



SVS APA 2018 AWARDS APPLICATION FORM

*Nominations for the SVS APA Planning Awards
are **due by 5PM on Friday, April 20, 2018***

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

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

For an APA California 2018 Award in the category of



SVS APA CALIFORNIA 2018 AWARDS APPLICATION FORM

NOMINATION INFORMATION

Nominator

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

Name _____ Title _____

Organization _____

Address _____ City _____

Zip Code _____ Phone _____ Email _____

Primary Award Recipient

Name _____ Title _____

Organization _____

Address _____ City _____

Zip Code _____ Phone _____ Email _____

Website _____

Recognition

Other supporting individuals/organizations who contributed that you wish to be recognized at the Awards Ceremony. Limit to maximum five individuals/organizations, and place in order to be listed. Please make sure that spelling and content below is accurate.

Name _____ Organization _____

Name _____ Organization _____

Name _____ Organization _____

Name _____ Organization _____

Name _____ Organization _____

Acknowledgment 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 eligibility and nomination submittal requirements listed in Sections III and IX of the [APA California Awards Program Policy](#). I understand that all winning documents may be placed on the Sacramento Valley Section website.

Signature of Nominator

Date

Printed Name of Nominator

INSTRUCTIONS FOR SUBMITTING SVS APA PLANNING AWARDS APPLICATIONS

NOMINATION SUBMITTAL REQUIREMENTS

- 1) **All nominations must be submitted via email or in electronic format on a CD-ROM, DVD or USB flash drive.**
Please do not submit any paper copies of your materials. **Additional materials will not be kept or reviewed by the Awards Jury.** Nomination packages should be mailed/dropped off **Amy Yang, Awards Coordinator, at Mintier Harnish, 1415 20th Street, Sacramento 95811** or emailed to **amy@mintierharnish.com**.
- 2) **The following items must be submitted with each nomination package.**
Each award submittal CD-ROM, DVD, or USB flash drive must be labeled with the name of the project and the appropriate award category. If emailing in the awards submittal, please clearly label each attachment and use the following subject line: **SVS APA 2018 Awards nomination for [insert project name] - [insert award category]**. The following items must be submitted:
 - ✓ **APPLICATION:** The completed SVS APA California 2018 Awards Application Form.
 - ✓ **SUMMARY DESCRIPTION:** Provide a two-three sentence executive summary and a one-page summary description of the submission. In the case of an individual, provide a one-page resume.
 - ✓ **AWARD CRITERIA:** One- or two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category. Refer to the "Eligibility Requirements" section in the [APA California Awards Program Policy](#) document for detailed descriptions of requirements.
 - ✓ **LETTER(S) OF SUPPORT (OPTIONAL):** At least one (1) but no more than five (5) one-page letters in support of the entry from someone familiar with the nomination but other than the nominator and/or staff/consultant.
 - ✓ **PROJECT OR PLAN:** A digital copy of the project document in PDF format as an email attachment, or on CD-ROM, DVD, or USB flash drive for which the nomination is submitted. Option to provide link to the project webpage.
 - ✓ **IMAGES:** Five to ten (5-10) high-resolution (1024x768 or larger) digital images in JPEG format. **No Powerpoint Presentations.** The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please include the cover page of a document and/or a representative graphic(s). Please also include a brief sentence/caption identifying or describing each image. Leadership Award nominations need only to supply two to three images of the individual nominated.
- 3) **All submissions must be received by April 20, 2018 at 5PM** and strictly follow the requirements outlined in the [APA California Awards Program Policy](#) (adopted 2017) and this Awards Application Form.
- 4) Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Vice President for Administration.
- 5) Submissions may be entered in only one awards category or subcategory.
- 6) Specific program, projects, reports, processes, and ordinances may only be nominated for an SVS APA award once.

OPTIONAL SUBMITTAL OF MATERIALS

Supplemental supporting materials, such as audio, video, or electronic presentation are optional. These materials should be succinct, given the limited time available for Jury deliberations.

MANDATORY SHIPPING/DELIVERY REQUIREMENTS

1) **If mailing**, you must ship nominations through any vendor that documents and guarantees receipt, such as UPS, FedEx, courier service, etc. Please do **NOT** request a signature for your package. Please use the tracking number to confirm delivery.

2) **Submit Nomination Package**

Mail/drop off one (1) CD-ROM, DVD or USB flash drive to:

Amy Yang
Mintier Harnish
1415 20Street
Sacramento, CA 95811

Or, email the nomination package to amy@mintierharnish.com. Please use the following subject line: **SVS APA 2018 Awards nomination for [insert project name] - [insert award category]**.

3) **Submittal Deadline: Friday, April 20, 2018, 5PM.**

4) **SVS APA will confirm receipt** of your submittal through email by 5PM on April 23, 2018. If you have not heard from SVS APA by that time, and your shipper has indicated delivery of your package, feel free to contact Amy Yang by email at amy@mintierharnish.com.

5) Due to time and cost factors, nomination materials, including digital images, will not be returned. Therefore, if you ultimately plan to submit a nomination to the APA National Awards Program, **you are strongly advised to retain a copy of all information submitted to SVS APA.**