



2019 Awards Application Form | Michigan Chapter of the American Planning Association (APA MI)

I nominate _____ to be entered
(Name of person)

in the category of: _____

APPLICATION DEADLINE: WEDNESDAY, MAY 1, 2019

Submission Coordinator/Nominator: Please provide the name of an individual to act as your submission coordinator/nominator. This individual 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 (in addition to the coordinator/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: _____

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 Coordinator/Nominator: _____ Date: _____

Application Fee (if Applicable) \$ _____

- \$50.00 (Member) \$100 (Non member) No fee for Leadership Awards

PAYMENT INFORMATION: Master Card Visa

Card Number _____ Expiration _____ 3 Digit Security Code _____



General Submission Information

- Nominations must be digitally signed by the nominator/entrant and **emailed to showard@planningmi.org**
- MAP/APA MI is not responsible for assembling, collating, or copying submission material.
- The awards committee's procedures prohibit any communication with jurors on behalf of an entry. Such communication is reason for disqualification.

Required Content – two separate PDF's must be submitted.

- 1) **The nomination form.**
The nomination form must be submitted electronically as a separate pdf –this form will not be sent to jurors.
- 2) **An additional PDF document that includes the summary, narration, and letters of support.**
- 3) **Digital images** – Three (3) **digital** (.jpeg format) images (see details below)

The following content is mandatory. Submissions lacking this information will not be considered. Be sure to review the individual eligibility and criteria requirements for the specific award category that you wish to submit a nomination. Contact showard@planningmi.org with questions.

Planning Leadership Award Nominations include:

1. The application form.
2. One-page summary and narration of how the entry meets the award criteria (400 – 800 words).
3. Submission of at least three (3) but no more than five (5) letters of support. Letters should offer support for the value of the nominated effort. Letters 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.
4. All award nominations must include digital images, requirements are as follows:
 - Include at least one (1) recent picture of the individual these photos may be submitted as separate attachments.
 - Include two (2) 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 5 to 25 words.

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



General Eligibility Requirements

- 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 Leadership awards will take place in-state. Jurors are under no obligation to grant an award in any category. Nominators of selected submissions will be notified confidentially by email. Official announcements of the winning submissions will be made after all nominators have been notified.
- Presentations will be made at APA MI's annual conference, *Planning Michigan*. Award winners receive plaques and are featured in a presentation at the conference and in the *Michigan Planner* magazine.

Leadership Award Categories

- Planning Advocate
- Leadership Award for a Professional Planner
- Outstanding Community Administrator's Award
- Helen S. Willis Outstanding Commissioner Award

