



## 2006 IES-APA PLANNING AWARDS APPLICATION FORM

*Nominations for the Inland Empire Section of the American Planning Association Planning Awards are **due on Thursday, March 30, 2006**. Materials received after this date will be not be accepted and will not be returned.*

I nominate \_\_\_\_\_  
for a 2006 IES-APA Award for the category of \_\_\_\_\_

### **Section A**

The following materials are mandatory. Submissions lacking these materials will not be considered. **Five collated sets** of each nomination are required **plus one (1) Master Copy**. *Refer to the instructions for submittal on last pages for more information.* Each set must contain the required images and be either bound in a binder or folder in the following order:

- The completed IES-APA Application form.
- One Page Summary of the submission or in the case of an individual, a one page resume.
- One or two page explanation demonstrating how the submission specifically meets each criterion in the order listed under each category.
- 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.
- A digital copy in PDF format on CD Rom of the document for which the Nomination is submitted

The Master Copy must also include all of the above information plus one (1) set of 10 digital images (PowerPoint, TIFF, JPG, PDF, or GIF format) on a CD Rom with a brief narrative for each number image and be in a separate binder, clearly labeled as “Master Copy: Includes Digital Images”.

### **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 CCAPA staff to obtain additional information and materials

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Name

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Organization

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Title

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Address

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City and Zip code

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Phone

Fax

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E-mail

**B. Participants in the Project, such as Consultants or Agency Staff, who contributed to the success of the Project, in the opinion of the Nominator.**  
*(If more space is needed, please use an additional page)*

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**C. Award Recipient(s). Please provide the name of up to two individuals, other than the nominator, to be notified in the event this submission is selected to receive an award. If this submission is for an individual, that person must be listed below as one of the two contacts.**

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Name

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Organization

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Title

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Address

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City and Zip code

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Phone

Fax

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E-mail

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Name

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Organization

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Title

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Address

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City and Zip code

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Phone

Fax

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E-mail

**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 IES-APA Awards Program Policy.

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Signature of Section Awards Coordinator/Date

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Section

# INSTRUCTIONS FOR SUBMITTING IES-APA PLANNING AWARDS APPLICATIONS

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

## **NOMINATION SUBMITTAL REQUIREMENTS**

1. Nominations must be submitted on the IES-APA “Planning Awards Application” form.
2. Five sets of the following items must be submitted along with a Master Copy, which is described below. Each of the five sets must be bound in a binder or folder in the following order. The following items must be submitted along the IES-APA Application form;
  - One Page Summary of the submission or in the case of an individual, a one page resume.
  - One or two page explanation demonstrating how the submission specifically meets each criteria in the order listed under each category.
  - 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.
  - A digital copy in PDF format on CD Rom of the document for which the Nomination is submitted

Additionally one Master copy must be included

- all of the above information in a separate binder, clearly distinguished from the 5 Jury Copies and labeled “Master Copy: Includes Digital Images”.
- one (1) set of 10 digital images (PowerPoint, TIFF, JPG, PDF, or GIF format) on a CD with a brief narrative for each number image. The digital images should be creative and representative of the project, as they will be used to represent the Nomination to both the Jury, and at the Awards Ceremony, if selected. The Chapter will not accept photographic prints or slides.

Please be sure to include digital images, even if the nomination is for an individual and/or a publication. Also, please note that digital images cannot be returned.

## 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

- i. All submissions must be received by the March 30<sup>th</sup> deadline and strictly follow the requirements outlined in the IES-APA Awards Policy and the Awards Application Form.
- ii. 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.
- iii. Submissions may be entered in only one awards category or subcategory.
- iv. Specific program, projects, reports, processes, and ordinances may only be nominated for a IES-APA award once.

### **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 Jury Copies; 1 Master Copy, With Digital Images) to:

ATTN: Christine Jacobs-Donoghue  
Michael Brandman Associates  
621 E. Carnegie Drive, Suite 100  
San Bernardino, California 92408  
(909) 884-2255

3. **Submittal Deadline: Thursday, March 30, 2006**
4. **IES-APA will confirm receipt** of your submittal, through e-mail or fax, by 5:00 p.m. March 30, 2006. Therefore, if you have not heard from IES-APA by that time, and your shipper has indicated receipt of your package, feel free to contact [cjacobs@brandman.com](mailto:cjacobs@brandman.com). In your message include **who signed for your package**, according to your shipper.
5. Due to time and cost factors, incomplete nominations cannot be considered, nor can submitted Nomination materials, including digital images be returned. Therefore, if you ultimately plan to submit a nomination to the CCAPA Statewide Awards Program, **you are strongly advised to retain a copy of all information submitted to IES-APA.**