



American Planning Association
California Chapter
Orange Section

APA ORANGE SECTION 2024 AWARDS APPLICATION FORM

*Nominations are **due by 5:00 p.m. on Friday, March 29, 2024.***

Materials received after this date will not be accepted.

Name of Nominated Project, Plan, Program, Organization or Person

Award Nomination Category



APA ORANGE SECTION 2024 AWARDS APPLICATION FORM

Nominator

The Nominator is the primary contact for all decisions made on this nomination and will work with the Orange Section Awards Chair to obtain additional information and materials.

Name _____ Title _____

Organization _____

Address _____

Phone _____ Email _____

Primary Award Recipient

Name _____ Title _____

Organization _____

Recognition

One trophy will be provided without cost by the Orange Section. List the name(s) and/or organization(s) as you would like them printed on the trophies and address of trophies to be sent if necessary:

Trophy 1 Recipient Name _____

Recipient Organization _____

Address _____

Other supporting individuals/organizations will be recognized during the awards ceremony presentation. List a maximum of five individuals/organizations in order to be recognized at the ceremony.

	Name(s)	Organization(s)
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Trophies

If selected to win an APA Orange Section Award, how does the recipient plan to obtain their award?

- Receive in-person at Awards Ceremony (scheduled for fall 2024) Mail to the following address:

If selected to win an APA Orange Section Award, the recipient may purchase additional trophies at their own expense. Additional trophies would cost approximately \$75.00 each, and recipients would be invoiced prior to placing the trophy order.

Would the recipient be interested in purchasing additional trophies if selected as a winner?

- Yes, we would like to purchase additional trophies. No
Quantity: _____

Additional Trophy Order Form:

Name	Organization
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

*Any trophies not picked up in-person at the Awards Ceremony will be mailed to the mailing address listed above unless otherwise indicated.

Acknowledgement 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 II and III of the current APA Orange Section Awards Program Policies and Nomination Guidelines.

Signature of Nominator

Date

Printed Name of Nominator

Eligibility Requirements

1. Eligibility for awards extends to projects, programs, plans, individuals, and teams either located in Orange County or those that have demonstrated a significant impact on the planning profession in Orange County. Application materials must demonstrate the nominee's contribution to the planning, development, or enhancement of Orange County's communities, environments, or planning practices. This contribution can be through direct involvement, innovation, or leadership in initiatives that have a lasting impact on the region.
2. Any plan, project, program, tool, process, report, or ordinance entered must have been published, implemented, or completed within three years of the date of submission. Published drafts of plans are not acceptable. This does not include the Implementation Award category.
3. Any plan, project, program, tool, process, report, or ordinance may only be entered in one award category per award year.
4. The Awards Jury can, at their discretion, move an application to another more appropriate category, if it is felt the application was submitted incorrectly or is better represented in another category.
5. Eligibility to submit for a California Chapter award requires an Excellence or Merit award at the Orange Section level in the same award category to proceed to the Chapter awards program.
6. Recipients of the Planning Advocate award are ineligible to receive the same award for ten (10) years after accepting it.
7. Anyone working on a plan or project may nominate that plan or project for an award. However, an individual may not nominate himself/herself (the individual) for an award. Nominators may not be related by blood or marriage to any individual they wish to nominate.
8. Members of the Awards Jury are not eligible to nominate or to receive individual awards.

Full details regarding eligibility requirements, award categories and evaluation criteria found through OC-APA's website: <https://www.oc-apa.org/2024-awards>.

Nomination Submittal Requirements

All documents must be uploaded to Dropbox using the correct naming convention: <https://www.dropbox.com/request/5OG4v2HT27zc9OXf39vs>

Submitted files must use the following naming convention:

Nomination Category – Nominee – Project Name – File Name

Example:

Best Practices – City of Orange – Orange Eichler Design Standards – Application

Best Practices – City of Orange – Orange Eichler Design Standards – Summary Description

Best Practices – City of Orange – Orange Eichler Design Standards – Award Criteria Discussion

Submissions made without the proper naming convention will be rejected. The following materials must be included with every submission:

1. **APPLICATION**: The completed Orange Section Awards Application Form.
2. **150-WORD SUMMARY**: An abbreviated summary that will be used for the awards presentation and/or publicity materials. Please include the following information:
 - a. Name of project/plan/person nominated.
 - b. Why the project/plan/person was nominated.
 - c. 3-4 sentences about how the nomination meets the awards criteria.
3. **SUMMARY DESCRIPTION**: A one-page summary description of the submission or in the case of an individual, a one-page resume. This is an opportunity to provide basic project information and provide context for the award criteria discussion. For nominations of work not located in Orange County (e.g., projects with statewide influence, or program impacting multiple offices across California), the description should specify the nominee's unique contribution to Orange County's planning and development landscape.
4. **AWARD CRITERIA DISCUSSION**: A one- to two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under the award category. Information regarding award category evaluation criteria is available online: <https://www.oc-apa.org/2024-awards>. For nominations not located in Orange County, the application materials must also demonstrate the nominee's contribution to the planning, development, or enhancement of Orange County's communities, environments, or planning practices. This contribution can be through direct involvement, innovation, or leadership in initiatives that have a lasting impact on the region.
5. **PROJECT OR PLAN**: Provide a PDF of the nominated document or plan. If nominating a long document or a series of plans, please save them as a single PDF. Do not provide a separate PDF for each chapter or graphic.
6. **IMAGES**: Three (3) to ten (10) high-resolution digital images in JPEG, TIFF, or PNG format. The images should be representative of the nomination, as they will be used during the Awards Ceremony. Please also include a document that lists all image names and provide a brief caption for each image. Leadership Award nominations need only supply one to three images of the individual nominated.

7. **OPTIONAL LETTER(S) OF SUPPORT:** Provide a letter of support, one-page in length, in support of the entry from someone familiar with the nominated project or person. Neither the nominator nor any member of the project team is eligible to write a letter of support. A maximum of five letters will be accepted. Letter(s) of support are recommended, but not required by APA Orange Section. ****Note:** This is a required task/submission if the award winner chooses to proceed to the statewide awards competition.

8. **OPTIONAL:** Any relevant additional digital materials not expressly requested are welcome. Resumes of individuals, published reports or articles, audio or video materials, and other materials appropriate to the submission. These materials should be concise, given the limited time available for Jury deliberations.

All submissions must be received by the **5:00 p.m. on Friday, March 29, 2024**, and strictly follow the requirements outlined in the current APA Orange Section Awards Program Policies and Nomination Guidelines. Nomination materials must be uploaded to Dropbox:

<https://www.dropbox.com/request/5OG4v2HT27zc9OXf39vs>

Submissions received before the deadline not meeting the requirements may be returned and resubmitted before the deadline at the discretion of the Orange Section Awards Chair. For questions or assistance, please contact Stephanie Tomaino, Section Director, via email: director@oc-apa.org.