the question, "Is it Good History?" Good History (as defined by the American Association for State & Local History):
      1. Embraces difficult topics by reflecting current scholarship grounding the work in primary source research, and providing a genuine contribution to the understanding of history.
      2. Acts to build diversity and inclusiveness through interpretation that considers race, ethnicity, gender, social class, and geography, and is provocative through presenting contested history and multiple perspectives.
      3. Cultivates an experimental and creative spirit as a source for imaginative problem solving, exploring new approaches, and resourcefulness, while also looking to others for inspiration. Projects that extend the mission of an organization, demonstrate risk-taking and offer activities outside conventional boundaries will merit the greatest consideration.
      4. Demonstrates the relevance of history and showcases how the public can make use of the past in discussions of the present and future.
      5. Attempts to be accessible to wide audiences with differing learning styles, abilities, and interest in history.
    - What standards were applied to creating this content? Who is the audience for this content?
    - How was this project promoted, marketed, and made accessible to the public?
- Project Impact

- o Describe how the project had a positive impact on the public and nominee. How did the public benefit from this?

Required Documents
- All project types
  - o Two letters of critical testimony
    - These letters should come from museum or public history professionals, but not the person submitting the nomination. Not more than one letter can come from a community leader outside of the history profession. Each letter should address the nominee's demonstration of exceptional leadership and the nominee's impact on the community or constituency(ies) served.
    - For publications, a printed book review can be substituted for one letter of critical testimony.
  - o Photographs of the project
    - Photos will be used in announcements both in print and online if the nominee receives this award. The photo(s) must be provided as a high resolution jpeg file.
- Interpretive Programs
  - o Exhibits – panel text, high resolution and readable sampling of panel images, planning documents, and list of research materials used.
  - o Educational Program – planning documents or text used in program, PowerPoint presentations (if applicable) used to deliver program, and training materials used for program staff (if applicable).
  - o Film/Documentary –copy of the film/documentary, planning documents, and list of research materials used.
    - Electronic submissions (video files or links) are required for efficient distribution to the review committee. In the case of a film/documentary that does not have a digital format, a copy will need to be sent by U.S. mail (a total of nine) to committee members within seven days of the application deadline. Addresses will be provided to the nominator after submission. Copies will not be returned.
  - o Other interpretive programs – planning documents, interpretive text, high resolution and readable sampling of the program product, and list of research materials used.
- Publications
  - o Printed publications – copy of publication, list of research materials used, and planning documents (if applicable)
    - Electronic submissions (PDF or links) are required for efficient distribution to the review committee. In the case of a publication, that does not have an electronic format, a copy will need to be sent by U.S. mail (a total of nine) to committee members within seven days of the application deadline. Addresses will be provided to the nominator after submission. Copies will not be returned.
  - o Newsletters – copy of newsletter and list of research materials

- Electronic submissions (PDF or links) are required for efficient distribution to the review committee. In the case of a newsletter, that does not have an electronic format, a copy will need to be sent by U.S. mail (a total of nine) to committee members within seven days of the application deadline. Addresses will be provided to the nominator after submission. Copies will not be returned.
    - Website – planning documents and website URL
- Behind-the-Scenes – planning documents and materials created to implement the project
- Collections – planning documents and samples of completed work
- Special Events & Public Celebrations – planning documents, marketing materials, and media coverage of the project

Optional Documents
- Additional letters of critical testimony
- Nominee's most recent annual report
    - Annual reports can be useful in giving the Awards Committee a better understanding of the nominee.
- Any additional material which may strengthen the nomination

How to Submit Nominations

All nominations must be submitted by email to the Alliance Coordinator at staff@mnhistoryalliance.org. Nominations may also be shared via Google Drive or Dropbox to the same email address.

Questions

Contact the Alliance Coordinator Dustin Heckman by phone at (612) 500-7460 or by email staff@mnhistoryalliance.org.

Submission Deadline

All nominations must be received by 11:59 pm on Friday, February 8, 2019.

When will nominees be notified of their award?

The nominee will be notified by email on or by Friday, March 15, 2019, of the award status. Award winners will be invited to the History Awards Luncheon at the 2019 MALHM Annual Meeting & Conference on Thursday, April 25 from noon to 1:30 pm. The luncheon will take place at Treasure Island Resort & Casino, outside of Red Wing. The award winner and any guests are responsible for their tickets to the luncheon, which can be ordered through the MALHM website.

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