2016 NOMINATION PACKET

KENTUCKY HISTORY AWARDS

sponsored by the Kentucky Historical Society

KentuckyHistoricalSociety

KHS does not discriminate on the basis of race, color, national origin, sex, age, religion or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities.

The Kentucky Historical Society is an agency of the Kentucky Tourism, Arts and Heritage Cabinet and has full American Alliance of Museums accreditation.

The Kentucky Historical Society (KHS) is pleased to sponsor the Kentucky History Awards. This program recognizes outstanding achievements by public history professionals, volunteers, business and civic leaders, historians, libraries, communities and local history organizations throughout the commonwealth. KHS encourages organizations, individuals and communities to nominate projects and people whose efforts to promote the preservation, awareness and appreciation of state and local history deserve recognition and thanks.

NOMINATION RULES

- Nominations must pertain to some aspect of Kentucky state or local history, or must have been a project sponsored by or initiated to benefit a museum, historical society, library, genealogical society or other history-related organization in Kentucky.
- All nominated projects must have been initiated or completed between Jan. 1, 2015 and Dec. 31, 2015.
- Nomination deadline is close of business (4:30 p.m. EDT) **Friday, Aug. 5, 2016**. KHS will not accept entries after this time.
- You may self-nominate projects, programs or publications. We encourage self-nominations.
- You may nominate more than one project, person, etc. There is no limit to the number of nominations you may make.
- Incomplete nominations will not be considered.
- KHS reserves the right to disqualify any nomination that does not meet the minimum requirements, as determined by the staff or award judges.

AWARD CATEGORIES

SERVICE AWARDS

One recipient will be selected in each award category. Each recipient will receive an engraved julep cup.

Thomas D. Clark Award of Excellence — presented to a local historical organization for outstanding achievement throughout the year. The nomination should show evidence that an organization has:

- raised the visibility and relevance of history within its community through programs, exhibitions, publications and services;
- presented balanced and varied programs, exhibits and publications throughout the year;
- based programs, exhibits and publications on strong historical content; and
- been engaged with and supported by its local community.

Award of Distinction — presented to a **non-paid** individual who, as a volunteer, board member or member of an organization, has made a significant contribution to state and local history during his or her career at one or more museums, historical societies, genealogical societies or other history-related organizations. The nomination should show evidence that this person has:

- contributed significant time and energy to preserving and promoting Kentucky state or local history in his or her community or in the commonwealth;
- helped to make the organization a more effective service provider in the community; and/or
- made a significant impact on the study of Kentucky state or local history at the local, regional, state or national level.

Frank R. Levstik Award for Professional Service — presented to a current or recently retired (within the last two years) **paid** staff member of a museum, historical society, genealogical society or other history-related organization in Kentucky. The nomination should show evidence that this person has:

- demonstrated exemplary work and dedication to his/her institution;
- been instrumental in raising the overall excellence and professionalism of an institution;
- contributed to the overall professionalism of history organizations and museums in Kentucky through participation and leadership roles in professional organizations; or
- been in active service to other organizations through workshops, presentations, research, publications or other activities.

Lifetime Dedication to Kentucky History Award — presented to an individual who has demonstrated a consistent commitment to Kentucky history through his or her work, writings, activities or support of historical organizations in Kentucky. Nominee must show a **long-term** commitment (a minimum of 20 years is preferable but not required) to Kentucky history to win this award.

SPECIAL AWARDS

One award recipient will be selected in each category.

Brig. Gen. William R. Buster Award — presented to an individual who has made sustained, significant contributions to Kentucky's military history through his or her work, activities or support of historical organizations within the commonwealth.

The recipient will receive an engraved silver tray.

V**olunteer Organization or Group** — presented to an organization that is managed exclusively by volunteers or a volunteer group that has made a substantial contribution of time and/or talents that benefits a state or local history organization or project and/or that has helped to make a historical organization a more effective service-provider in the community.

The recipient will receive an engraved julep cup.

GENERAL AWARDS

General awards recognize exemplary historical projects in two categories:

- **Education**: (1) exhibitions (2) multimedia (including audio/visual and oral history projects) (3) preservation (4) programming (public or school) and (5) special projects.

