



LOS ANGELES  
CONSERVANCY



523 West Sixth Street, Suite 826, Los Angeles, CA 90014 | [laconservancy.org](http://laconservancy.org)

# Los Angeles Conservancy Preservation Awards 2016 Application

**Deadline: Friday, January 29, 2016**

The Los Angeles Conservancy welcomes applications for its 35th Annual Preservation Awards, honoring outstanding achievement in historic preservation.

The awards are selected by an independent jury of distinguished architects, preservation professionals, and business and community leaders. We will present the awards at a luncheon TBD (typically in May).

**Everything in this document is relevant to your application.** Please read it carefully, and contact us if you have any questions.

## Eligibility

The types of projects eligible for a Los Angeles Conservancy Preservation Award include:

- Construction projects: restoration, rehabilitation, or adaptive reuse of a residential, commercial, or institutional structure
- Preservation plans, programs, policies, or studies
- Educational programs in historic preservation (courses, publications, conferences, etc.)
- Grassroots preservation efforts by an individual or group
- Cultural landscapes (eligible for the Royce Neuschatz Award, established to honor the former Conservancy Board member and advocate for open space in the urban environment)

To qualify for a Preservation Award, a project:

- Must demonstrate outstanding achievement in the field of historic preservation
- Must be located in Los Angeles County
- Must have been completed by **December 31, 2015** (projects completed before 2015 are eligible, as are previously nominated projects that did not receive an award)
- (For construction projects) Must meet the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#)
- (For cultural landscape projects) Must follow the [Secretary of the Interior's Guidelines for the Treatment of Cultural Landscapes](#)



## Submission Instructions

The Conservancy must **receive** all applications by **5:00 p.m. on Friday, January 29, 2016**. To be considered, your application must include:

- The completed application form, in either MS Word or Adobe PDF format
- Supporting images, preferably in one PowerPoint file (see “Images,” next page)
- A nonrefundable processing fee of \$75

**VERY IMPORTANT:** We have separate processes for application submission and fee payment. As a result, **successfully completing your payment online does NOT mean that we received your application**. See “Confirmation of Receipt,” below.

### Hard-Copy Submission

- Pay the nonrefundable \$75 processing fee by enclosing a check with your application, by entering your credit-card information on the application, or online at [laconservancy.org/awards](http://laconservancy.org/awards)
- Send one printed copy of your application, plus a CD with an electronic copy of the application and the PowerPoint file/images (see “Images,” next page), to:

Laura Dominguez  
Los Angeles Conservancy  
523 W. Sixth Street, Suite 826  
Los Angeles, CA 90014  
Attn: Preservation Awards

### Electronic Submission

- Pay the nonrefundable \$75 processing fee online at [laconservancy.org/awards](http://laconservancy.org/awards)
- Using an FTP site or a file-sharing service such as Dropbox or Hightail, share your application form and PowerPoint file/images with Laura Dominguez at [ldominguez@laconservancy.org](mailto:ldominguez@laconservancy.org)

### Confirmation of Receipt

We will confirm receipt of all applications and payments. **If you do not receive confirmation by 5:00 p.m. on Friday, February 5**, please contact Laura Dominguez at [ldominguez@laconservancy.org](mailto:ldominguez@laconservancy.org) or (213) 430-4211.

**Important: The applicant is responsible for ensuring that the Conservancy receives both the application and payment.** The Conservancy reserves the right to disqualify any application that we do not receive by the deadline, even if it was submitted but not received due to technical or delivery error. We will refund any fee payments for applications we do not receive.



## Images

**Quantity: 25 – 50 preferred, but no hard limit**

**Format** – One Microsoft PowerPoint presentation with:

- Plain black background – **no logos or designs, please!**
- One image per slide
- If needed, brief captions in a text box underneath the image, not in the image itself

If you don't have PowerPoint, you may submit the images as digital files (JPEG preferred) with corresponding captions (if needed) in a separate text document.

**Content** – A range of images, preferably in color (except for historic views), including:

- Historic views of the structure, site, area, and/or people involved in the story
- The structure/site/project over the years, showing its evolution
- The site (exterior, interior, detail) before the project began
- The preservation work in progress (specific tasks, including the workers if possible; for non-construction projects: events, organizing meetings, press clips, etc.)
- The completed work (corresponding to “before” images if possible)
- People at the completed project/using the work completed (re-opening event, etc.)
- Any other images that help tell the story of the project and its positive impact on the community and/or the field of preservation

## Application Tips

**Tell a compelling, succinct story.**

In addition to recognizing outstanding achievement, the Preservation Awards convey the value of historic preservation to a wide audience. Successful applications tell the story of their project in the most compelling way, encompassing:

- The project's historical context
- Specific goals of the project
- Specific challenges the project team had to overcome
- The project's benefits to the community
- The broader lessons to be drawn from the project



### **Use a range of descriptive, high-quality images.**

Quality images are essential to conveying a project's importance, challenges, and impact. Although Conservancy staff members visit all nominated projects so that we can answer the jury's questions, jury members themselves typically cannot visit each project nominated for an award.

As a result, **the photos submitted with an application are often the only way the jury can visualize a project.**

**Other qualities** the jury looks for in choosing Preservation Award recipients include:

- **Geographic diversity** – projects throughout Los Angeles County
- **A range of project types** – residential, commercial, institutional structures; landscape projects; planning, grassroots advocacy, and educational projects
- **Community diversity** – projects that positively affect the wide range of communities and neighborhoods throughout Los Angeles County

### **If You Win**

We will notify award recipients in the spring and will send a packet of materials to the person who submitted the application. **This person will be responsible for notifying members of the project team of the award, and for coordinating information needed for the awards luncheon.**

In preparing for the awards luncheon, we rely on members of the project team for information and images to augment the application. We will make every effort to minimize the additional time required on your part to prepare for the luncheon, and we thank you in advance for your assistance.

