##

## STMS Nomination Working Document

Please use this word document to write your submission. You will need to make sure that word counts are adhered to. Answer all questions in paragraph format – **no bullet points.** Please make sure you do a spell check AND get someone else to proof the submission before submitting online.

Once you feel satisfied with your submission, you will copy and paste your information from this document to the online submission form. Click [HERE](https://www.ncmainstreetandplanning.com/nc-small-town-main-street-award) for the online link OR

<https://www.ncmainstreetandplanning.com/nc-small-town-main-street-award>

Date of Submission:

Name of Project:

*(Think about this carefully. If you win an award, this is the name that will be on the certificate.)*

Town Name:

*(NO “Town of” OR “City of” …. We sort by name only)*

Main Street Organization Name:

Program Director Name:

Program Director Email:

Program Director Phone:

If your project involves construction or alterations to a building, does the project meet the Secretary of the Interior's Standards for Rehabilitation?

### Select Award Category - (Only Choose ONE from the list)

\_\_ Organization

\_\_ Promotion:

\_\_ Economic Vitality:

\_\_ Design:

**1. WHAT** is the project? Describe it in detail - 250 words or less

**2. HOW** was the project accomplished? - 250 words or less

**3. WHO** were the specific partners involved in the project or event? Include property owners, developers, municipal or county agencies or organizations, another nonprofit, etc. Were there any consultants involved such as an architect, landscape architect, engineer, etc. that played a significant role in the project? - 250 words or less

**4. WHEN** did the project begin? **WHEN** was it completed?

**5. WHERE** is the specific site for the project (or where was the event) located?

**6. HOW** does this project fill a need in your downtown? - 250 words or less

**7. WHY** is this project a good example for other downtowns? - 250 words or less

**8. WHAT** was the Main Street’s role? (if any) - 250 words or less

**9.** **ECONOMIC IMPACT:** Briefly describe the economic, of this project, including any investment spurred, jobs created, and additional projects leveraged. Refer to each category for information of how to measure the economic impact. - 250 words or less

**10.** **Additional Project Information:**

**Uploaded Documents to Include in the Online Submission:**

**Budget:**

* Line item project budget and total costs. If project materials were donated or in-kind, still indicate the approximate dollar value of the donation
* You must submit the budget on our standardized form

###### **Photos:**

* Must submit a minimum of 10 and maximum of 20
* Must be High resolution, at least 1024 x 768
* Must Include at least one picture with people
* Must be free of labeling, borders, timestamps on actual photo
* Must show furniture in the photo, if submitting an upper story residential project
* Must show before and after photo for any improvements made to buildings
* Must be saved as numbered 1-20, followed by town name, followed by photo name
* 1 Goldsboro Parkview Building Before Construction
* 2 Goldsboro Parkview Building During Construction
* 3 Edenton Volunteers at Ticket Booth

###### **Photo Script:**

* Must be numbered 1-20 with photo name – MUST match up to the photos

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###### **Downtown District Map:**

* Must show the project/event location

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###### **PROMOTION Category Nominations:**

* Should upload files of printed/electronic promotional pieces such as brochures, rack card, newsletters, etc. If your project includes signs, banners or collateral items such as t-shirts, etc., include them as jpg photo images

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