



2011 IES-APA AWARDS PROGRAM APPLICATION

*Nominations for the Inland Empire Section of the American Planning Association Planning Awards are due by **Friday, March 18, 2011**. Materials received after this date will not be accepted and will not be returned.*

I nominate _____
for a 2011 IES-APA Award in the category of _____

The following materials are mandatory. Submissions lacking these materials will not be considered. (***Please note the 2011 application submittal changes.**) One (1) bound hard copy labeled as “**Master Copy**”, which should contain printed versions of the 7 items listed below. Seven (7) sets of CD-ROMs which should include digital versions of the 7 items listed below. (***One of the 7 CD-ROM sets is to be included within the bound “Master Copy”.**)

- 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.**

***Please contact the IES-APA Awards Coordinator should you have any questions regarding the submission requirements.**

***IES-APA does not automatically submit Section winners to the Chapter/State for award consideration. Each Section winner will be responsible for preparing and sending the Chapter/State awards package application, pursuant to the Chapter/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.

Name

Organization

Title

Address

City and Zip code

Phone #

Fax #

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.)*

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.

Contact Name #1

Organization

Title

Address

City and Zip code

Phone #

Fax #

eMail Address

Contact Name #2

Organization

Title

Address

City and Zip code

Phone #

Fax #

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 *2011 IES-APA Awards Program Policy* document.

Signature of the Section Awards Coordinator / Date

IES-APA

Section

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

I understand that any/all documents submitted to IES-APA as part of the application package may be used on the Section's website, other media outlets, or for other promotional purposes.

Signature of Nominator / Date

2011 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 Awards Panel unless seven (7) sets are submitted.
- 2) All submissions must be received by the **Friday, March 18, 2011** 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 panel 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 Packages to:

City of Ontario / Planning Department
c/o John Earle Hildebrand III
303 East "B" Street
Ontario, CA 91764
(909) 395-2418
- 3) Submittal Deadline: **Friday, March 18, 2011.**
- 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 Chapter/State Awards Program, you are strongly advised to retain a copy of all information submitted to IES-APA.