- **Publications**: (1) books, pamphlets and other printed materials and (2) websites or online indexes.

General award recipients will be selected based on the following criteria.

- **Value:** makes a significant contribution to Kentucky or local history;
- **Rigor:** content is accurate, balanced and meets established state and national standards;
- **Relevance:** program is meaningful, accessible and of benefit to the targeted audience;
- **Accessibility:** availability, easy of use and adherence to established industry accessibility standards.

Each general award recipient will receive an engraved julep cup.

PREPARING YOUR NOMINATION

For **each nomination** you make, complete a packet that includes **three sets** of these forms. KHS **will not consider** any nomination without them:

- **checklist** to show that you are submitting all components of the nomination packet;
- **nomination form** to provide information on the nominee and yourself and to indicate the award for which you are nominating that person or project; and a
- two-page (or fewer) **descriptive narrative** explaining how the nominee meets the award criteria. (Nominations with narratives exceeding two pages **will not** be considered.)

For each nomination you make, you also will submit:

- **supporting materials***, such as photographs, copies of flyers, newspaper articles, scrapbooks or other materials that help document the project or person's work;
- **digital photograph of the nominee** which, if the nominee receives an award, will be used during the award ceremony; and
- if applicable, **one to three digital photographs** of the nominated project, program or publication that demonstrate the contributions of the group or individual, (KHS reserves the right to use these photographs to promote the Kentucky History Awards program).

***No** materials will be returned, including supporting materials.

OTHER NOMINATION REQUIREMENTS

For nominations for a general award:

- **Printed publication** nominations must include a copy of the work (book, brochure, pamphlet, poster, catalog, newsletter or journal).
- **Electronic publication** nominations must include a live link to the work (website, database or index, etc.) on the nomination coversheet.
- **Program nominations** must include supporting documents in the form of photographs, attendance figures, exhibit drawings or outlines, flyers or brochures, newspaper articles, evaluations, scripts for audiovisuals, texts for exhibit labels, sample transcriptions for oral history projects, etc.

OPTIONAL MATERIAL

You may submit up to (but no more than) three letters of support from community members.

Mail your completed nominations to

Kentucky History Awards Nomination
Attn: Becky Riddle
Kentucky Historical Society
100 W. Broadway
Frankfort, KY 40601

If you have questions, contact Stuart Sanders at 502-564-1792, extension 4420, or stuart.sanders@ky.gov.

DEADLINE: Close of business (4:30 p.m. EDT) Friday, Aug. 5, 2016.
KHS will not accept nominations after this time.

NOTIFICATION OF AWARD WINNERS

All award recipients will be notified by phone or email by Monday, Sept. 26, 2016. The awards presentation will be at the **KHS Annual Meeting and Kentucky History Celebration** in Frankfort at the Old State Capitol on **Friday, Nov. 11, 2016.**

Each award winner should attend the celebration to accept the award. If a recipient is unable to attend, someone should attend in his or her place.

NOMINATION CHECKLIST

(A separate checklist is required for each award nomination you make.)

I am nominating _____ for this award: _____.

To support that nomination, I have enclosed:

Three sets of these documents:

_____ Checklist, Nomination Form and Narrative (does not exceed two pages)

One copy

_____ Supporting Materials Appropriate to Award Category (these will not be returned to me or to the nominee)

One

_____ Digital photograph of the nominee to be used at the awards ceremony should the nominee receive an award

One to three

_____ Digital photographs of the nominated project, program or publication that demonstrate the contributions of the group or individual

NOMINATION FORM (three pages)
(A separate nomination form is required for each award nomination you make.)

NOMINEE INFORMATION

Nominee (organization, group or individual) _____

_____

Project title (if applicable) _____

Address _____

City _____ State/Zip _____ Phone _____

Nominee's E-mail address _____ Fax _____

AWARD CATEGORY

If your nomination is for a service or special award, select only ONE award category for which you nominating this person, group, project or organization.

