



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

I nominate \_\_\_\_\_ to be entered  
(Name of project, plan, effort, tool, document, initiative, individual, firm, agency, organization or publication, etc.)

in the category of  Outstanding Undergraduate Student Award  Outstanding Graduate Student Award

**APPLICATION DEADLINE: FRIDAY, MAY 17, 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](mailto: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 (2) 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, letters of support, and digital images**

**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. If you wish to include Master Plans or other large documents, they may be submitted as a separate attachment. Contact [showard@planningmi.org](mailto:showard@planningmi.org) with questions.

## Student Award Nominations include:

- 1) The 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. 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.
- 5) All award nominations must include digital images, requirements are as follows:
  - a) Ten (10) **digital** (.jpeg format) images – these photos may be submitted as separate attachments. Images must be copyright-free. *Submit only images that are not copyrighted and may be reproduced by APA MI without a fee, charge, or copyright infringement.*
  - b) Images should provide context and show the award nomination's positive or intended results.
  - c) Images should supplement what exists in the submission package.
  - d) Each image is limited to a maximum 600 kilobytes (KB).
  - e) Each image must include a photo caption. Captions must be between 15 and 25 words each.
  - f) Photo collages and PowerPoint presentations are not acceptable
- 6) If you wish to submit the actual plan, project or paper in its entirety electronically, you may do so, but it is not required.

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



## General Eligibility Requirements

A project may be submitted for an award more than once. However, if that project wins an award, it may not be submitted again. MAP encourages winners of this award to submit for the APA Student award.

1. A nomination for this award may be submitted by **either**:
  - The head of a university planning or planning-related program,
  - A faculty member of a university planning or planning-related program, or
  - The duly elected or appointed Planning Student Organization (PSO) Student Representative of a program.
2. Student projects or student papers completed in the previous three years are eligible.

**NOTE:** Students or faculty can prepare and submit nominations.

## 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 of student awards will take place in-state. Jurors are under no obligation to grant an award in any category or sub-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.
- 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 presentation at the conference and in the *Michigan Planner* magazine.

### **OUTSTANDING STUDENT AWARD CATEGORIES**

- Undergraduate
- Graduate

