



# 2019 APA Small Town & Rural Planning Division Awards Entry Form

**Award Category** (check one – complete a separate entry form for each nomination)

- |   |   |
|---|---|
| <input type="checkbox"/> Small Town and Rural Planner   | <input type="checkbox"/> Planning Initiative  |
| <input type="checkbox"/> Comprehensive Plan/Special Project Plan<br>Small Jurisdiction (Population 50k or less) | <input type="checkbox"/> Comprehensive Plan/Special Project Plan<br>Large Jurisdiction (Population 51k or more) |
| <input type="checkbox"/> Student Project  |   |

Project Name: \_\_\_\_\_

Nominee: \_\_\_\_\_

Population of Jurisdiction \_\_\_\_\_

Person Making Nomination: \_\_\_\_\_

STAR Division Member?  Yes or  No (mark one)

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ E-mail: \_\_\_\_\_

**Application** – Submission must be in electronic form (pdf file format) and may be made via e-mail, Dropbox (or similar file sharing service), FTP site or a mailed USB drive or CD-ROM. Submissions, regardless of jurisdiction size, must have a Small Town and/or Rural focus. Please note, all pictures and visuals submitted may be used in promotional material online, in presentations, or in written material. By submitting the following documents, you expressly consent to the use of all materials by STaR.

**A complete nomination package includes the following, and should be submitted as a SINGLE document:**

- Award Nomination Entry Form (this document);
- A Summary Statement indicating why the nominee merits the award;
- Images (at least 10) illustrating the work completed;
- A copy of a prepared news release with forwarding address;
- Any supporting reports, plans, articles, newsletters or other supporting documentation; and
- Letters in support of the nomination.

**The following materials are required and may be included as a separate link or document:**

- The plan or project report being nominated, or a resume/biography of the individual being nominated (Carol Thomas Award); and
- A check for the nomination fee made payable to APA STAR Division, \$25 if nomination is made by Division member, \$100 if nomination is made by a non-member; and

**Please note that all award winners will be asked to write a short article for the STaR Summer / Fall 2019 Newsletter**

**Submit Completed Electronic Entry Packets and Mail Checks to:**

STaR Awards Committee c/o Anna Laybourn  
Design Workshop  
120 East Main Street, Suite 100, Aspen, Colorado 81611  
Phone: 970 399-1408, Email: [alaybournaicp@gmail.com](mailto:alaybournaicp@gmail.com).

**Entries must be e-mailed or postmarked no later than 5pm Eastern Standard Time on January 18, 2019.**



## **2019 APA Small Town & Rural Planning Division Awards Categories and Review Criteria**

### **Carol Thomas Award for Small Town and Rural Planner**

Given to an individual in public service, academia or the private sector that has made an outstanding contribution to planning in their community.

### **Vernon Deines Award for Comprehensive Plan or Special Project Plan**

Given to an outstanding comprehensive plan or special project plan that addressed the development of a neighborhood, community, county or region.

### **John Keller Award for Planning Initiative**

Given to an outstanding initiative or program in public education, workshops, ordinances, or enforcement that promotes planning in small towns and rural areas.

### **James A. Segedy Award for Student Project**

Given to an outstanding project by a graduate or undergraduate class or individual that addresses a planning issue facing small town or rural areas.

Members of the Awards Committee (and their organizations) are not eligible for an award. Nominated plans, projects, programs and studies must have been completed within two years of the nomination submittal date. For Comprehensive Plans and Special Project Plans prepared by consultants, the award recipient shall be the client for whom the planning activity was conducted.

The STAR Executive Committee has appointed a five-member Awards Committee responsible for evaluating award nominees. All awards will be made at the sole discretion of the Awards Committee. The Committee may grant more than one award in each category.

The Awards Committee will use the following criteria in its consideration of award nominees:

- Innovation
- Quality
- Measurable results and implementation
- Role of Elected Officials
- Transferability
- Collaboration/Public Involvement
- Long-Term Sustainability and/or use of Smart Growth Principles