



CAHP | ACECP | 150

2018 CAHP | ACECP Awards – Guide for Submissions

The Canadian Association of Heritage Professionals (CAHP | ACECP) Awards are presented annually to celebrate outstanding achievement in the heritage field across Canada. The 2018 CAHP | ACECP Awards showcase completed projects demonstrating excellence in the conservation of heritage values, illustrate the viability of heritage buildings and sites for commercial, institutional and residential use, and recognize heritage professionals who have contributed to their success.

This Guide for Submissions has four parts:

- Part 1: General Information**
- Part 2: Submission Requirements**
- Part 3: Additional Information**
- Part 4: Required Forms**

PART 1 - GENERAL INFORMATION

1.1 KEY DATES

- Submissions Deadline: **Friday, July 27, 2018, no later than 8PM (EST)**
- Adjudication of Awards Submission: **Friday, September 7, 2018 in Vancouver, BC**
- Awards Ceremony will be held during the CAHP | ACECP – NT Conference: **October 19, 2018 in Fredericton, NB**

1.2 ELIGIBLE PROJECTS

Projects must have been completed **after January 1, 2015 and prior to July 1, 2018**. Submissions are required to demonstrate outstanding achievement in the heritage field, and exemplify the principles described by the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).

1.3 LIFETIME ACHIEVEMENT AWARD

In addition to the categories below, CAHP | ACECP invites nominations for the Lifetime Achievement Award to honour a CAHP | ACECP member who has made an outstanding contribution to the conservation of heritage in Canada over a period of not less than 20 years. The nominator is not required to be a CAHP | ACECP member.

1.4 AWARDS JURY

The 2018 Awards Jury is composed of professionals from a diversity of both geography and disciplines. It is composed of CAHP | ACECP members as well as non-members. The Jury will receive Awards submissions in advance of the in-person adjudication in Vancouver, British Columbia. The members of the Jury will be announced by August 2018.

1.5 ELIGIBLE ENTRANTS

Entrants may only be CAHP | ACECP Professional members.

1.6 ENTRANCE FEE

The entrance fee per project is **\$30**.



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1.7 SUBMISSION BY MAIL or E-MAIL

CAHP | ACECP
190 Bronson Avenue
Ottawa, Ontario, K1R 6H4
admin@cahp-acecp.ca

1.8 AWARDS CEREMONY

The CAHP | ACECP Awards will be presented and celebrated at the CAHP | ACECP – National Trust Conference on **October 19, 2018** in **Fredericton, NB**.

1.9 AWARD CATEGORIES

Archaeology

Award of Excellence (1); Award of Merit (1)

Archaeology studies by an archaeologist (member of CAHP | ACECP) supporting the conservation of historic places; OR projects undertaken by members in any discipline to preserve archaeological resources in situ with support from any archaeologist.

Conservation – Architecture

Award of Excellence (2); Award of Merit (2)

Projects representing preservation, restoration and/or rehabilitation treatments that required the application of architectural knowledge by a CAHP | ACECP member in any part of a conservation project.

Conservation – Engineering

Award of Excellence (1); Award of Merit (1)

Projects representing preservation, restoration and/or rehabilitation treatments that required the application of engineering knowledge by a CAHP | ACECP member in any part of a conservation project.

Conservation – Landscape

Award of Excellence (1); Award of Merit (1)

Projects representing preservation, restoration and/or rehabilitation treatments that required the application of landscape knowledge by a CAHP | ACECP member in any part of a conservation project.

Conservation – Materials Conservation, Craftsmanship and Construction

Award of Excellence (1); Award of Merit (1)

Projects that highlight the work by a CAHP|ACECP member (including, but not limited to: art conservator, carpenter, mason, metalworker, heritage glazier) in the conservation of materials or works of art and for craftsmanship.

Conservation – Small and Lovely

Award of Excellence (1); Award of Merit (1)

Small projects by a CAHP | ACECP member that fully demonstrate the power of heritage conservation.

Documentation and Planning

Award of Excellence (1); Award of Merit (1)

Heritage recording studies, district inventories, impact assessments, histories, heritage evaluations, statements of value, etc. by a CAHP | ACECP member that contribute to the understanding of an historic place in advance of or as part of a conservation project.

Heritage Education, Awareness and Scholarship

Award of Excellence (1); Award of Merit (1)

Courses, interpretation projects and scholarly studies by a CAHP | ACECP member that contribute to greater knowledge within communities or in an academic field about heritage conservation.



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Emerging Heritage Professional

This award is intended to recognize heritage projects completed by post-secondary students in fields such as conservation, architecture, urban planning, archaeology and history. The project should demonstrate understanding of heritage conservation principles, standards and guidelines. The nominator must be a CAHP | ACECP Professional member, but the student does not need to be a member.

