



APA CALIFORNIA 2016 AWARDS APPLICATION FORM

*Nominations for the California Chapter Planning Awards
are **due by Noon, Wednesday, June 1, 2016***

*Materials received after this date
will not be accepted and will not be returned.*

I nominate _____
(Name of project, plan, effort, tool, document, initiative, individual, firm, agency, organization,
or publication, etc.)

For an APA California 2016 Award in the category of



APA CALIFORNIA 2016 AWARDS APPLICATION FORM

NOMINATION INFORMATION

The Nominator will be considered the primary contact to the Chapter for all decisions made on this nomination and will work with APA California staff to obtain additional information and materials.

Name _____ Title _____
Organization _____
Address _____ City _____
Zip Code _____ Phone _____ Email _____

Primary Award Recipient

Name _____ Title _____
Organization _____
Address _____ City _____
Zip Code _____ Phone _____ Email _____
Website _____

Recognition

Other supporting individuals/organizations who contributed that you wish to be recognized at the Awards Ceremony. Limit to maximum five individuals/organizations, and place in order to be listed. Please make sure that spelling and content below is accurate.

Name _____ Organization _____
Name _____ Organization _____
Name _____ Organization _____
Name _____ Organization _____
Name _____ Organization _____

Certification of Section Awards Coordinator

I certify that the submitted work was done by the parties credited in this Awards Application Form, and that the work meets the eligibility and nomination submittal requirements listed in Sections III and IX of the 2016 APA California Awards Program Policy.

Signature of Section Awards Coordinator

Date

Printed Name of Section Awards Coordinator

Section

Acknowledgement of Nominator

I acknowledge that the submitted work was done by the parties credited in this Awards Application Form, and that the work meets the eligibility and nomination submittal requirements listed in Sections III and IX of the 2016 APA California Awards Program Policy. I understand that all winning documents will be placed on the California Chapter website under Award Winners.

Signature of Nominator

Date

Printed Name of Nominator

INSTRUCTIONS FOR SUBMITTING APA CALIFORNIA PLANNING AWARDS APPLICATIONS

NOMINATION SUBMITTAL REQUIREMENTS

- 1) **All nominations must be submitted in electronic format on a CD-ROM, DVD or USB flash drive.** Six paper copies of the “APA California 2016 Awards Application Form” must be submitted with each award submittal. Section application forms are not acceptable substitutes for the APA California Application Form. **Please do not submit any paper copies of your materials other than the six awards application forms. Additional materials will not be kept or reviewed by the Awards Jury.**
 - 2) **Six CD-ROM, DVD, or USB flash drive sets of the following items must be submitted.** One CD-ROM, DVD, or USB flash drive must be labeled Master Copy. Please place each of the following electronic files in separate folders on the CD- ROM, DVD, or USB flash drive. Each award submittal CD-ROM, DVD, or USB flash drive must be labeled with the name of the project and the appropriate award category. The following items must be submitted:
 - ✓ **APPLICATION:** The completed APA California 2016 Awards Application Form.
 - ✓ **SUMMARY DESCRIPTION:** One page summary description of the submission or in the case of an individual, a one page resume. If chosen as the award winner, portions or all of the summary description may be used for the video presentation at the Awards ceremony.
 - ✓ **AWARD CRITERIA:** One- or two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category.
 - ✓ **LETTER(S) OF SUPPORT:** A least one (1) but no more than five (5) one-page letters in support of the entry from someone familiar with the nomination but other than the nominator and/or staff/consultant.
 - ✓ **PROJECT OR PLAN:** A digital copy in PDF format on CD-ROM, DVD, or USB flash drive of the document for which the nomination is submitted. The document can be submitted as a separate CD-ROM, DVD, or USB flash drive. If submitted as a separate CD-ROM, DVD, or USB flash drive please make sure to label each CD-ROM, DVD, or USB flash drive. All winning documents will be posted on the APA California website.
 - ✓ **IMAGES:** Ten (10) high-resolution (1024x768 or larger) digital images in JPEG format. **No Powerpoint Presentations.** The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please include the cover page of a document and/or a representative graphic(s). Please also include a brief sentence identifying or describing each slide. Leadership Award nominations need only to supply two to three images of the individual nominated.
- Please remember to include one CD-ROM labeled **Master Copy**.
- 3) All submissions must be received by the June 1, 2016 deadline and strictly follow the requirements outlined in the 2016 APA California Awards Policy and the Awards Application Form.
 - 4) Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Vice President for Administration.
 - 5) Submissions may be entered in only one awards category or subcategory.
 - 6) Specific program, projects, reports, processes, and ordinances may only be nominated for an APA California award once.

OPTIONAL SUBMITTAL OF MATERIALS

Supplemental supporting materials, such as audio, video, or electronic presentation are optional; however, the materials will not be distributed to the Jury unless six (6) sets are submitted. These materials should be succinct, given the limited time available for Jury deliberations.

MANDATORY SHIPPING REQUIREMENTS

- 1) **You must ship nominations** through any vendor that documents and guarantees receipt, such as UPS, FedEx, courier service, etc. Please do **NOT** request a signature for your package. Please use the tracking number to confirm delivery.
- 2) **Submit Nomination Package**
(5 CD-ROM, DVD or USB flash drive Jury copies; 1 CD-ROM, DVD or USB flash drive Master copy) to:

Laura Murphy
New Horizon Enterprise
606 Gregory Court
Roseville, CA 95661
(916) 540-7196
- 3) **Submittal Deadline: Noon, Wednesday, June 1, 2016.**
- 4) **APA California will confirm receipt** of your submittal, through e-mail, by 5pm on June 8, 2016. If you have not heard from APA California by that time, and your shipper has indicated delivery of your package, feel free to contact Laura Murphy by email at nhe2011@live.com.
- 5) Due to time and cost factors, nomination materials, including digital images, will not be returned. Therefore, if you ultimately plan to submit a nomination to the APA National Awards Program, **you are strongly advised to retain a copy of all information submitted to APA California.**