Service Awards

_____ Thomas D. Clark Award of Excellence

_____ Award of Distinction

_____ Frank R. Levstik Award for Professional Service

_____ Lifetime Dedication to Kentucky History Award

Special Awards

_____ Brig. Gen. William R. Buster Award

_____ Volunteer Organization or Group

(Award categories continued on next page)

GENERAL AWARDS

If your nomination is for a general award, select only ONE award category within the appropriate type and class for which you are making your nomination. Complete a separate nomination packet to make more than one general award nomination.

TYPE: EDUCATION PROGRAM

Class A: Organizations with operating budgets of less than $5,000 per year

Exhibits ____ Programming (public or school) ____
Multimedia (audio visual/oral history) ____ Special Projects ____
Preservation ____

Class B: Organizations with operating budgets of $5,001 to $10,000 per year

Exhibits ____ Programming (public or school) ____
Multimedia (audio visual/oral history) ____ Special Projects ____
Preservation ____

Class C: Organizations with operating budgets of $10,001 to $50,000 per year

Exhibits ____ Programming (public or school) ____
Multimedia (audio visual/oral history) ____ Special Projects ____
Preservation ____

Class D: Organizations with operating budgets of $50,001 to $100,000 per year

Exhibits ____ Programming (public or school) ____
Multimedia (audio visual/oral history) ____ Special Projects ____
Preservation ____

Class E: Organizations with operating budgets of more than $100,001 per year

Exhibits ____ Programming (public or school) ____
Multimedia (audio visual/oral history) ____ Special Projects ____
Preservation ____

TYPE: PUBLICATION

Class A: Organizations with operating budgets of less than $5,000 per year

Books ____ Pamphlets and Other Printed Material ____ Websites/On-Line Indexes ____

Class B: Organizations with operating budgets of $5,001 to $10,000 per year

Books ____ Pamphlets and Other Printed Material ____ Websites/On-Line Indexes ____

Class C: Organizations with operating budgets of $10,001 to $50,000 per year

Books ____ Pamphlets and Other Printed Material ____ Websites/On-Line Indexes ____

Class D: Organizations with operating budgets of $50,001 to $100,000 per year

Books ____ Pamphlets and Other Printed Material ____ Websites/On-Line Indexes ____

Class E: Organizations with operating budgets of more than $100,001 per year

Books ____ Pamphlets and Other Printed Material ____ Websites/On-Line Indexes ____

NOMINATOR INFORMATION

Nominator's Name _____

Address/City/State/Zip_____

_____

Phone _____ E-mail address_____

OTHER INFORMATION

Name of person who will accept award if nominee is selected: _____
(This person **MUST** attend the awards ceremony in Frankfort on Friday, Nov. 4, 2016.)

Address/City/State/Zip_____

Phone (w/area code) _____ E-mail address _____

Names of person(s) who MAY accompany the winner to accept the award: _____

_____

Name/e-mail address of nominee's local newspaper _____

_____

DESCRIPTIVE NARRATIVES

(A separate narrative is required for each award nomination you make.)

Describe in two pages (or fewer) how the nominee or the nominated project has met or exceeded the criteria for this award category. Narratives exceeding two pages will not be considered.

SERVICE AND SPECIAL AWARDS

Thomas D. Clark Award of Excellence

- Address the award criteria listed on page 2 of this packet. Include in your narrative the number of staff and volunteers involved in the organization.

Award of Distinction

- Address the award criteria listed on page 2 of this packet.

Frank R. Levstik Award for Professional Service

- Address the award criteria listed on page 2 of this packet.

Lifetime Dedication to Kentucky History Award

Explain how the nominee has either:

- consistently shown support for history and history projects in their community, region or state; or
- initiated or participated in a special project that has brought wide recognition to some facet of state or local history.

Brig. Gen. William R. Buster Award

Explain how the nominee has either:

- consistently shown support for military history and history projects in their community, region or state; or
- initiated or participated in a military history project that has brought wide recognition to some facet of state or local history.

Volunteer Organization or Group

Explain how the nominee has either:

- consistently shown support for history and history projects in its/their community, region or state; or
- initiated or participated in a special project that has brought wide recognition to some facet of state or local history.

GENERAL AWARDS

Explain how the nominated project in either category (education or publications) demonstrates the criteria of value, rigor, relevance and accessibility. See pages 3 and 4 for a full description of each characteristic.