

ACRA AWARDS 2024 SUBMISSION REQUIREMENTS

1. Who Can Nominate

Candidates for the Private Sector and Public Sector Industry Awards must be nominated by an ACRA member or member firm in good standing by the submittal deadline. If the nominee is not an ACRA-member firm, the associated cultural resources project/work must have been completed by an ACRA-member firm.

2. Send Nominations in Electronic Format to:

Charissa W. Durst
ACRA Awards Chair
Hardlines Design Company
4608 Indianola Avenue
Columbus, OH 43214
cdurst@hardlinesdesign.com

3. Nomination Form

To ensure the award reviewers understanding of the nomination, each nomination must contain a completed nomination form and a one-page synopsis clearly explaining how the nominee meets the eligibility criteria.

4. Supporting Documentation

Documentation of the nominee's achievement is critical. This is often the foremost reason nominations falter. Nominators are strongly encouraged to submit supplementary material, including but not limited to images illustrating the project, press releases and articles about the project, examples of project reports, letters supporting the nomination, etc. All supporting material should be provided in digital format, preferably as pdf files. They will not be returned. If the nominee is selected for an award, the nominator may be asked to forward to the ACRA Awards Committee electronic images and graphics for use in the award presentation, the ACRA website, and publicity.

5. Submission Format

All nominations and supporting documentation must be digital, preferably PDF files.

6. Proprietary Rights

All nominations become the property of ACRA and will not be returned. Do not submit originals. ACRA reserves the right to distribute, publish, or otherwise use the materials submitted with the nomination as part of its programs and activities.

7. Nomination Deadline

Deadline for receipt of nominations is **FRIDAY, APRIL 26, 2024, at 5:00 PM EDT.**

8. Notification of Nomination Received and Award

When a nomination is received by the Awards Committee Chair, its receipt will be acknowledged via email. Approximately six weeks before the annual conference, the Awards Committee Chair will notify nominators via email of the results of the jury's deliberations. At that time, the nominator of a nominee selected for an award may be asked to submit digital images for use in the award presentation, publicity, and on ACRA's website.

9. Award Selection

All complete nominations received by the Awards Committee Chair by the nomination deadline will be reviewed by the awards jury, composed of rotating employees of ACRA member firms. Multiple awards, or no awards, may be made in any category at the discretion of the jury, which consists of difference ACRA members every year.

10. Award Presentation

Awards will be presented during the ACRA Conference in 2024. If the conference is held in person, ACRA expects the nominator, or a representative thereof, to be present at the ACRA annual conference for the award presentation. The nominator is expected to get the nominee to the award presentation to accept the award. If the conference is held virtually, ACRA expects the nominator to provide digital and/or video content for the presentation.

ACRA AWARDS 2024 CATEGORIES

ACRA Awards recognize private and public sector clients of ACRA member firms for CRM accomplishments and commitments exceeding those required by various laws and regulations. ACRA Awards also recognize ACRA member firms or employees thereof who have made a long-term and on-going public service commitment to CRM. The deadline for receipt of nominations is **FRIDAY, APRIL 26, 2024, 5 PM, EDT**. Awards will be presented during the ACRA 2024 Conference. Award categories:

Industry Award-Private Sector

Presented to an ACRA firm's private sector client who has demonstrated accomplishments and commitments above and beyond those required to meet laws and regulations pertaining to CRM. Recognition can be for completed single or multiple projects, or for an on-going commitment.

Eligibility criteria include nomination by an ACRA member firm in good standing, industry client's use of an ACRA member firm in good standing, documentation of the nominee's adherence to following the spirit and letter of cultural resource laws, regulations, or standards, the nominee's commitment to support outstanding research or documentation, and examples of their projects, actions, or funding support documenting work **above and beyond** simple compliance with the law.

Industry Award-Public Sector

Presented to an ACRA firm's public sector client who has demonstrated accomplishments and commitments above and beyond those required to meet laws and regulations pertaining to CRM. Recognition can be for completed single or multiple projects, or for an on-going commitment.

Eligibility criteria include nomination by an ACRA member firm in good standing, public sector client's use of an ACRA member firm in good standing, documentation of the nominee's adherence to following the spirit and letter of cultural resource laws, regulations, or standards, the nominee's commitment to support outstanding research or documentation, and examples of their projects, actions, or funding support documenting work **above and beyond** simple compliance with the law.

Public Service Award

Presented to an ACRA company, or current employee thereof, who has made a long-term contribution to the study, management, and/or preservation of cultural resources, or who has contributed volunteer efforts and resources for the betterment of their immediate community, county, state, etc. Contributions may include, but are not limited to, training students for CRM careers, internships, and the development and delivery of environmental, preservation, and interpretive programs.

Eligibility criteria include nomination, by anyone, of an ACRA member firm or current employee thereof in good standing, and documentation of a long-term and ongoing commitment to volunteer or community service, or a specific event or project, that went **above and beyond** what is typically expected for donated or volunteer services.

Submitting Nominations:

- The nomination form and instructions are available on the ACRA website <http://acra-crm.org/>.
- Multiple nominations can be made in any category.
- Supporting documentation is critical and must emphasize the nominee's achievements. **Poor documentation that the nominee went above and beyond what is required by law is often the foremost reason a nomination is not selected for an award.** Supporting documentation includes, but is not limited to, images illustrating the project, press releases and articles about the project, examples of project reports, letters supporting the nomination, etc. All supporting material should be provided in digital format, preferably as PDF files. They will not be returned. Do not send originals.
- Also note that jurors may consist of anyone in the CRM industry, not just in your field. The juror may not automatically understand your assumptions about the project, so please explain them.
- Submit one digital copy of your nomination form and supporting documentation.
- Please direct any questions to Charissa W. Durst, ACRA Awards Committee Chair, Hardlines Design Company, (614) 784-8733, cdurst@hardlinesdesign.com.

If the conference is held in person, ACRA expects the nominator, or a representative thereof, to be present at the ACRA annual conference for the award presentation. The nominator is expected to get the nominee to the award presentation to accept the award. If the conference is held virtually, ACRA expects the nominator to provide digital and/or video content for the presentation.

ACRA Awards 2024 Nomination Form
Deadline for Submission: April 26, 2024, 5:00 PM EDT

Complete each **Section** and submit this form with supporting documentation.

Category: Industry Award-Private Sector
(check one) Industry Award-Public Sector
 Public Service Award

Nominee: **Name and address** of firm, agency, or individual(s) nominated. This is the name that will appear on the award certificate. Please provide the title of the individual, if applicable, **and an email address**.

Project: **Name and location** of associated project (if applicable).

Nominator(s): Name of firm(s) or individual(s) and/or the individual(s) title(s) **and email addresses**.

I certify that the nominated firm, agency, or individual meets all eligibility requirements. I understand that any entry that fails to meet the submission requirements may be disqualified at the discretion of the ACRA Awards Committee.

I also certify that if the nominee is selected for an award, I agree to forward to the ACRA Awards Committee electronic images for use in the award presentation, publicity, and on the ACRA website. I agree that ACRA is granted the first opportunity for publication of the award announcement.

Signature of Nominator **Date**

Printed Name of Nominator **Date**

Nominator's Email Address