



SVS APA 2017 AWARDS APPLICATION FORM

*Nominations for the SVS APA Planning Awards
are due by 5pm on Friday, April 7, 2017*

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

I nominate

(Name of project, plan, effort, tool, document, initiative, individual, firm, agency, organization, or publication, etc.)

For an APA California 2017 Award in the category of



SVS APA CALIFORNIA 2017 AWARDS APPLICATION FORM

NOMINATION INFORMATION

Nominator

The Nominator will be considered the primary contact to SVS for all decisions made on this nomination and will work with SVS staff to obtain additional information and materials.

Name _____ Title _____

Organization _____

Address _____ City _____

Zip Code _____ Phone _____ Email _____

Primary Award Recipient

Name _____ Title _____

Organization _____

Address _____ City _____

Zip Code _____ Phone _____ Email _____

Website _____

Recognition

Other supporting individuals/organizations who contributed that you wish to be recognized at the Awards Ceremony. Limit to maximum five individuals/organizations, and place in order to be listed. Please make sure that spelling and content below is accurate.

Name _____ Organization _____

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 eligibility and nomination submittal requirements listed in Sections III and IX of the APA California Awards Program Policy (adopted in 2015).

Signature of Section Awards Coordinator

Date

Printed Name of Section Awards Coordinator

Section

Acknowledgement of Nominator

I acknowledge that the submitted work was done by the parties credited in this Awards Application Form, and that the work meets the eligibility and nomination submittal requirements listed in Sections III and IX of the APA California Awards Program Policy (adopted in 2015). I understand that all winning documents will be placed on the California Chapter website under Award Winners.

Signature of Nominator

Date

Printed Name of Nominator

INSTRUCTIONS FOR SUBMITTING APA CALIFORNIA PLANNING AWARDS APPLICATIONS

NOMINATION SUBMITTAL REQUIREMENTS

- 1) **All nominations must be submitted in electronic format (CD-ROM, DVD or USB flash drive)** and sent to/dropped off to Jessica Law, Awards Coordinator at Delta Stewardship Council, 980 9th Street, Suite 1500, Sacramento 95814 or emailed to Jessica.Law@deltacouncil.ca.gov. **Additional materials will not be kept or reviewed by the Awards Jury.**
- 2) **The following items must be either emailed or submitted on one CD-ROM, DVD, or USB flash drive.** Each award submittal CD-ROM, DVD, or USB flash drive must be labeled with the name of the project and the appropriate award category. The following items must be submitted:
 - ✓ **APPLICATION:** The completed SVS APA California 2017 Awards Application Form.
 - ✓ **SUMMARY DESCRIPTION:** One page summary description of the submission or in the case of an individual, a 1 page resume. In addition, provide a 2-3 sentence executive summary description.
 - ✓ **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 (OPTIONAL):** 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, DVD, or USB flash drive of the document for which the nomination is submitted, or link to the project webpage.
 - ✓ **IMAGES:** Five (5) high-resolution (1024x768 or larger) 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 the cover page of a document and/or a representative graphic(s). Please also include a brief sentence identifying or describing each slide. Leadership Award nominations need only to supply two to three images of the individual nominated.
- 3) All submissions must be received by the April 7, 2017 deadline and strictly follow the requirements outlined in the APA California Awards Policy (adopted in 2015) and the 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 OF MATERIALS

Supplemental supporting materials, such as audio, video, or electronic presentation are optional. 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, FedEx, courier service, etc. Please do **NOT** request a signature for your package. Please use the tracking number to confirm delivery.

2) **Submit Nomination Package**

(1 CD-ROM, DVD or USB flash drive to:

Jessica Law
Delta Stewardship Council
980 9th Street, Suite 1500
Sacramento, CA 95814

3) **Submittal Deadline: Friday, April 7, 2017.**

4) **SVS APA will confirm receipt** of your submittal, through e-mail, by 5pm on April 11, 2016. If you have not heard from SVS APA by that time, and your shipper has indicated delivery of your package, feel free to contact Jessica Law by email at Jessica.Law@deltacouncil.ca.gov.

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 SVS APA.**