



The Canadian Association of Heritage Professionals (CAHP) Awards are presented annually to celebrate outstanding achievement in the heritage field across Canada. The 2021 CAHP Awards showcase completed projects that demonstrate excellence in the conservation of heritage value, 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 three parts:

**Part 1:** General Information

**Part 2:** Submission Requirements

**Part 3:** Additional Information

**IMPORTANT: Some requirements have changed from previous years. Please read through all sections as submissions which are not in accordance with these requirements may be rejected.**

## **PART 1 - GENERAL INFORMATION**

### **1.1 KEY DATES**

- Submissions Deadline: **Friday, June 25, 2021, no later than 8PM (EST)**
- Adjudication of Awards Submission: **Saturday, August 28, 2021**
- Awards Ceremony – to be determined

### **1.2 ELIGIBLE PROJECTS**

Projects must have been completed **after 1 January 2018 and prior to 1 June 2021**. Submissions are required to demonstrate outstanding achievement in the heritage field, and exemplify the principles described in the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).

### **1.3 AWARDS JURY**

The 2021 Awards Jury is composed of professionals from across the country, representing a range of disciplines, including CAHP members and non-member heritage practitioners. The jury will receive awards submissions in advance of the adjudication which will be held virtually, with jurors from across the country. The members of the jury will be announced by August 2021.

### **1.4 ELIGIBLE ENTRANTS**

Entrants must be CAHP Professional members in good standing.

### **1.5 SUBMISSION FEE**

The entrance fee per project is **\$40**. Payment by Interac e-Transfer is preferred, but cheques are also accepted.

#### **1.6a DIGITAL SUBMISSION (PREFERRED)**

All submissions should be digitally submitted to [awards@cahp-acecp.ca](mailto:awards@cahp-acecp.ca). **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: **2021 CAHP Awards**.

#### **1.6b SUBMISSION BY MAIL (ALTERNATIVE)**

Send all the application materials, along with a cheque (payable to CAHP) addressed to: **CAHP, 190 Bronson Avenue, Ottawa, Ontario K1R 6H4**. A receipt will be issued once the office has processed your payment.

### **1.7 AWARDS CEREMONY**

The CAHP Awards will be announced in September 2021. Exact date and format of the presentation are still to be determined.



## 1.8 LIFETIME ACHIEVEMENT AWARD

In addition to the categories below, CAHP invites nominations for the Lifetime Achievement Award to honour a CAHP 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 member.

## 1.9 AWARD CATEGORIES

### **Archaeology**

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

Archaeology studies by an archaeologist (member of CAHP) 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 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, theory and analysis by a CAHP 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 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 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 (less than ~ \$500k project cost) by a CAHP member, focusing on specific small-scale interventions to cultural resources that fully demonstrate the power of heritage conservation.

### **Documentation and Planning**

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

Studies, reports or projects undertaken by a CAHP member that contribute to the understanding and conservation of an historic place through the application of planning knowledge. Eligible submissions may include studies, inventories or assessments supporting a conservation project, as well as comprehensive planning projects such as heritage conservation district plans or conservation design manuals.

### **Heritage Education, Awareness and Scholarship**

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

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

### **Emerging Heritage Professional (NEW)**

This award is intended to recognize heritage projects involving a **CAHP Intern member who has played a significant role** in fields such as conservation, architecture, urban planning, archaeology and history. The application may be prepared by the CAHP Intern member, but the nominator must be a CAHP Professional member in good standing.

### **Student Achievement Award (NEW)**

This award is intended to recognize heritage projects completed by a **secondary or post-secondary student** in fields such as conservation, architecture, urban planning, archaeology and history. The student project should demonstrate understanding of heritage conservation principles, standards and guidelines. The application may be prepared by the student, but the nominator must be a CAHP Professional member in good standing, who is familiar with the project.



## **PART 2 – SUBMISSION REQUIREMENTS**

All submissions **MUST** include all of the following items listed below, and should be sent by mail or email, or through a file sharing service to the CAHP Administrator at [awards@cahp-acecp.ca](mailto:awards@cahp-acecp.ca) by **8 p.m. EST on Friday, 25 June 2021**.

