



American Planning Association
California Chapter
Orange Section

APA ORANGE SECTION 2020 AWARDS APPLICATION FORM

*Nominations are **due by 5:00 p.m. on Friday, March 20, 2020***
Materials received after this date will not be accepted.

I nominate:

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

For an APA Orange Section Award in the category of:

Name _____ Organization _____



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Nominator

The Nominator will be considered the primary contact for all decisions made on this nomination and will work with the Orange Section Awards Chair 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 a maximum of 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 _____

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 II and III of the current APA Orange Section Awards Program Policies and Nomination Guidelines.

Signature of Nominator

Date

Printed Name of Nominator

Eligibility Requirements

1. Any plan, project, program, tool, process, report, or ordinance entered must have been published, implemented, or completed within three years of the date of submission. Published drafts of plans are not acceptable. This does not include the Implementation Award category.
2. Any plan, project, program, tool, process, report or ordinance may only be entered in one award category per award year. The Awards Jury can, at their discretion, move an application to another more appropriate category, if it is felt the application was submitted incorrectly or is better represented in another category.
3. Except as noted in the description of the award category, nominations for a Chapter award do not have to win a Section award to be eligible for a Chapter Award.
4. Recipients of the Planning Advocate award are ineligible to receive the same award for ten (10) years after accepting it.
5. An individual may not nominate himself/herself (the individual) for an award. Anyone working on a plan or project may nominate that plan or project for an award.
6. Nominators may not be related by blood or marriage to any individual they wish to nominate.
7. Members of the Awards Jury are not eligible to nominate or to receive individual awards.

Full details regarding eligibility requirements, award categories and evaluation criteria found here: http://oc-apa.org/wp-content/uploads/2013/12/OC_APA_Award_Nomination_Guidelines.pdf.

Nomination Submittal Requirements

All awards applications must include a summary description, award criteria discussion, letter of support, project or plan PDF, and project images. All documents must be uploaded to Dropbox using the correct naming convention: <https://www.dropbox.com/request/f4nvLpyZncrHElSK8sP>.

Submitted files must use the following naming convention:

Nomination Category – Nominee – Project Name – File Name

Example:

Best Practices – City of Orange – Orange Eichler Design Standards – Application

Best Practices – City of Orange – Orange Eichler Design Standards – Summary Description

Best Practices – City of Orange – Orange Eichler Design Standards – Award Criteria Discussion

Submissions made without the proper naming convention will be rejected. The following materials must be included with every submission:

1. **APPLICATION**: The completed Orange Section 2020 Awards Application Form.
2. **SUMMARY DESCRIPTION**: A one-page summary description of the submission or in the case of an individual, a one-page resume. This is an opportunity to provide basic project information and provide context for the award criteria discussion. If chosen as the award winner, all or portions of the summary description may be used for the presentation at the Awards ceremony.
3. **AWARD CRITERIA DISCUSSION**: A one- to two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under the award category. Information regarding award category evaluation criteria found here: http://oc-apa.org/wp-content/uploads/2013/12/OC_APA_Award_Nomination_Guidelines.pdf.
4. **LETTER(S) OF SUPPORT**: Provide at least one, but no more than five, one-page letters in support of the entry from someone familiar with the nominated project or person. Neither the nominator nor any member of the project team is eligible to write a letter of support.
5. **PROJET OR PLAN**: Provide a PDF of the nominated document or plan. If nominating a long document or a series of plans, please save them as a single PDF. Do not provide a separate PDF for each chapter or graphic.
6. **IMAGES**: Five (5) to ten (10) high-resolution digital images in JPEG, TIFF, or PNG format. The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please also include a document that lists all image names and provide a brief caption for each image. Leadership Award nominations need only supply two to three images of the individual nominated.
7. **OPTIONAL**: Any relevant additional digital materials not expressly requested are welcome. Resumes of individuals, published reports or articles, audio or video materials, and other materials appropriate to the submission. These materials should be succinct, given the limited time available for Jury deliberations.

All submissions must be received by the **5:00 p.m. on Friday, March 20, 2020** and strictly follow the requirements outlined in the current APA Orange Section Awards Program Policies and Nomination Guidelines.

Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Orange Section Awards Chair. For questions or help, please contact Laurel Reimer at ltreimer@sagecrestplanning.com.