



## APA LOS ANGELES 2019 AWARDS APPLICATION FORM

*Nominations for the APA Los Angeles Planning Awards are due by:*

*11:59 P.M., Friday, March 22, 2019.*

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

***I nominate:***

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

***For an APA Los Angeles 2018 Award in the following category:***

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(Indicate the nomination category number and title.)

**Project Summary:** 500 word maximum description of the project, plan, or individual. may be typed below attached to this PDF.

**Award Criteria: 500 word maximum explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category. May be typed below or attached to this PDF.**

# APA LOS ANGELES 2019 AWARDS APPLICATION FORM

This form is also available at [www.apalosangeles.org](http://www.apalosangeles.org)  
All nominations must be received by March 22, 2019.

## Nominator

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

Name \_\_\_\_\_ Title \_\_\_\_\_  
Affiliation/Organization/Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Primary Award Recipient

Name \_\_\_\_\_ Title \_\_\_\_\_  
Date published, implemented, or completed (if applicable) \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Recognition

Primary Individual(s) and/or Organization(s) to be listed on trophy/plaque if chosen as winner(s). (Limit to maximum five individuals/organizations. Place in order to be listed. Please make sure that spelling and content is accurate.)

Name _____	Organization _____
Name _____	Organization _____
Name _____	Organization _____
Name _____	Organization _____
Name _____	Organization _____

## 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 appropriate nomination submittal requirements. I understand that any entry which fails to meet submissions requirements may be disqualified.

\_\_\_\_\_  
Nominator

\_\_\_\_\_  
Date

SUPPORTING DOCUMENTS ALSO REQUIRED.

## ELIGIBILITY

- Submissions may be entered in only one category.
- Any project or program must have been published, implemented, or completed in the **3 years** prior to the date of submission.
- Prior award winners may not be nominated.
- Members of the California Chapter APA Board may not receive a leadership or service award during his or her term.

## NOMINATION SUBMITTAL REQUIREMENTS

1. **All nominations and supporting documents must be submitted in electronic format via email.** Please place each of the following electronic files in a zipped folder. Each award submittal must be labeled with the name of the project and the appropriate award category. The following items must be submitted:
  - Nomination Form:** This completed form, which is also available online at [www.apalosangeles.org](http://www.apalosangeles.org).
  - Letter of Support:** A statement of support by someone not directly associated with the project and other than the nominator (1 minimum, 5 maximum, no more than 1 page).
  - Project/Plan or Resume:** A digital copy in PDF format of the project/plan document or resume (for individual awards) for which the nomination is submitted.
  - Images:** At least one and up to ten (10) high-resolution (1024x768 or larger) digital images in JPEG or PNG format. No PowerPoint Presentations. The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please save all images in one subfolder.
2. All submissions must be received by the **March 22, 2019 deadline** and strictly follow the requirements outlined in this application form.

## MANDATORY SUBMITTAL REQUIREMENTS

1. **You must submit nominations** by emailing a a **ZIPPED FOLDER** with your Nomination Package to: [awards@apalosangeles.org](mailto:awards@apalosangeles.org)
2. **Submittal Deadline: 11:59 p.m., Friday, March. 22, 2017.**
3. **APA Los Angeles will confirm** receipt of your submittal, through e-mail, by 5pm on March 25, 2019. If you have not heard from APA Los Angeles by that time feel free to contact Winnie Fong or Clare Kelley by email at [awards@apalosangeles.org](mailto:awards@apalosangeles.org).

## QUESTIONS?

For more information regarding nominations, digital submissions, project eligibility or appropriate nomination categories, please contact:

Winnie Fong or Clare Kelley  
APA Los Angeles Vice Director of  
Awards [awards@apalosangeles.org](mailto:awards@apalosangeles.org)