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: **2021 CAHP Awards**. **All submission forms and adjudication synopsis should be digitally submitted in PDF format (maximum PDF size is 100 MB).**

### **Awards Entry Form (Submission Form 1)**

Each Award submission must include the *CAHP Awards Entry Form (2 pages)*.

### **Client Acknowledgement Form (Submission Form 2)**

Each Award submission must include the *CAHP Awards Client Acknowledgement Form (1 page)*, or proper reasoning as to why none is provided. This form is not required for the Lifetime Achievement Award.

### **Images folder (Submission Form 3)**

The submission must include submission form 3 (1 page), listing all images and illustrations that were used in the Adjudication Synopsis. It should include images **'before, during, and after' conservation work**, which may include principal elevations, character-defining details, project team, and context-setting street photographs of the building/structure or, if another type of project, images that clearly illustrate the work. **A minimum of 8 images and maximum of 15 images should be included, in high resolution (no less than 300 dpi).**

### **Adjudication Synopsis Checklist (Submission Form 4)**

Each Award submission must include the *Adjudication Synopsis Checklist (1 page)*. Note that there is a specific checklist for Emerging Heritage Professional and Student Achievement Award. There is no checklist for the Lifetime Achievement Award.

**IMPORTANT: Failure to provide all Submission Requirements listed above may result in rejection of a submission.**



## Submission Form 1 – Awards Entry Form (Page 1 of 2)

Please complete and create a PDF of the completed form. Only CAHP Professional 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 - Student Achievement Award\*
- 11 - Lifetime Achievement Award\*\*

### ENTRANT INFORMATION

<b>Submission by:</b> (CAHP member's name, title, organization)	
<b>Address:</b>	
<b>Contact Email:</b>	
<b>Contact Telephone:</b>	

**By submitting this application, I confirm that I am a CAHP Professional member\* in good standing.**

\* If a student is having difficulty finding a CAHP Professional Member who is willing to nominate their work, please contact us at [awards@cahp-acecp.ca](mailto:awards@cahp-acecp.ca) so we can provide contact information for local members who may be able to help.

\*\* For the Lifetime Achievement Award, the nominator is not required to be a CAHP Professional member





## Submission Form 2 – Client Acknowledgement Form (Page 1 of 1)

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

As part of the submission process, CAHP requires acknowledgement from the client that a project can be submitted for consideration for an award. Please complete this brief CAHP form before the award submission deadline of **Friday, 25 June 2021 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	
<b>Name of Project, Organization, or Person Nominated:</b>	
<b>Award Category:</b>	

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

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 in future CAHP 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 would like to thank you for your acknowledgement.

For more info about the Canadian Association of Heritage Professionals, please visit [www.cahp-acecp.ca](http://www.cahp-acecp.ca).



## Submission Form 3 – Images & Illustrations (Page 1 of 1)

### DESCRIPTION OF IMAGES AND ILLUSTRATIONS INCLUDED IN THE AWARDS SUBMISSION

If these images and illustrations are incorporated within the Adjudication Synopsis document, the photos must be provided in a separate folder so we may use them during the awards ceremony and future CAHP publications.

	<b>Description</b> (include source information, which may be required for future presentation)
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## Submission Form 4 – Award Categories 1 to 8 Adjudication Synopsis Checklist (Page 1 of 1)

The Adjudication Synopsis must demonstrate why the project should be judged as an outstanding achievement in the conservation of heritage places, and should clearly specify how the conservation approach to the project adhered to and exemplified the principles stated in the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

The Adjudication Synopsis must be in a single PDF format file, suitable for printing in colour on letter-size paper. The submissions will be printed by CAHP 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:

**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 entrant (Professional Member in good standing)*
- vi. *Name, email address and telephone number of the entrant*
- vii. *Name, title, organization, contact information and CAHP affiliation of the entrant*

**Overview:** Provide a brief description of the project as a whole. Describe the scope of the project, the conservation approach, and how it adheres to the *Standards and Guidelines*. Provide the start and finish dates (*maximum of 150 words*).

**Historic Context:** Provide the Statement of Significance, Heritage Character Statement, or equivalent (e.g. Statements of Cultural Heritage Value or Interest).

**Project Team:** List of individuals and/or companies that were involved with the project (specify CAHP members involved, but include individuals who are not CAHP Professional members with significant role).

