



# The City of Riverside Outstanding Contribution to Local History Awards Program

## Nomination Form and Instructions

**Deadline for submission: March 31st**

Questions? Contact CHB Staff at (951) 826-5463 or email: [egettis@riversideca.gov](mailto:egettis@riversideca.gov)

***TITLE 20 EXCERPT:*** *The City of Riverside Cultural Heritage Board shall work for the continuing education of the citizens of Riverside about the heritage of the City and its cultural resources.*

As part of its duty to educate Riverside's citizens about the City's history, the Cultural Heritage Board (CHB) seeks to recognize outstanding contributions to local history. The Outstanding Contribution to Local History Awards program is sponsored by the Riverside Cultural Heritage Board as a way to recognize outstanding achievements in Local History. By publicly recognizing excellent achievements, the Riverside Cultural Heritage Board strives to inspire others to contribute to local history.

We invite you to participate in this program by nominating individuals, organizations, groups or agencies that you feel are deserving of recognition for the work they have done in preserving the City's history. Recipients will be recognized annually.

The CHB recognizes achievements citywide through an award program for Outstanding Individual Achievement and Outstanding Group Achievement.

### **Nomination Process:**

The City of Riverside is divided into seven wards, each with one or more commissioners. The Cultural Heritage Board as a whole will comprise the Awards Committee.

1. Nominations are required by March 31st.
2. Nominations shall be sent to the Planning Division, CHB staff for the City of Riverside. Each complete nomination shall be sent to the CHB for final review, applying the evaluation criteria. The City Historic Preservation Officer may be consulted as needed.
3. Award recipients will be announced and presented with an award at an annual awards event.

### **Nomination Eligibility:**

- Any individual, group, organization, local, state or federal agency involved in history or historic preservation is eligible to compete in the Awards Program.
- Awards are primarily conferred on special accomplishments (as defined below), or substantial portion thereof, occurring within the last 3 years, ending December 31st.
- Nomination must have relevance to the history of the City of Riverside.
- The CHB invites nominations for individuals and groups for accomplishments in a broad range of historical activities including, but not limited to, public programming, publications, multi-media, photography, exhibits, involvement of/with youth, community outreach, historical projects, historic preservation, restoration, survey, research, and oral history.

**Nomination Evaluation Criteria:**

- Nominees must demonstrate outstanding work in the selected category that has created a positive impact on or contributed to the understanding of City of Riverside’s history.
- Nominees should have a record of long term involvement with the history of Riverside or demonstrate intense involvement with a short-term project.
- Nominations are encouraged for nominees performing unusually meritorious work. The mere fulfillment of routine functions in volunteer or paid positions would not meet the criteria. Action over and above the ordinary call of duty is prerequisite for an award.

**Nomination Checklist:**

- Part 1:** Complete Nomination Form, including name the person or organization being nominated in the space provided. A digital format is available by contacting Planning Department CHB Staff at (951) 826-5463 , or by e-mail at [egettis@riversideca.gov](mailto:egettis@riversideca.gov). Each nomination must select from one of the following categories:
1. Individual Achievement.
  2. Group Achievement (For Example: Historical Society, Museum or Site; Schools, Educational Programs, Universities, or Colleges; Clubs, Organizations, Libraries, Cities, Jurisdictions, or Other Programs).
  3. Lifetime Achievement (For individuals who are no longer living and, because this awards program was begun in 2008, did not have an opportunity to be nominated for an award but who are deserving of recognition for their work in historic preservation during their lifetime)

Include all contact information. Please include contact information for the nominator.

- Part 2:** Answer the two questions on the nomination form as completely as possible and, if you would like, attach a one page summary listing any additional information you would like the Cultural Heritage Board to consider. Summaries longer than one page can not be accepted.
- Part 3:** (Optional) Additional supporting documentation may be submitted to demonstrate the significance of the nomination.
- Additional supporting documentation may be of any length.
  - Examples of supporting documentation might include: copies of necessary interpretive material, such as a book, photographs, brochure, videotape, compact disc, website links or photographs of large interpretive displays or program activities, a curriculum vita, resumes of pertinent experience, letters of recommendation, book reviews, scholarly analysis or publications, etc.
  - Copies of other material such as news clippings or other commendations that support the case for noteworthiness may be included.

Submit complete nominations, postmarked on or before the January 31st to the address below:

Cultural Heritage Board Staff, Awards Nominations,  
C/O City of Riverside Planning Division  
3900 Main Street, Riverside Ca 92522

Include all required documentation requested.

Email submissions can be sent to [egettis@riversideca.gov](mailto:egettis@riversideca.gov). Fax submissions to 951-826-5981

***PLEASE NOTE:***

- Be concise.
- Nomination packets, including photographs and slides, will become the property of the CHB. Submission of photographs entitles the CHB to copy, reproduce, use and publish the photographs in promoting the awards program or history in general, with the appropriate identification of the project.
- Failure to follow all instructions may result in your nomination being dismissed.
- The CHB reserves the right to limit the number of awards.
- Questions can be directed to Cultural Heritage Board Staff at (951) 826-5463.

**The City of Riverside**  
***Outstanding Contribution to Local History***  
***Award Nomination Form***  
**Deadline for nominations: March 31st**

Please complete entire nomination, printing legibly or typing legibly. Incomplete nominations will not be considered. A digital format of this form is available on the website or at [egettis@riversideca.gov](mailto:egettis@riversideca.gov) or by contacting the Planning Department CHB Staff at (951) 826-5463.

**PART 1:**

Nominee: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_, fax (\_\_\_\_) \_\_\_\_\_, and email: \_\_\_\_\_

Nominated for: 1.  Individual Achievement      2.  Group Achievement      3.  Lifetime Achievement  
(See the Instructions for further information)

Contact person (if nominee is an institution): \_\_\_\_\_

Nomination submitted by \_\_\_\_\_

Full Mailing address: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_, fax (\_\_\_\_) \_\_\_\_\_, and email: \_\_\_\_\_

**PART 2:**

Please answer the questions below, explaining why this nominee should receive an award from the CHB.

While the sum of the person/group's work will be considered, those special accomplishments which have occurred within the last three years will be given the most weight. Please explain below what your nominee has accomplished in the last three years in the area of historic preservation. (For Lifetime Achievement nominee, please discuss those achievements they accomplished in their lifetime)

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Describe your nominee's contribution to historic preservation and how your nominee's contribution to historic preservation was a significant one time effort or an accomplishment over time. For example, a significant single event or action might be the writing of a book, leading an effort to save or restore a significant building, or chairing an event that promotes historical education or preservation. An accomplishment over time may include an organization that promotes preservation as part of its ongoing program or an individual who, over the course of years, has been involved in a variety of preservation activities.

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You may attach a one page summary listing additional information you would like the Cultural Heritage Board to consider about why you believe this person or group should receive this award. We are sorry, but summaries longer than one page can not be accepted.

**PART 3:** Supporting Documentation. (See the Instructions for further information, this part is optional).

***For CHB Staff Use Only:***

Reviewed by Board on (date): \_\_\_\_\_ Chair: \_\_\_\_\_

Approved as submitted     Rejected     Further information required

[CHB\Cultural Heritage Board\Awards Program\Award instructions and Forms.doc](#)