

# Nomination Requirements

The following details what is required for majority of the award nominations for the Planning Excellence and Leadership Awards. Be sure to review the individual eligibility and criteria requirements for the specific award category you which to submit a nomination.

## General Submission Information

The components of a nomination include:

- Application form
- One-page summary of the entry (200 – 400 words)
- Two-page narration of how the entry meets the award criteria (400 – 800 words)
- Submit 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
- Digital images that are copyright free with captions

All award nominations 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 MI without a fee, charge, or copyright infringement.*

## Photos for 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.

### **Entry Fee, If Applicable**

An entry fee is required for all award nominations EXCEPT the following award categories:

- Student Project Award
- Professional Planner Award
- Outstanding Community Administrator
- Helen S. Willis Outstanding Commissioner Award

The fee for award categories not listed above are:

- \$50 per nomination for APA MI members
- \$100 per nomination for non-APA MI members

Fees must be paid by check. Cash payments are not accepted.