



Ottawa Heritage Awards entry form

Please complete the entry form in full, incomplete submissions will not be considered. This form is for projects in the "project-based" category only. For student-led projects and community projects, please use the appropriate forms available on the Heritage Awards webpage. Entry forms must be accompanied by digital copies of:

- Written description of the project (maximum 300 words)
- Colour photographs showing the building before and after completion of the work. Historic photos should also be included if applicable
- Any additional information that the applicant feels would help the Awards Committee in judging the projects.

Projects completed between January 2022 and May 2025 will be eligible. The deadline for applications is **September 5, 2025**. Projects must be substantially complete by the submission deadline. Final elements such as landscaping (where it is not integral to the project) may be completed after the deadline. Heritage staff will have the discretion to determine whether a project is substantially complete. If you have any questions regarding the completeness of a project, please contact the Heritage Section prior to submission.

The City of Ottawa reserves the right not to give an award in any or each category.

The Awards Committee may contact each applicant to arrange a site visit in September/October 2025, please indicate below the person to whom official correspondence should be directed and provide full contact information.

The information provided may be used for publicity purposes.

Please submit the completed entry form to:

heritage@ottawa.ca.

Ottawa Heritage Awards - entry form

Project name

Address

Is the project complete? Yes No

If the project is not yet complete, please outline the outstanding elements below. Staff will determine whether a project is substantially complete and eligible for this award cycle.

Resource person

Application contact

Telephone (xxx-xxx-xxxx)

Email

Owner

Owner's name

Telephone (xxx-xxx-xxxx)

Email

List major contributors to the project, such as architect, engineer, designer, contractor, developer, etc. (Maximum four contributors in addition to the owner.)

First contributor

Last name

First name

Company / Title

Street number

Street name

Unit/Apartment

Postal code (A9A 9A9)

Telephone number (xxx-xxx-xxxx)

Email

Second contributor

Last name

First name

Company / Title

Street number

Street name

Unit/Apartment

Postal code (A9A 9A9)

Telephone number (xxx-xxx-xxxx)

Email

Third contributor

Last name

First name

Company / Title

Street number

Street name

Unit/Apartment

Postal code (A9A 9A9)

Telephone number (xxx-xxx-xxxx)

Email

Fourth contributor

Last name

First name

Company / Title

Street number

Street name

Unit/Apartment

Postal code (A9A 9A9)

Telephone number (xxx-xxx-xxxx)

Email

As the architect/principal designer of this project, I authorize its submission for an Ottawa Heritage Award.

Signature: _____

As the owner of this property, I have reviewed this submission for an Ottawa Heritage Award and have no objections to the entry, judging or publication of this material.

Signature: _____