PART 2 – SUBMISSION REQUIREMENTS

All submissions must be sent by mail or email, or through a file-sharing service to the CAHP Administrator at admin@cahp-acecp.ca by **8 p.m. EST on July 27, 2018**. **All entries larger than 15 MB must be sent via a file-sharing service.** Please ensure that any instructions for retrieving the document from a file-sharing site are clearly stated in a covering email to the Administrator, including the subject: **2018 CAHP | ACECP Awards**. **All submissions should be digitally submitted in Adobe PDF format (file size should be no higher than 100 MB).**

2.1 SUBMISSION REQUIREMENTS FOR THE LIFETIME ACHIEVEMENT AWARD

The submission for the Lifetime Achievement Award must be in Adobe PDF format, suitable for printing in colour on letter-size paper and combined in a single electronic file. The following elements are required:

- 1. The nominator's name**, address, telephone number and email address.
- 2. The nominee's name**, address, telephone number and email address.
- 3. An account** of the nominee's contributions as a heritage professional (*500-700 words suitable for publication*).
- 4. A minimum of two (2) testimonials from CAHP | ACECP members.**
- 5. Biographical notes about the nominee**, including a list of accomplishments in life, in other fields, and through their volunteerism to their community.
- 6. Two portrait photographs** of the nominee (in high resolution; no less than 300 dpi).

The Award recipient(s) or nominator may be requested to provide additional material that would be suitable for presentation at the CAHP | ACECP Awards Ceremony.

2.2 SUBMISSION REQUIREMENTS FOR ALL OTHER AWARD CATEGORIES

The submission for all other award categories should include all of the following elements:

- 1. Adjudication Synopsis** (*further information is provided below*)
- 2. Submission Forms** (*refer to Part 4*)
- 3. Images Folder**

The submission should include **'before and after' views**, principal elevations, character-defining details, and context-setting street photographs of the building/structure or, if another type of project, images that clearly illustrate the work. (*minimum of 8, and maximum of 15 images should be included, in high resolution; no less than 300 dpi*).

2.2.1 ADJUDICATION SYNOPSIS CHECKLISTS

The adjudication synopsis must be in a single Adobe PDF format file, suitable for printing in colour on letter-size paper. The submissions will be printed by CAHP | ACECP and distributed to Jury members. **The submissions must not exceed 10 pages and 3,000 words (excluding cover page and forms).** Portions over 10 pages will not be distributed to the Jury for consideration. The adjudication synopsis must include the following below:



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The following checklist applies to these Award categories: *Archaeology; Conservation – Architecture; Conservation – Engineering; Conservation – Landscape; Conservation – Materials, Craftsmanship and Construction; Conservation – Small and Lovely; Documentation and Planning; and, Heritage Education, Awareness and Scholarship*

- Cover Page:** The cover page must clearly indicate:
 - i. *Project name.*
 - ii. *Award category*
 - iii. *Location of the project (municipality and province/territory)*
 - iv. *Date (month and year) the project was completed*
 - v. *Name of the CAHP | ACECP entrant*
 - vi. *Name, email address and telephone number of the entrant*
 - vii. *Name, title, organization, contact information and CAHP | ACECP affiliation of the entrant*
- Overview:** A clear and concise project overview (in 150 words) that describes the project, including start and finish dates.
- Background Description:** Historical context of the project (in 300 words).
- Goals:** Description of the goals of the project team.
- Challenges:** Description of the challenges in meeting the stated goals and in overcoming unanticipated problem.
- Media/Awards:** A list of media coverage or other means by which the client and/or the public perceived the success of the project.
- Project Detail:** Demonstration of why the project should be judged as an outstanding achievement in the conservation of heritage places, referring specifically to the principles stated in the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).
- Project Implementation:** Description of the specific roles played by CAHP | ACECP member(s) in the design, planning and execution of the project. *Note: Some projects will not be construction projects, but may still have design, planning and execution phases.*

The following checklist applies to these Award categories: *Emerging Heritage Professional*

- Cover Page:** The cover page must clearly indicate
 - i. *Name of the Emerging Heritage Professional*
 - ii. *Award category*
 - iii. *Date (month and year)*
 - iv. *Name of the CAHP | ACECP entrant*
 - v. *Name, email address and telephone number of the entrant*
 - vi. *Name, title, organization, contact information and CAHP | ACECP affiliation of the entrant*
- Overview:** A clear and concise overview (in 150 words) that describes the project(s), including start and finish dates, that the Emerging Heritage Professional was involved with.
- Background Description:** Historical context of the project (in 300 words).



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- Goals:** Description of the goals of the project team.
- Challenges:** Description of how the Emerging Heritage Professional met the stated goals, and how they overcame unanticipated problem.
- Project Detail:** Demonstration of why the contribution of the Emerging Heritage Professional to a project(s) should be judged as an outstanding achievement in the conservation of heritage places, referring specifically to the principles of conservation stated in the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).
- Emerging Heritage Professional's Involvement:** A summary (plus the names and firms of those involved) describing the role played by the nominee in no more than 150 words.

PART 3 – ADDITIONAL INFORMATION

3.1 Language

Submissions may be prepared in either French or English.

3.2 Standards and Guidelines for the Conservation of Historic Places in Canada

All submissions for projects in categories 1 through 10 must demonstrate how the project conforms to the [Standards and Guidelines for the Conservation of Historic Places in Canada](#)

3.3 Number of Entries

There is no limit to the number of different project submissions permitted by a single CAHP | ACECP entrant in one year. The \$30.00 entrance fee applies to each submission.