**Goals & Objectives:** Describe the goals and objective of the project. It should clearly indicate the impact of the proposed work on any Character-Defining Elements, and mitigating measures to ensure adherence to the *Standards and Guidelines* (*maximum 500 words*).

**Challenges & Opportunities:** Describe the challenges in meeting the stated goals and objectives, in particular how the *Standards and Guidelines* were applied to overcome unanticipated problems (*maximum 500 words*).

**Project Detail:** Describe 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* (*maximum 2000 words*).

**Media/Awards:** Provide a list of media coverage or other means by which the client and/or the public perceived the success of the project (*this is optional*).





## Submission Form 4 – Award Categories 9 and 10: (Emerging Heritage Professional & Student Achievement Award) Adjudication Synopsis Checklist (Page 1 of 1)

The Adjudication Synopsis should demonstrate why the project should be judged as an outstanding achievement in the conservation of heritage places, and should clearly specify how the conservation approach to the project adhered to and exemplified the principles stated in the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).

The Adjudication Synopsis must be in a single PDF format file, suitable for printing in colour on letter-size paper. The submissions will be printed by CAHP 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:

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

**Cover Page:** The cover page must clearly indicate

- i. *Name of the CAHP Intern member or student nominated*
- ii. *Award category*
- iii. *Date (month and year)*
- iv. *Name of the CAHP Mentor (Professional Member in good standing)*
- v. *Name, email address and telephone number of the CAHP Mentor*
- vi. *Name, title, organization, and contact information of the CAHP Mentor*

**Overview:** Provide a brief description of the project as a whole. Describe the scope of the project, the conservation approach, and how it adheres to the [Standards and Guidelines](#). Provide the start and finish dates (*maximum of 150 words*).

**Historic Context:** Provide the Statement of Significance, Heritage Character Statement or equivalent.

**Project Team:** List of individuals and/or companies that were involved with the project (specify CAHP members involved, but include individuals who are not CAHP Professional members with significant role).

**Goals & Objectives:** Describe the goals and objective of the project. It should clearly indicate the impact of the proposed work on any Character-Defining Elements, and mitigating measures to ensure adherence to the [Standards and Guidelines](#) (*maximum 500 words*).

**Challenges & Opportunities:** Describe the challenges in meeting the stated goals and objectives, in particular how the [Standards and Guidelines](#) were applied to overcome unanticipated problems (*maximum 500 words*).

**Project Detail:** Describe the significant role played by the Intern member or Student being nominated. Demonstrate why their contribution 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](#) (*maximum 2000 words*).



## **Submission Form 4 – Award Category 11 (Lifetime Achievement Award) Adjudication Synopsis Checklist (1 of 1)**

CAHP invites nominations for the Lifetime Achievement Award to honour a CAHP 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 Professional member.

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

**The nominator's name**, address, telephone number and email address.

**The nominee's name**, address, telephone number and email address.

**An account** of the nominee's contributions as a heritage professional (*500-700 words suitable for publication*).

**A minimum of two (2) testimonials from CAHP Professional members.**

**Biographical notes about the nominee**, including a list of accomplishments in life, in other fields, and through their volunteerism to their community.

**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 Awards Ceremony.



## 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 must clearly 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 entrant in one year. The \$40.00 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 Members on a Single Project

Multiple entries for the same project in the same category should *not* be submitted by different CAHP 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 members that worked on the project. All CAHP 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.***

### 3.6 Significant Capacity

A significant role on a project means that the CAHP members, 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 Student Achievement Award

If a student is having difficulty finding a CAHP Professional Member who is willing to nominate their work, please contact us at [awards@cahp-acecp.ca](mailto:awards@cahp-acecp.ca) so we can provide contact information for local members who may be able to help.

### 3.8 Background Studies Outside the 2018-2021 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 CAHP members who undertook the research and analysis should be included in the list of CAHP members contributing to the project.

### 3.9 Archiving of Submissions

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

### 3.10 Award Certificates

The CAHP Awards are presented annually to celebrate outstanding achievement of its members in the heritage field across Canada. The project, CAHP members, and client(s) listed on the Award Entry Form will be recognized on the Award certificate. CAHP members who were directly involved in the project will receive Awards Certificates. Each additional copy is \$15.00.