

**APA CALIFORNIA 2019 AWARDS APPLICATION FORM**

*Nominations for the California Chapter Planning Awards are* ***due by 5:00 p.m., Friday, May 10, 2019***

*Materials received after this date*

*will not be accepted and will not be returned. Postmarks will also not be accepted if materials are received after this date.*

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

For an APA California 2019 Award in the category of

**APA CALIFORNIA**

**2019 AWARDS APPLICATION FORM**

**NOMINATION INFORMATION**

**Nominator**

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 current 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 current 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 using one of the acceptable formats: USB flash drive, CD disc, or emailed Zip File.** One paper copy of the “APA California 2019 Awards Application Form” must be submitted with each award submittal. Please do not submit any paper copies of your materials other than the Awards Application form**.** Additional materials will not be kept or reviewed by the Awards Jury.

2) **One USB flash drive, CD disc, or emailed Zip File with the following items must be submitted**. Please place each of the following files in separate folders. The USB flash drive, CD disc, or Zip File 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 2019 Awards Application Form. Section application forms are not acceptable substitutes for the APA California 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 the 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 of the document for which the nomination is submitted. Please make sure to properly label the folder with the document. All winning documents will be posted on the APA California website.

 **IMAGES: *Minimum*** often (10) high-resolution (1024x768 or larger) digital images in JPEG, TIFF, or PNG 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 supply two to three images of the individual nominated.

3) All submissions must be received by the **deadline of 5:00 pm, May 10, 2019** and strictly follow the requirements outlined in the current APA California Awards Program Policy and the Awards Application Form. No postmarks will be accepted if materials are received after this date.

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, and must be included in the electronic submittal. These materials should be succinct, given the limited time available for Jury deliberations.

**MANDATORY SHIPPING REQUIREMENTS**

1) **Nominations that are shipped** are recommendedthrough 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. One paper copy of the “APA California 2019 Awards Application Form” must be submitted with each award submittal.

2) **Nominations that are emailed** are recommended to obtain a Request a Delivery Receipt and a Request a Read Receipt. Please note that one paper copy of the “APA California 2019 Awards Application Form” must also be submitted with each award submittal.

3) **Submit Nomination Package**

Mail USB Flash Drive, CD disc, or email Zip File to:

Laura Murphy

New Horizon Enterprise

606 Gregory Court

Roseville, CA 95661

(916) 540-7196

Email: [APACAAwards@gmail.com](mailto:APACAAwards@gmail.com)

4) **Submittal Deadline: 5:00 pm, Friday, May 10, 2019.**

5) **APA California will confirm receipt** of your submittal, through e-mail, by 5:00 pm on May 17, 2019. 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 [APACAAwards@gmail.com](mailto:APACAAwards@gmail.com).

6) 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.**