



# 2008 IES-APA AWARDS PROGRAM APPLICATION

*Nominations for the Inland Empire Section of the American Planning Association (IES-APA) Planning Awards are **due by Friday, March 21, 2008**. Materials received after this date will not be accepted and will not be returned.*

I nominate \_\_\_\_\_  
for a 2008 IES-APA Award for the category of \_\_\_\_\_

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**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**. Each set must contain the required images and be either bound in a binder or folder in the following order:

- 1) The completed IES-APA Application form. (There is no application fee.)
- 2) One-page summary of the submission or in the case of an individual, a one page resume.
- 3) One-paragraph project description. (To be used for publication listings.)
- 4) One or two page explanation demonstrating how the submission specifically meets each criterion in the order listed under each category.
- 5) Two (2) one-page letters in support of the entry from someone familiar with the nomination but other than the nominator and/or staff/consultant.
- 6) A digital copy in PDF format on CD-ROM of the document for which the Nomination is submitted.
- 7) One (1) set of **ten (10) digital images** (JPG or PDF format) with a brief narrative for each image. In the case of a video, **ten (10) video stills** of images in JPG format. **No PowerPoint Presentations.**

**\*The CD-ROM should also contain each of the above described documents in MSWord or Adobe PDF formats.**

**\*IES-APA does not automatically submit section winners to the State for award consideration. Each section winner will be responsible for preparing and sending the State awards package application, pursuant to the State policy guidelines. Refer to the CCAPA website for submission details. (<http://www.calapa.org>)**

**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 Section for all decisions made on this nomination and will work with the IES-APA Awards Coordinator to obtain additional information and materials as needed.

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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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*eMail Address*

- B. Support Persons:** 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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*Contact Name #1*

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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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*eMail Address*

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*Contact Name #2*

---

*Organization*

---

*Title*

---

*Address*

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*City and Zip code*

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*Phone #*

*Fax #*

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*eMail Address*

**D. Certification: Awards Coordinator application package certification.**

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 the *2008 IES-APA Awards Program Policy* document.

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Signature of Section Awards Coordinator / Date

**IES-APA**

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Section

**E. Acknowledgement: Release to post submission documents on IES-APA website and media outlets.**

I understand that all winning documents may be placed upon the IES-APA.org website.

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Signature of Nominator / Date

## **2008 IES-APA Awards Program Application Submission Instructions.**

### **NOMINATION SUBMITTAL REQUIREMENTS**

- 1) 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.
- 2) All submissions must be received by the **Friday, March 21, 2008** deadline and strictly follow the requirements outlined in the IES-APA Awards Policy and the Awards Application Form.
- 3) Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the IES-APA Awards Coordinator.
- 4) Submissions may be entered in only one awards category or subcategory.
- 5) Specific program, projects, reports, processes, and ordinances may only be nominated for an IES-APA award once.
- 6) IES-APA will notify each Nominator the status of their application after the jury review. A written letter acknowledging submission and award receipt, if applicable, will be sent.

### **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 and 1 Master Copy) to:  
  
City of Ontario / Planning Department  
*c/o John Earle Hildebrand III*  
303 East B Street  
Ontario, CA 91764  
P: (909) 395-2418
- 3) Submittal Deadline: **Friday, March 21, 2008.**
- 4) 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.