



American Planning Association
California Chapter
Orange Section

APA ORANGE SECTION 2023 AWARDS APPLICATION FORM

*Nominations are **due by 5:00 p.m. on Friday, March 10, 2023.***

Materials received after this date will not be accepted.

Name of Nominated Project, Plan, Program, Organization or Person

Award Nomination Category



APA ORANGE SECTION 2023 AWARDS APPLICATION FORM

Nominator

The Nominator is the primary contact for all decisions made on this nomination and will work with the Orange Section Awards Chair to obtain additional information and materials.

Name _____ Title _____

Organization _____

Address _____

Phone _____ Email _____

Primary Award Recipient

Name _____ Title _____

Organization _____

Recognition

One trophy will be provided without cost by the Orange Section. List the name(s) and/or organization(s) as you would like them printed on the trophies and address of trophies to be sent if necessary:

Trophy 1 Recipient Name _____

Recipient Organization _____

Address _____

Other supporting individuals/organizations will be recognized during the awards ceremony presentation. List a maximum of five individuals/organizations in order to be recognized at the ceremony.

	Name(s)	Organization(s)
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Trophies

If selected to win an APA Orange Section Award, how does the recipient plan to obtain their award?

- ☐ Receive in-person at Awards Ceremony ☐ Mail to the following address:

If selected to win an APA Orange Section Award, the recipient may purchase additional trophies at their own expense. Additional trophies would cost roughly \$60.00-\$80.00 each, and recipients would be invoiced prior to placing the trophy order.

Would the recipient be interested in purchasing additional trophies if selected as a winner?

- ☐ Yes, we would like to purchase additional trophies. ☐ No

Quantity: _____

Additional Trophy Order Form:

	Name	Organization
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

*Any trophies not picked up in-person at the Awards Ceremony will be mailed to the mailing address listed above unless otherwise indicated.

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 II and III of the current APA Orange Section Awards Program Policies and Nomination Guidelines.

Signature of Nominator

Date

Printed Name of Nominator

Eligibility Requirements

1. The work being nominated must have occurred within Orange County.
2. Any plan, project, program, tool, process, report, or ordinance entered must have been published, implemented, or completed within three years of the date of submission. Published drafts of plans are not acceptable. This does not include the Implementation Award category.
3. Any plan, project, program, tool, process, report, or ordinance may only be entered in one award category per award year.
4. The Awards Jury can, at their discretion, move an application to another more appropriate category, if it is felt the application was submitted incorrectly or is better represented in another category.
5. Eligibility to submit for a California Chapter award requires an Excellence or Merit award at the Orange Section level in the same award category to proceed to the Chapter awards program.
6. Recipients of the Planning Advocate award are ineligible to receive the same award for ten (10) years after accepting it.
7. An individual may not nominate himself/herself (the individual) for an award. Anyone working on a plan or project may nominate that plan or project for an award.
8. Nominators may not be related by blood or marriage to any individual they wish to nominate.
9. Members of the Awards Jury are not eligible to nominate or to receive individual awards.

Full details regarding eligibility requirements, award categories and evaluation criteria found here: https://www.dropbox.com/s/7p1q08l5h9snqcg/OC_APA_Award_Nomination_Guidelines_Updated%202.15.23.pdf?dl=0

Nomination Submittal Requirements

All awards applications must include a summary description, award criteria discussion, letter of support, project or plan PDF, and project images. All documents must be uploaded to Dropbox using the correct naming convention:

<https://www.dropbox.com/request/GREVSdoxMgZMSqcsKBq>

Submitted files must use the following naming convention:

Nomination Category – Nominee – Project Name – File Name

Example:

Best Practices – City of Orange – Orange Eichler Design Standards – Application

Best Practices – City of Orange – Orange Eichler Design Standards – Summary Description

Best Practices – City of Orange – Orange Eichler Design Standards – Award Criteria Discussion

Submissions made without the proper naming convention will be rejected. The following materials must be included with every submission:

1. **APPLICATION:** The completed Orange Section Awards Application Form.
2. **SUMMARY DESCRIPTION:** A one-page summary description of the submission or in the case of an individual, a one-page resume. This is an opportunity to provide basic project information and provide context for the award criteria discussion. If chosen as the award winner, all or portions of the summary description may be used for the presentation at the Awards ceremony.
3. **AWARD CRITERIA DISCUSSION:** A one- to two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under the award category. Information regarding award category evaluation criteria found here: https://www.dropbox.com/s/7p1q08I5h9snqcg/OC_APA_Award_Nomination_Guidelines_Updated%202.15.23.pdf?dl=0
4. **LETTER(S) OF SUPPORT:** Provide at least one, but no more than five, one-page letters in support of the entry from someone familiar with the nominated project or person. Neither the nominator nor any member of the project team is eligible to write a letter of support.
5. **PROJET OR PLAN:** Provide a PDF of the nominated document or plan. If nominating a long document or a series of plans, please save them as a single PDF. Do not provide a separate PDF for each chapter or graphic.
6. **IMAGES:** Five (5) to ten (10) high-resolution digital images in JPEG, TIFF, or PNG format. The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please also include a document that lists all image names and provide a brief caption for each image. Leadership Award nominations need only supply two to three images of the individual nominated.
7. **150-WORD SUMMARY:** An abbreviated summary that will be used for the awards presentation and/or publicity materials. Please include the following information:
 - a. Name of project/plan/person nominated.
 - b. Why the project/plan/person was nominated.
 - c. 3-4 sentences about how the nomination meets the awards criteria.

8. **OPTIONAL:** Any relevant additional digital materials not expressly requested are welcome. Resumes of individuals, published reports or articles, audio or video materials, and other materials appropriate to the submission. These materials should be concise, given the limited time available for Jury deliberations.

All submissions must be received by the **5:00 p.m. on Friday, March 10, 2023**, and strictly follow the requirements outlined in the current APA Orange Section Awards Program Policies and Nomination Guidelines.

Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Orange Section Awards Chair. For questions or assistance, please contact Amy Vazquez at avazquez@sagecrestplanning.com.