



Texas Historical Foundation Michael C. Duda Preservation Awards

2024 Award Timeline

June 1, 2023 - Phase One nomination submissions open on THF website

Aug. 1, 2023 – Submission deadline for Phase One applications

Oct. 2023 – Applicants informed of submission status, Phase Two application provided to selected applicants

Dec. 1, 2023 – Submission deadline for Phase Two applications

April 2023 – Winners announced at the 2024 Michael C. Duda Preservation Awards in Dallas

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Instructions for Phase One Applicants

Before beginning the Phase One Essay Section on the following pages, it will be necessary to review the Eligibility Requirements for nominees, [available here](#).

In the following Essay Section form, you will be asked to complete long-form questions addressing the nominated project and organization. Complete these questions to the best of your ability, consulting your organization's preservation professionals wherever possible. Responses must be given in the format and layout original to the form; modification of the form or disregard for character limits may result in disqualification.

Phase One Nomination submissions will be open June 1 – August 1, 2023 on the THF website (texashistoricalfoundation.org/duda-award.html). At the time of submission, applicants will be asked to provide the following:

- Complete a brief online questionnaire providing contact information and an overview of the applying organization and project
- Submit the completed Essay Section, available on the following pages. This document should be in PDF format and titled "Organization Name – Essay." This and other supporting photos and documents can be submitted on the THF website beginning June 1.
- Submit 2-4 high resolution photographs depicting the project's current condition. These images should be in PDF format, with no more than 2 images per page and include descriptive captions. This document should be titled "Organization Name – Current Photos"
- If the nominated project is architectural, submit a minimum of one clear historic photograph or architectural drawing illustrating the project's historic integrity. If submitting more than one image or document, create a multi-page PDF displaying no more than two items per page, including a caption for each. This document should be titled "Organization Name – Historic Integrity." If the project is not architectural, this item is not required.
- If the nominated organization is a 501(c)(3) nonprofit, submit a copy of the IRS letter of determination in PDF format, with the title "Organization Name – IRS Letter." If the organization being nominated is not a 501(c)(3), this item is not required.
- Submit a non-refundable application fee of \$250.00 via bank card

Texas Historical Foundation advises interested applicants to compile these documents in the appropriate format prior to beginning their Phase One online submission. For more information and to sign up to receive email updates regarding the Award, visit texashistoricalfoundation.org/duda-award.html.



Texas Historical Foundation Michael C. Duda Preservation Awards Phase One - Essay Section

Project Title:			
Organization:			
Primary Contact:		Role:	
Email:		Phone:	

Part 1 - Project Overview

A. Describe the project that will be reviewed, including methods and objectives. (0-4 points)

B. Does the nominated organization own the property on which the historic preservation project is being carried out?

Yes No

C. Identify all Historic Designations attained by the historic preservation project (check all that apply.) (0-8 points)

National Register of Historic Places listing	Determined eligible for National Register of Historic Places by the Texas Historical Commission
National Historic Landmark designation	Recorded State Historic Landmark designation
State Antiquities Landmark designation	Local designation as a historic landmark or district
World Heritage Site designation	Inclusion within a local historic district as a landmark or contributing historic structure by municipal ordinance

D. What is the historical, architectural, and/or cultural significance of the structure(s) or site to the history of Texas? Is the project a rare example of its style or period? (0-8 points)

Part 2 – Organizational Background

A. Provide the following information about your organization using the form below. (If you are a government entity, refer to department where possible. If not applicable, mark as N/A.)

Total Paid Staff:

Full Time:

Part Time:

Volunteer:

Name of Organization

Head or President:

Annual Organizational

Budget:

B. Provide a brief history of the organization being nominated, emphasizing past accomplishments in historic preservation. (0-4 points)

C. Describe how the preservation organization being nominated has pursued excellence in historic preservation using this project as an example. (0-4 points)

Part 3 – Standards & Execution

A. How does the organization plan to comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties? (0-4 points)

B. Has the organization completed a historic structure(s) report, master plan, or strategic master plan for this project? Discuss all plans and reports that apply and identify the consultants assisting in their development and implementation. (0-4 points)

C. If a preservation team has been engaged to prepare design and/or construction documents, list those individuals in the form below, including consultants. If no preservation team has been engaged, use the space below to describe when you plan to hire them and what criteria will be used in the process. *(0-4 points)*

Name:	Organization:	Role:

Section 4 – Relationship to Texas Historical Foundation

A. Is your organization a current member of the Texas Historical Foundation?

Yes

No

B. How does this project align with the mission of the Texas Historical Foundation?
(see texashistoricalfoundation.org/about-us.html for details) *(0-4 points)*

C. If your organization has received grants from the Texas Historical Foundation in the past, list them using the form below.

Year:	Amount:	Project Funded:

Section 5 - Funding & Collaboration

A. If the organization has collaborated with or requested funding from other individuals, organizations, or foundations, identify them and explain the role of their support in the project. *(0-2 points)*

B. Using the form below, list requested funds for this project from other organizations, specifying funding status as received, denied, or pending. *(0-2 points)*

Amount:	Requested From:	Status:

C. How does the organization plan to raise funds to cover remaining project costs, and on what timeline will major fundraising and project milestones occur? *(0-4 points)*

D. Briefly describe how the sponsoring organization will apply awarded funds to the project, naming the specific areas or work where award funds would be used *(0-4 points)*

E. What is the estimated overall budget (estimated total cost) to preserve the nominated historic preservation project? Include costs for planning, professional services, construction, maintenance, etc. (0-2 points)

By signing below, I confirm that all information submitted in the Phase One Nomination Form is correct to the best of my knowledge. I verify that the organization being nominated is eligible according to the standards provided at texashistoricalfoundation.org/duda-award.html and agree to the terms and conditions expressed therein. Electronic signatures accepted.

Signature

Date

Name and Title

Organization