



SUBMISSION TEMPLATE

Legacy Award

The **Project Report** shall provide comprehensive information using the pointers below. Audio-visual materials, user feedback, publications, media clippings, survey findings, drawings etc. should be included for reference.

PART (A) INTRODUCTION (max 1,000 words)

1. Briefly state the historical background of the building, site and its neighbourhood.
2. Describe the present social and cultural significance of the site and its relationship with the community.
3. Describe the current uses and functions of the building.

PART (B) BUILDING MAINTENANCE & SITE MANAGEMENT (max 2,000 words)

1. Explain the challenges of maintaining the good condition of the heritage property during the period of at least 10 years* after receiving the Architectural Heritage Award e.g. material wear and tear, weathering.
**If the applicant is not the recipient of the initial Award, the building and site must be under the applicant's management minimally for the past 5 years.*
2. Provide evidence of mitigating measures to address the above challenges e.g. regular scheduled checks, proper cleaning/repair techniques, preventive measures to address potential problems etc.
3. Describe innovative solutions to meet modern needs and how they relate and respond to the conserved building and / or features.
4. Provide evidence of sustained and appropriate investment to maintain and enhance relevance to society.

PART (C) SUSTAINED CONSERVATION EFFORTS (max 3,000 words)

1. Describe how key stakeholders and partners, various community sectors and the general public have been engaged for the project.
2. Provide details of heritage interpretation elements used to recall memory and promote the historical significance of the site to the wider public e.g. on-site storyboards, regular outreach programmes, brochures etc.
3. Explain how the building has been put to meaningful adaptive reuse and is suitable for the typology of the building, and appropriate and sensitive to the site and its context.
4. Describe how the building is made accessible to the public and show how it has a significant positive impact on the neighbourhood, community and/or industry.
5. Explain how the project can serve as an exemplary reference for other future projects in terms of industry practices, brand reputation and providing new economic opportunities etc.
6. Provide details of environmental sustainability e.g. low carbon footprint, use of natural light and ventilation, upcycling of materials etc.
7. Provide evidence of training for employees to equip them with unique skillset specific to heritage sector as well as deep knowledge on the heritage significance of site.

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