If we include on-stage remarks in the awards presentation, **the Conservancy will invite** a member of each winning team to accept the award and present very brief remarks. This representative will likely be an owner of the project site, not necessarily the project applicant. **The selection of the project representative is at the sole discretion of the Los Angeles Conservancy.**

If you win, we will also add your project to the Conservancy's website at [laconservancy.org](http://laconservancy.org). We will include the street address. If it is a private residence, we will note, "Private Residence – Do Not Disturb."

### **Questions?**

Contact Laura Dominguez at [ldominguez@laconservancy.org](mailto:ldominguez@laconservancy.org) or (213) 430-4211. Good luck!



# Los Angeles Conservancy 2016 Preservation Award Application

**Deadline for submissions: January 29, 2016**

**PLEASE TYPE OR PRINT CLEARLY**

Historic Project Name \_\_\_\_\_

Current Project Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Original Architect and/or Builder \_\_\_\_\_

Architectural Style \_\_\_\_\_ Date of Original Completion \_\_\_\_\_

Landmark Designations, if relevant (check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Locally Designated          | <input type="checkbox"/> In Local Historic District     | <input type="checkbox"/> In National Historic District   |
| <input type="checkbox"/> Listed in CA Register       | <input type="checkbox"/> Eligible for CA Register       | <input type="checkbox"/> CA Point of Historical Interest |
| <input type="checkbox"/> Listed in National Register | <input type="checkbox"/> Eligible for National Register | <input type="checkbox"/> National Historic Landmark      |

Project Type (check one)  Residential  Commercial  Institutional  Landscape  
 Plan/Policy/Study  Educational  Grassroots  Other: \_\_\_\_\_

Project Start Date (Month/Year) \_\_\_\_\_ Project End Date (Month/Year) \_\_\_\_\_

**Application submitted by:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email address \_\_\_\_\_

**\$75 nonrefundable processing fee submitted by:**

- Check enclosed (payable to L.A. Conservancy)  Paid online at [laconservancy.org/awards](http://laconservancy.org/awards)  
 Credit card: \_\_\_ VISA \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover

Card number \_\_\_\_\_ Exp. date \_\_\_\_\_ Security code \_\_\_\_\_

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

(We shred all credit-card information after processing payment.)



## **Project Narrative – Limit 1,500 Words TOTAL**

Please provide the following information in sections as identified below.

**Please limit the total word count (all sections combined) to 1,500 words.**

### **1. Significance**

Present a brief history of the property, structure, or area (for non-construction projects), and its importance to its community and the Los Angeles area. Include a general architectural description of the property and the neighborhood or surroundings, the architectural style, original use and other uses, any association with historic people or events, and any historic designations and the date of the designations.

### **2. Project Work**

Describe the type of project, specifying restoration, rehabilitation, adaptive reuse, landscape, educational, studies, or other. Describe the scope of the project, including preservation philosophy, impetus for the project, the use(s) of the structure, the people it serves, portions of the property affected and unaffected by the project, the manner in which compliance with the Secretary of Interior's Standards was ensured, and any other pertinent information.

### **3. Condition and Challenges**

Describe the condition of the structure (or for non-construction projects, the area or other context) before the project. Describe any project challenges, such as funding or financing, technical issues, development pressures, politics, code issues, etc.

### **4. Public Benefit**

Describe how the project advances historic preservation in Los Angeles County, providing specific benefits to the public but also more generally illustrating the benefits and possibilities of preservation for similar projects.

**END OF PROJECT NARRATIVE**

**SEE NEXT PAGE FOR PROJECT PARTICIPANTS**



## Project Participants

Below we list common categories of project participation. Please disregard any categories that don't apply to your project, and add any that do.

**IMPORTANT:** The award certificate and other materials typically cite the **name of a firm** for each category, **not the key contact or other individuals** involved in the project. If it's important to you that individual names appear on the certificate if your project wins, please be consistent if possible across the project team.

**Please list each participant EXACTLY as it should be cited on the award materials** if the jury selects this project. If listing a firm other than your own, please check with the firm to confirm the proper citation and spelling of their name.

**The Los Angeles Conservancy is not responsible for typographical or other errors submitted below, or for the omission of project participants from this list.**

CHECK ONE:     Owner                       Owner/Developer                       Project Lead

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Architect (For multiple firms, please specify – Executive, Residential, Design, etc.)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_



**Architect (For multiple firms, please specify – Executive, Residential, Design, etc.)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Preservation Architect**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Landscape Architect**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_



**Contractor**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Construction Manager**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Historic Preservation Consultant**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_



**Architectural Conservator**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Structural Engineer**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Mechanical Engineer**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_



**Electrical Engineer**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Other M/E/P Participant (Please Specify: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Consultant (Please Specify if Needed: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_



**Consultant (Please Specify if Needed: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Other (Please Specify: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Other (Please Specify: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_



**Other (Please Specify: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Other (Please Specify: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Other (Please Specify: \_\_\_\_\_)**

Team member/firm name as it should appear on award materials

\_\_\_\_\_

Key contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_



## LOS ANGELES **CONSERVANCY**

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The Los Angeles Conservancy is a nonprofit membership organization that works through education and advocacy to recognize, preserve, and revitalize the historic architectural and cultural resources of Los Angeles County. **Learn more or join today at [laconservancy.org](http://laconservancy.org)**