



**American Planning Association
California Chapter - Central Section**

Counties of Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono,
Stanislaus, Tulare, and Tuolumne

**2024 Central Section Planning Awards
APPLICATION FORM**

Submittal Deadline: Friday, March 15, 2024

Agency/Person/Firm Nominated:

2024 Central Section APACA Planning Award Category:

(Use the APA California Planning Awards Program Policy for the Award Categories and Process Guidelines)

Award should be made out to: *(Award winner name and/or firm)*

(This completed application form should be submitted via Digital Submission File)

NOMINATION INFORMATION

It is imperative that all of the following documentation is provided in full, including e-mail and phone numbers. *(To be submitted via email as a Digital File Submission)*

Primary Award Recipient: If this submission is for an individual, the person’s contact information must be listed.

Name _____ Title: _____

Organization _____

Address _____ City: _____

Zip Code _____ Phone: _____ Fax: _____

E-mail _____ Website: _____

Nominator: The Nominator will be considered the primary communications contact to the Central Section for all decisions made on this nomination and will work with Central Section Awards Coordinator to obtain additional information and materials.

Name _____ Title: _____

Organization _____

Address _____ City: _____

Zip Code _____ Phone: _____ Fax: _____

E-mail _____ Website: _____

Recognition: Other supporting individuals/organizations who contributed that you wish to be recognized. Limit to maximum two individuals/organizations. Please make sure that spelling and content below is accurate and written legibly.

Name: _____ Organization: _____

Name: _____ Organization: _____

Acknowledgement of Nominator/Award Recipient

I acknowledge that the submitted work was done by the parties credited in the Central Section Awards Application Form, and that the work meets the appropriate nomination submittal requirements listed in the most current APACA Awards Program Policy.

Signature of Nominator

Printed Name of Nominator

Date

INSTRUCTIONS FOR SUBMITTING CENTRAL SECTION PLANNING AWARDS APPLICATIONS

All awards submittals and categories must be in compliance with the latest version of the APA California Awards Program Policy. Please refer to APACA website at:

www.apacalifornia.org/events/awards-program/

CENTRAL SECTION APA NOMINATION SUBMITTAL REQUIREMENTS

(This application is for Central Section Award submittals only)

1) **ONE (1) Digital Copy** of the “2024 Central Section Planning Awards Application Form and Summary page” must be included with each award submittal. **DO NOT SUBMIT ANY PAPER COPIES OF YOUR APPLICATION MATERIALS.**

2) **All nominations must be submitted in electronic format via email or file upload (Dropbox link, etc.) to the email address listed at the bottom of this form. ONE (1) copy of the Digital Submission Files of the items listed below must be submitted.**

Each Digital Submission File award submittal must be labeled with the name of the nomination.

Please place each of the following information in separate directory folders in the Digital Submission Files. The following items must be submitted:

☐ **APPLICATION AND SUMMARY DESCRIPTION:** The completed 2024 Central Section Planning Awards Application Form.

☐ **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) of the document for which the nomination is submitted. The document can be submitted as a separate Digital Submission File. If submitted as a separate Digital Submission File, please make sure to label each of Digital Submission Files accordingly.

☐ **IMAGES:** Up to **TEN (10)** digital images in **JPEG** format. **PowerPoint presentations may be used, but limited to 10 slides.** The images should be representative of the nomination. Please include a brief sentence identifying or describing each slide. Leadership Award Nominations need only to supply **three (3) images** of the individual nominated.

3) **All submissions must be received by Friday, March 15, 2024.** They must also strictly follow the requirements outlined in the APA California Awards Program Policy and the 2024 Central Section Planning 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 Section Awards Coordinator.
- 5) Submissions may be entered in only one awards category or subcategory.
- 6) Specific programs, projects, reports, processes, and ordinances may only be nominated for a Central Section Planning Award **once**.

All materials submitted will not be returned. **You are strongly advised to retain a copy of all information submitted to the Central Section in the event that you need to submit to the State Chapter APA Awards Nominations Committee.**

REMEMBER

2024 State Chapter Awards nominations are scheduled for submission on
May 15, 2024
(Tentative)

Submit Nomination Package to:

Rob Terry, MPA AICP
Cen Cal APA Awards Coordinator
rob.terry_MPA@outlook.com