



American Planning Association
Making Great Communities Happen



NOMINATE

This guide is a printer-friendly version of the information available on APA's website.

NOMINATION PERIOD

The nomination period for the 2016 National Planning Awards is August 12, 2015 through September 11, 2015 at 5:00 p.m. (CST)

For questions about submitting a nomination, please contact Roberta Rewers at: 312.786.6395 or rrewers@planning.org.

The American Planning Association's National Planning Awards are the profession's highest honor. Presented for more than 50 years, the awards recognize outstanding community plans, planning programs and initiatives, public education efforts, and individuals for their leadership on planning issues.

NOMINATION PROCESS

- The nomination period for the 2016 National Planning Awards is August 12–September 11, 2015.
- All nominations must be submitted online. Please refer to each award category for specific criteria.
 - A plan, project, program, tool, process, report, or ordinance may only be entered once per award year.
 - Any project or plan occurring outside of the United States may only be entered in the The Pierre L'Enfant International Planning Award category.
 - An individual may submit more than one nomination, but may not submit the same plan or project in multiple award categories.

Entry fee

The entry fee for submitting a nomination is \$95 for APA members and \$225 for nonmembers. The HUD Secretary's Opportunity and Empowerment Award, Planning Pioneer, and Planning Landmark Awards do not have an entry fee.

2016 National Planning Award Categories

HUD Secretary's Opportunity and Empowerment Award

Daniel Burnham Award for a Comprehensive Plan

Best Practice

Grassroots Initiative

Implementation

Public Outreach

Communications Initiative

Transportation Planning

Environmental Planning

Urban Design

Economic Planning & Development

The Pierre L'Enfant International Planning Award

Advancing Diversity and Social Change in Honor of Paul Davidoff

Planning Advocate

Planning Firm

Planning Agency (public sector)

Emerging Planning & Design Firm

Planning Pioneer

Planning Landmark

ELIGIBILITY & INFORMATION

Any plan, project, program, tool, process, report, or ordinance must have been published, implemented, or completed within three (3) years of the date of submission except for the Implementation Award category.

Who can enter?

- Individual recipients are ineligible to receive the same award for 10 years after acceptance.
- Individuals cannot nominate themselves for an award.
- Nominators may not be related by blood or marriage to any individual they wish to nominate.
- Members of the APA Awards Jury, APA staff, APA Board of Directors, and AICP Commission are not eligible to enter or to receive individual awards. Any firm that employs APA members currently serving in national leadership positions is ineligible to be nominated.
- A nominated effort or individual does not have to win a chapter or division award to be eligible for a National Planning Award. If you nominated an entry for a chapter or division award, regardless of winning, you should consider submitting that nomination for a national award.
- Membership is not required, though APA members receive a reduced entry fee.

Nomination form

Each nomination requires the following components through the online nomination form:

- 1. Summary of entry (up to 250 words).**
- 2. Narration on how the entry satisfies the award criteria (150–300 words per each item under category criteria).** Be as succinct as possible. Emphasize results, innovations, and the outcomes of planning.

- 3. Letters of support**

Each nomination must include one letter of support; up to five (5) letters are permitted. The letters are very important and illustrate local support of your planning efforts and the impact on the community as a whole. Letters must be uploaded to your online nomination form. **Do not mail letters to APA.**

- Letter(s) may not be written by the nominator of the submission, by the nominated individual, anyone who directly worked daily on the project, or APA staff.
- Letter(s) from chapters, divisions, members, and other stakeholders involved with the subject of the nomination are encouraged.

- 4. Five (5) digital copyright-free images**

- Digital images should be .jpeg format, and each image should be 200 dpi and have a physical dimension of 5 x 7 inches.
- Each image is limited to a maximum of 10 MB.
- Images should provide context and show the entry's positive or intended results.
- Each image must be uploaded individually.
- Each image must include a caption between 15 and 25 words.
- Photo collages and PowerPoint slides are not acceptable.

For the Planning Advocate Award,

- At least one should be a recent picture of the individual.
- Images should represent or illustrate the person's most significant work and endeavors.
- Do not submit pictures taken of the nominee in non-work-related settings.

- 5. Supplemental materials (optional)**

Supplemental materials may add additional supports to your nomination. Materials may include reviews of the effort, analysis of results, newspaper articles, editorials, websites, etc. Be certain to include a copy of the plan or guidelines if that is being nominated. All items must be uploaded with the nomination form. Do not mail items.

Two ways to submit supplemental materials:

Online

- Upload the document to your nomination form.
- No single upload may be larger than 10 MB.

Link

- Provide a URL to your supplemental materials via a website.
- Ensure the URL will remain active for several months.
- Links to FTP sites or DropBox folders are not acceptable.

TIPS FOR A SUCCESSFUL NOMINATION

The following will help you prepare a nomination for consideration by the jury. Don't wait until the last minute to prepare your nomination. All sections of the nomination form are very important and should be assembled with careful consideration.

Narrations:

Your narration should emphasize results and planning outcomes. Illustrate how your entry is different or innovative. The jury looks for innovative efforts that can be replicated across the country or a new solution to a planning challenge. National Planning Award recipients should serve as a benchmark or model for other communities.

Letters of Support:

Letters of support are very important. Obtain letters that highlight the value or positive impact of your planning efforts from a variety of stakeholders—mayors, commissioners, business leaders, etc. Letters from chapter leadership are also welcome.

Images:

Images provide jurors with a snapshot of the events within your community. Each image should provide an additional perspective and support your nomination. Let the image help tell your story.

Supplemental Materials:

Include a copy of your plan! If your entry is for design guidelines, a plan, or some other document, be sure to include it.

To view the videos about the 2015 National Planning Award recipients, please visit:

www.youtube.com/user/AmericanPlanningAssn.

If your nomination is unsuccessful, do not hesitate to resubmit your nomination next year. Some projects or plans need time to mature and demonstrate the full impact of your results.

JUDGING

Judging for the 2016 National Planning Awards is a two-part process in the fall of 2015. Jurors have the right to move a nomination to a different category and may opt not to present an award in any category.

Jury deliberations are confidential. Your nomination may not be discussed with a juror—any communication with jurors on behalf of a nomination is reason for disqualification.