



APA CALIFORNIA 2009 AWARDS APPLICATION FORM

*Nominations for the California Chapter Planning Awards are due to the **Sacramento Valley Section** by noon, Monday, April 6, 2009.*

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

I nominate _____

for a APA California 2009 Award for the category of

NOMINATION INFORMATION

It is imperative that all of the following documentation is provided in full.

A. Nominator: The Nominator will be considered the primary communications 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 _____

Organization _____

Title _____

Address _____

City _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

B. Primary Award Recipient:

Name _____

Organization _____

Title _____

Address _____

City _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

C. Recognition: Primary organization to be listed on trophy/plaque if chosen as winner:

Optional: Other supporting organization(s) that you wish to be recognized at the Awards Ceremony who worked on this project:

D. 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 appropriate nomination submittal requirements listed in Section IV and the Criteria in Section V. C. of the most current APA California Awards Program Policy.

_____ Signature of Section Awards Coordinator	_____ Date
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Printed Name of Section Awards Coordinator

Section

E. Acknowledgement of Nominator/Award Recipient

I acknowledge that the submitted work was done by the parties credited in this Awards Application Form, and that the work meets the appropriate nomination submittal requirements listed in Section IV and the Criteria in Section V. C. of the most current APA California Awards Program Policy. I understand that all winning documents will be placed on the California Chapter website under Award Winners and Best Practices.

_____ Signature of Nominator	_____ Date
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Printed Name of Nominator

INSTRUCTIONS FOR SUBMITTING APA CALIFORNIA PLANNING AWARDS APPLICATIONS

All awards submittal must be in compliance with the latest version of the APA California Awards Program Policy.

NOMINATION SUBMITTAL REQUIREMENTS

- 1) **All nominations must be submitted in electronic format on a CD-ROM.** Six paper copies of the “APA California 2009 Awards Application Form” must be submitted with each award submittal. Section application forms are not acceptable substitutes for the APA California Application Form. **DO NOT SUBMIT ANY PAPER COPIES OF YOUR APPLICATION MATERIALS OTHER THAN THE SIX AWARDS APPLICATION FORMS AND DO NOT SUBMIT FOLDERS, NOTEBOOKS OR OTHER SIMILAR TYPE HOLDERS.**
- 2) **Six CD-ROM sets of the following items must be submitted.** One CD-ROM must be labeled Master Copy. Please place each of the following in separate folders on the CD-ROM. Each award submittal CD-ROM must be labeled with the appropriate award category. The following items must be submitted:
 - ✓ **APPLICATION:** The completed APA California 2009 Awards Application Form.
 - ✓ **SUMMARY DESCRIPTION:** One page summary of the submission or in the case of an individual, a one page resume.
 - ✓ **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 of the document for which the nomination is submitted. The document can be submitted as a separate CD-ROM. If submitted as a separate CD-ROM, please make sure to label each CD-ROM. All winning documents will be posted on the APA California website.
 - ✓ **IMAGES:** Ten (10) 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 a brief on 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 May 15, 2009 deadline and strictly follow the requirements outlined in the APA California Awards Policy and the APA California 2009 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 REQUIREMENTS

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, Federal Express, personal delivery, etc.
- 2) **Submit Nomination Package** (5 CD-ROM Jury copies; 1 CD-ROM Master copy) to:

Leslie Walker
Abbott & Kindermann, LLP
2100 21st Street
Sacramento, CA 95818
(916) 456-9595

- 3) **Submittal Deadline: Noon, Monday, April 6, 2009.**
- 4) **Sacramento Valley APA California will confirm receipt** of your submittal, through e-mail or fax, by 5pm on April 8, 2009. Therefore, if you have not heard from Sacramento Valley APA by that time, and your shipper has indicated receipt of your package, feel free to contact lwalker@aklandlaw.com. In your e-mail message, please state **who signed and received your package**, according to your shipper.
- 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.**