

Friends of *The OPP Museum*

Heritage Award for Research and Writing – Nomination Package

Nominee Criteria

This award recognizes an individual whose research and/or writing of non-fiction works add substantially to our knowledge of the OPP's history. Criteria include but are not limited to the following:

- The impact and contribution of the nominated work contributes to the understanding, preservation and/or promotion of OPP heritage.
- The quality of effort (i.e. scope of research, time invested in the project, dedication to the project, etc.) as it relates to OPP history.
- The depth and breadth of research techniques used (i.e. primary/secondary sources/personal experience, etc.).

Nomination Eligibility

- a) Nominator(s) must be living at time of submission.
- b) Award will recognize significant contributions to primary/secondary research and/or writing. (*Note: a maximum of two awards per year may awarded*)
- c) Single or multiple author works will be considered. However only one physical award will be presented to a recipient each year.
- d) No serving Friends Board member, existing Museum staff or Friends staff are eligible to receive a Friends of *The OPP Museum* Heritage Award, nor any individual whose paid job function was to research or write products that would otherwise be eligible at the time the work was completed.
- e) Work may be published or unpublished.
- f) Work may be completed or ongoing.
- g) The range of work eligible includes books, articles in publications, newspapers, journals, research databases, research (i.e. biographies, oral history, and statistics), theses, essays, etc.
- h) Fictional works that feature the OPP are not eligible.
- i) Self-nominations are accepted.
- j) Nominators **MUST** secure permission from the nominee prior to submitting a nomination letter.
- k) No anonymous nominations will be accepted. Works do not have to be “historic” in nature. They may be about current OPP operations that will have a long-term significance in the evolving story of the OPP.
- l) Multiple works by the same author may be nominated (in any given year or in succeeding years). The Friends of *The OPP Museum* Heritage Award for Research and Writing may be

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awarded to the same person in different years. Although previous recipients of the award may be nominated again, the work considered must be new.

- m) Evidence of plagiarism will result in automatic disqualification.
- n) Previous recipients of the award may be nominated again (work must be new).

Disclaimers

- Works submitted, remain the property of their respective authors. However, Friends reserves the right to promote or recognize publically the submitted material. That is, where applicable, the author agrees to permit Friends to publish the work in whole or in part in a Friends newsletter (or special Heritage Awards publication) for the purpose of promoting the Award/author's contribution to the preservation of OPP history.
- A copy of the work, if not already available to the staff of *The OPP Museum*, must be made available for the long-term use of OPP Museum staff. All nominated works are, by virtue of submission, provided freely for use by the OPP and its representatives for displays, education programming, research etc. with the provision that proper credit and citation will be provided to the author/creator for all public uses (defined within the Copyright Act).
- All submissions are kept on file in The OPP Museum.

Nomination Process

- Nominators must submit one completed nomination form by the due date to the address supplied (posted mail and email are accepted).
- Nominations forms must include a maximum one (1) page outline that explains why the work submitted should be considered for the award.
- Nominators must submit (or arrange to have submitted) a minimum of three (3) letters of support outlining why the nominee's contribution meets the award criteria. Letters should emphasize how the nominated work has made an impact in the preservation of the OPP history.
- Nomination forms and letters of support must be submitted no later than Friday **February 5th, 2016**.
- The nominator **MUST** contact Friends of The OPP Museum in order to ensure they have access to a copy of the nominated work **OR** the nominator **MUST** make available to Friends of The OPP Museum one (1) copy of the nominated work by the submission due date (i.e. by mail, email or drop off).
- Previous nominations will not be held from year to year.

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- Nomination forms and letters of support must be submitted:

By mail to:
Friends of *The OPP Museum*
Heritage Awards Committee
777 Memorial Ave
Orillia, ON L3V 7V3

OR

By email to: friendsheritageaward@yahoo.ca

- Friends can be contacted at (705) 330-4178 or by email at support@oppmuseumfriends.ca

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Nomination Requirement Checklist

The work under consideration for the Research and Writing Award must fall within the guidelines outlined below.

Type of Work Considered:

- | | |
|---|---|
| <input type="checkbox"/> Historic | <input type="checkbox"/> Book |
| <input type="checkbox"/> Work completed in the last ten years | <input type="checkbox"/> Journal(s) |
| <input type="checkbox"/> Published | <input type="checkbox"/> Articles (list publications) |
| <input type="checkbox"/> Unpublished | <input type="checkbox"/> Research - Primary
- Secondary
- Personal experience |
| <input type="checkbox"/> Completed | <input type="checkbox"/> Essay (where and for what reason written) |
| <input type="checkbox"/> Ongoing | <input type="checkbox"/> Research Database (locations) |
| <input type="checkbox"/> Single Author | |
| <input type="checkbox"/> Multiple Authors (list others) | |

Each candidate must meet the requirements as detailed in the checklist below.

Eligibility Requirements Checklist:

- Nomination Form properly submitted.
- Nomination Form properly signed (no anonymous accepted).
- Nomination submitted with permission of writer/researcher (self-nominations accepted).
- Nomination Form not submitted by Evaluation Team member.
- One-page outline of work completed & attached.
- Access to copy or one copy provided to OPP Museum.
- Three letters of support received by OPP Museum.
- Nominated writer/researcher is still living at time of nomination.
- Writer/researcher is not a serving Friends' Board member, Museum or Friends' staff.
- Work is non-fiction.
- Writer/researcher agrees to permit Friends to publish in whole or part in Friends