



American Planning Association
Michigan Chapter

Making Great Communities Happen

**Michigan Chapter of the American Planning Association (APA MI)
2010 Awards Application Form**

I nominate _____ for a 2010 Award for Planning.

This submission is to be entered in the category of:

The following attachments are mandatory. Submissions lacking this information will not be considered. Be sure to review the individual eligibility and criteria requirements for the specific award category you which to submit a nomination.

General Submission Information

- All application forms must be signed by the nominator/entrant. Submissions lacking required signatures may be disqualified.
- The awards committee's procedures prohibit any communication with jurors on behalf of an entry. Such communication is reason for disqualification.
- Winning entries become the property of the APA MI and will not be returned. Other entries can be returned after the conference, upon request by the nominator.

Application/Submission Requirements

Five collated sets of the application form and all supporting materials must be submitted. APA MI is not responsible for assembling, collating, or copying submission material.

The components of a nomination/application include:

1. Application form.
2. One-page summary of the entry (200 – 400 words).
3. Two-page narration of how the entry meets the award criteria (400 – 800 words).
4. Submission of at least three (3) but no more than five (5) letters of support. (Letter(s) should offer support for the value of the nominated effort; Letter(s) may not be written by the nominator of the submission, by the nominated



individual, or by anyone who directly worked on the project; Comments from stakeholders involved with the subject of the nomination are encouraged.

5. Digital images that are copyright free with captions.

All award nominations photos for **Planning Excellence Awards** must include 10 digital, copyright-free images (.jpeg format) with photo captions.

- Ten (10) digital (.jpeg format) images.
- Images must be copyright-free.
- Images should provide context and show the award nomination's positive or intended results.
- Images should supplement what exists in the submission package.
- Each image is limited to a maximum 600 kilobytes (KB).
- Each image must include a photo caption. Captions must be between 15 and 25 words each.
- Photo collages and PowerPoint presentations are not acceptable.

**Submit only images that are not copyrighted and may be reproduced by APA without a fee, charge, or copyright infringement.*

Photos for **Planning Leadership** Award Nominations

- Include at least one (1) recent picture of the individual.
- Include five (5) additional photos that are representative or illustrative of the person's most significant professional work and endeavors.
- Pictures taken of the nominee while on personal leave, vacation, or in non-work-related settings should not be included.
- Each photo must include a caption. Captions must be between 15 to 25 words.

Image captions

Captions must accompany all submitted photos. Captions must be between 15 to 25 words each.

Optional supplemental materials

Supplemental documentation may be included with the nomination. Attach materials to the awards nomination (limited to 30MB of space).

6. \$50.00 (\$100 non-members) application fee. There is no fee for Leadership Awards. **Check or money order shall be made payable to Michigan Association of Planning.**

To ensure anonymity, no part of any entry for Planning Excellence awards shall contain anything that would serve to identify the person, firm, or agency who prepared the plan or project except the application form.

Applications will not be considered unless all of the above information is submitted.



General Eligibility Requirements

- Any plan, project, program, tool, process, report, or ordinance entered must have been published, implemented, or completed within **three** (3) years of the date of submission.
- Recipients of the Planning Leadership awards are ineligible to receive the same award for 10 years after accepting it.
- Members of the APA MI Conference Committee, APA MI staff, and APA MI Board of Directors are not eligible to enter or to receive individual awards. These individuals may not attempt to influence or affect the outcome of the jury process for projects nominated in other award categories.

Judging and Awards Ceremony

- The APA MI Board of Directors is not involved in the selection process and is not aware of the entries submitted for consideration until after the jury has rendered its decision. Judging for the Planning Excellence awards will be performed by three prominent community planners from a major region outside of Michigan in July.
- Judging for other categories will take place instate. Jurors are under no obligation to grant an award in any category or sub-category. Nominators of submissions will be notified confidentially by mail. Official announcements of the winning submissions will be made after all nominators have been notified.
- Projects/plans are not judged in competition with other entries, but to the extent that the project meets the award criteria.
- Presentations will be made at APA MI's annual conference, *Planning Michigan*. Award winners receive plaques and are featured in a multimedia presentation at the conference and in the *Michigan Planner*.

Submission Coordinator: Please provide the name of an individual to act as your submission coordinator. The submission coordinator will work with the Association's awards coordinator to obtain additional information and materials from winning entries in preparation for the annual awards presentation.

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Fax: _____

Email: _____



Contacts: Please provide 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.

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ Fax: _____

Email: _____

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ Fax: _____

Email: _____

Nominator:

Name: _____ Title: _____

Company/Organization: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ Fax: _____

Email: _____



Verification of Submission: I certify that the submitted work was done by the parties credited and meets all eligibility requirements. I understand that any entry that fails to meet submission requirements may be disqualified. Signer must be authorized to represent those credited.

Signature of Nominator: _____ Date: _____

Application Fee (if Applicable) \$ _____

AWARDS MUST BE RECEIVED IN THE MAP OFFICE NOT LATER THAN: **WEDNESDAY, MAY 19, 2010, 4:30 P.M.**

Mail submissions to:

Michigan Association of Planning
219 S. Main Street, Suite 300
Ann Arbor, MI 48104
Phone (734) 913-2000 Fax (734) 913-2061

