

# APA CALIFORNIA NORTHERN 2017 PLANNING AWARDS APPLICATION FORM

Nomination packages are **due by 5:00 pm, Monday, March 20<sup>th</sup> 2017**

- 1) Each of the following items must be submitted via e-mail to [awards@norcalapa.org](mailto:awards@norcalapa.org), using a compressed zip folder or a file share platform.

## What materials do I need to send?

**APPLICATION:** The completed APA California 2017 Awards Application Form.

**SUMMARY DESCRIPTION:** (1) 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:** (1) to (2) pages -page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category.

**PROJECT OR PLAN:** A digital copy in PDF format on included in the application. Upon being selected for an award, a printed copy of the project or plan will be requested and displayed at the awards ceremony.

**IMAGES:** (5) high-resolution digital images (minimum 300 dpi) 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 image. Leadership Award nominations need only to supply two to three images of the individual nominated.

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.

Submissions may be entered in only one awards category or subcategory.

Specific program, projects, reports, processes, and ordinances may only be nominated for a Northern California APA Section award once.

**A. NOMINATION INFORMATION**

.....  
I nominate:

\_\_\_\_\_  
for an APA California Northern 2017 Award in the category of:

\_\_\_\_\_  
**B. Nominator:** The Nominator will be considered the primary communications contact to the Section for all decisions made on this nomination and will work with APA California Northern Awards Co-Director to obtain additional information and materials.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

**D. Acknowledgement of Nominator/Award Recipient:** I understand that all winning plans/projects may be placed on the APA California Northern website.

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Signature of Nominator

Date

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Printed Name

**The Fine Print**

- You may submit multiple project/plans or people/firms/agencies for different awards, but each project/plan/person/firm/agency may be entered in only **one** awards category or subcategory.
- Specific program, projects, reports, processes, and ordinances may only be nominated for an APA California Northern award once.
- Submissions lacking any submittal materials will be deemed incomplete, will not be considered, and will not be returned, **however...** submissions received before the deadline not meeting the requirements may be resubmitted **before the deadline** at the discretion of the APA California Northern Awards Co-Director.
- We cannot return any nomination materials. If you ultimately plan to submit a nomination to the Chapter (State) Awards Program, **you are strongly advised to retain a copy of all information submitted to the APA California Northern Awards Program.**
- **Optional:** Supplemental supporting materials, such as audio, video, or electronic presentation are optional and may be submitted at the discretion of the APA California Northern Awards Co-Director; 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.