



# STATE HISTORY AWARDS FAQ

**We've listed below some of the most frequently asked questions about the State History Awards program. If you aren't able to find the answer to your question, please contact our office at (800) 692-1828 or [hsm@hsmichigan.org](mailto:hsm@hsmichigan.org) and someone will be able to help you.**

- Q.** If I work or volunteer for an organization or business, am I allowed to nominate them for an award category?
- A.** Yes, we allow individuals who volunteer or are employed by an institution or business to nominate them for an award.
- Q.** Am I allowed to self-nominate?
- A.** Yes, you may self-nominate.
- Q.** I'm not sure what category to list for my nomination. It fits into more than one. What do I do?
- A.** Please contact the Historical Society of Michigan offices at (800) 692-1828 or [hsm@hsmichigan.org](mailto:hsm@hsmichigan.org). We will be able to guide/advise you about which category to list.
- Q.** Can a publication or program that was completed more than 3 years prior to the application deadline still be nominated and considered?
- A.** Generally, no. We require that nominations for books in all categories, communications, programs, events, media, restoration, and preservation be completed no more than 3 years prior to the application deadline. All the other categories are exceptions to this rule because those awards take into consideration a body of work over many years.
- Q.** Can a recent reprint of a publication that is older than three years from the application deadline be nominated and considered?
- A.** Unfortunately, we do not accept reprints of older publications. On relatively rare occasions, we will consider a reprinted edition if there are major editorial changes and revisions that basically make the reprint a totally new publication. This helps keep the focus of these awards on new research and publications.
- Q.** If I'm nominating a book, how many copies of the book do I need to send with the nomination packets?
- A.** We require 2 copies of the book. You must include 10 copies of the nomination form and any other materials—but only 2 copies of the book. We keep the books for our library and do not return them.
- Q.** If I am nominating in a category other than books, how many copies of the nomination materials must be submitted?
- A.** Ten copies of your materials must be submitted. They will then be distributed to the Awards Committee members for their deliberation process.
- Q.** Can a nominee from a previous year that did not win still be eligible to be re-nominated?
- A.** Yes, as long as the application criteria are met, we allow re-nomination.
- Q.** How extensive should my nomination packet be?
- A.** We require a narrative of at least 500 words (about 2 pages, double-spaced) describing the nominee's significance, although 4-5 pages will better convey the nominee's merits to the Awards Committee. A few supporting materials, such as a photograph or two, programs from events, and newspaper clippings, will also help guide the committee. A letter or two of recommendation can be helpful but are not required.
- Q.** When is the deadline to submit my nomination?
- A.** Nominations and supporting materials must be received IN OUR OFFICE by Friday, July 27, 2018, at 5 p.m. Nominations received after that date and time will not be accepted, regardless of postmark.
- Q.** Where do I send my nomination packets?
- A.** Send nominations to: State History Awards • Historical Society of Michigan • 5815 Executive Drive, Lansing, MI 48911.