



**SVS APA 2019 AWARDS APPLICATION FORM**

*Nominations for the SVS APA Planning Awards  
are due by 5PM on Friday, April 15, 2019*

*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 2019 Award in the category of

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# SVS APA CALIFORNIA 2019 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.

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Signature of Nominator

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Date

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Printed Name of Nominator

# INSTRUCTIONS FOR SUBMITTING SVS APA PLANNING AWARDS APPLICATIONS

## NOMINATION SUBMITTAL REQUIREMENTS

1) **All nominations must be submitted via email.**

Please do not submit any paper copies or electronic versions (e.g., flash drive, CD-ROM) of your materials. **Additional materials will not be kept or reviewed by the Awards Jury.** Nomination packages should be emailed to **Amy Yang, Awards Coordinator**, at [amy@mintierharnish.com](mailto:amy@mintierharnish.com).

2) **The following items must be submitted with each nomination package.**

In the award submittal, clearly label each attachment. Please use the following subject line: **SVS APA 2019 Awards nomination for [insert project name] - [insert award category]**. The following items must be submitted:

- ✓ **APPLICATION**: The completed SVS APA California 2019 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, *other than* the nominator and/or staff/consultant. Address letters to *SVS APA Awards Selection Jury*.
- ✓ **PROJECT OR PLAN**: A digital copy of the project document in PDF format as an email attachment or link to project page.
- ✓ **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 15, 2019 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 SUPPORTING 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 DELIVERY REQUIREMENTS

**1) Submit Nomination Package**

Email the nomination package to **Amy Yang** at **amy@mintierharnish.com**. Please use the following subject line: **SVS APA 2019 Awards nomination for [insert project name] - [insert award category]**.

**2) Submittal Deadline: Monday, April 15, 2019, 5PM.**

**3) SVS APA will confirm receipt** of your submittal through email by 5PM on April 19, 2019. If you have not heard from SVS APA by that time, feel free to contact **Amy Yang** at **amy@mintierharnish.com**.

**4) Nomination materials will not be returned.** If you ultimately plan to submit a nomination to the APA State and/or National Awards Program, you are strongly advised to retain a copy of all information submitted to SVS APA.