3.4 Projects with Multiple Phases or Parts

You may be eligible to submit a project for which another member or member team has won an Award for work on the heritage site, in the same or different category, if:

- There is a distinct difference between the work that you have done on the project and the work done on the previously Awarded entry; *and*
- The client recognizes your work as a separate project from that of the other Awarded entry. In these cases, please describe, in the appropriate location on the entry form, the relationship between the previous entry and your own. Please be clear and concise in your description so that the reviewer can, without undue effort, evaluate the situation and your entry.

3.5 Multiple CAHP | ACECP Members on a Single Project

Multiple entries for the same project in the same category should *not* be submitted by different CAHP | ACECP members who have worked on the same project, whether they were part of the specific team or not. The entry should include the names of all CAHP | ACECP members that worked on the project. All CAHP | ACECP members working on a project ***in a significant capacity*** will receive acknowledgement on the Award. ***If more than one entry is received for the same project, it will be returned to the submitters for resubmission within one (1) week as a single submission identifying the members that worked on the project in a significant capacity.***



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3.6 Significant Capacity

A significant role on a project means that the CAHP | ACECP member or any other nominee(s) worked on the project for its duration (or a major portion of the project) and that they planned, managed or implemented the work that contributed to the project.

3.7 Background Studies Outside the 2015-2018 Period

Some projects rely on research and analysis work undertaken in earlier phases of a project. In some cases, the client may not have allowed disclosure of the research work in advance of the project. In those cases, the involvement of a CAHP | ACECP member that undertook the research and analysis should be included in the list of CAHP | ACECP members contributing to the project.

3.8 Archiving of Submissions

All materials submitted will be retained by CAHP | ACECP for publication, exhibition, and/or archival purposes.

3.9 Award Certificates

The project, CAHP | ACECP members, client, and other people or organization(s) listed on the Award Entry Form will be listed on the Award certificate. The CAHP | ACECP members who were directly involved in the project will receive Awards Certificates. Each additional copy is \$10.00.

PART 4 – REQUIRED FORMS

Awards submissions must also include the following completed forms in Adobe PDF format.

- Awards Entry Form**
Each Award submission must include the *CAHP | ACECP Awards Entry Form*.

- Client Acknowledgement Form**
Each Award submissions must include the *CAHP | ACECP Awards Client Acknowledgement Form*, or proper reasoning as to why none is provided. This form is not required for the Lifetime Achievement Award.



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Awards Entry Form (1 of 2)

Please complete and create a PDF of the completed form. Only current CAHP | ACECP members in good standing may be listed as Team Leads or Members.

AWARDS CATEGORY *(Check the category)*

- 1 - Archaeology
- 2 - Conservation: Architecture
- 3 - Conservation: Engineering
- 4 - Conservation: Landscape
- 5 - Conservation: Materials, Craftsmanship and Construction
- 6 - Conservation: Small and Lovely
- 7 - Documentation and Planning
- 8 - Heritage Education, Awareness and Scholarship
- 9 - Emerging Heritage Professional
- 10 - Lifetime Achievement

ENTRANT INFORMATION

Submission by: (CAHP ACECP member's name, title, organization)	
Address :	
Contact Email:	
Contact Telephone:	



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Awards Entry Form (2 of 2)

IDENTIFYING INFORMATION FOR THE AWARD

Name of Project, Organization, or Person* Nominated: <i>(*Lifetime Achievement Award)</i>	
Project Address:	
Completion Date of Project:	

CATEGORY 1-8: CAHP | ACECP MEMBERS DIRECTLY INVOLVED IN THE PROJECT

Name and Title:	Organization/Company:	Role in the Project (information to be supplemented in the documentation text):



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Client Acknowledgement Form

The Canadian Association of Heritage Professionals (CAHP | ACECP) is a national organization that highlights the work of Canadian heritage professionals. Each year, CAHP | ACECP presents Awards to recognize and celebrate outstanding achievements in the heritage field across the nation.

As part of the submission process, CAHP | ACECP requires acknowledgement from client that a project can be submitted for consideration for an Award. Please complete this brief CAHP | ACECP form before the Awards deadline of **July 27, 2018 at 8 p.m. EST**, and return it directly to the Awards entrant who has approached you as part of their submission.

TO BE COMPLETED BY THE ENTRANT	
Name of Project, Organization, or Person Nominated:	
Award Category:	

TO BE COMPLETED BY THE CLIENT	
Client Name:	
Client Organization (if applicable):	
Client Email:	
Client Telephone:	
Signature:	
Date:	

Should the project receive an award, please check this box if you would like your name and organization to be recognized at the Awards ceremony and future CAHP | ACECP publications.

By signing this form, the client(s) acknowledges that the project, organization, and/or person being nominated can be submitted for consideration for an Award. CAHP | ACECP would like to thank you for your acknowledgement. For more info about CAHP | ACECP, please visit www.cahp-acecp.ca.