



# 2018 APA LA Planning Awards Nomination Form

Submittal deadline: **July 31, 2018.**

Hand delivered entries must be received by 4:00pm, but digital versions are also required.

*Address entries to:*

APA LA Awards Program  
c/o James C. Taylor, AICP  
Franklin Associates, LLC  
2148 Government Street  
Baton Rouge, Louisiana 70806

*Questions?*

James C. Taylor, AICP  
APA LA Chapter Information Officer  
jtaylor@louisianaplanning.com  
(225) 250-6070 cell  
(225) 768-9009 fax

To: The APA Louisiana Awards Committee,

Please accept this nomination for the \_\_\_\_\_  
*(Title of Award Sought. Choose from below.)*

To be given to \_\_\_\_\_  
*(Name of award recipient: individual, group, or project name.)*

Winning awards will be presented during the 2018 APA Louisiana state planning conference.

The following attachments are submitted in support of the nominations:

- A. Award Nomination Form *(This form, completed.)*
- B. Summary Statement *(Attachment A to this entry form; please explain how your nomination meets the APA LA criteria for this award category. Refer to [www.louisianaplanning.com/site/awards](http://www.louisianaplanning.com/site/awards) for criteria under each award category. )*
- C. Check appropriate award category:

Category I: **Great Projects**

- |  |                    |
|--|--------------------|
| <input type="checkbox"/> a. Planning Excellence Award for a Plan .....                     | <u>Fee</u><br>\$50 |
| <input type="checkbox"/> b. Planning Excellence Award for a Process.....                   | \$50               |
| <input type="checkbox"/> c. Planning Excellence Award for Implementation .....             | \$50               |
| <input type="checkbox"/> d. Planning Excellence Award for Education or Advocacy .....      | \$50               |
| <input type="checkbox"/> e. Planning Excellence Award for <b>Student Achievement</b> ..... | \$0                |

Category II: **Great People**

- |   |      |
|---|------|
| <input type="checkbox"/> Achievement Award for Leadership <i>(for a professional planner)</i> ..... | \$50 |
| <input type="checkbox"/> Achievement Award for Enriching a Community's Quality of Life .....        | \$0  |
| <i>(for a non-planner, in Honor of Francis P. Keevers)</i>  |      |

Category III. **Great Places in Louisiana** .....\$0

- I. Great Neighborhood
- II. Great Street
- III. Great Public Space

*Great Places in Louisiana awards must be submitted by an APA LA Section Director using the Great Places in Louisiana form. Places already designated nationally by APA as Great Places are no longer eligible for state award.*

- D. Application fee \$ \_\_\_\_\_ *(if applicable, payable by check and included with submittal packet)*
- E. List Person(s) to be recognized; primary recipient to receive the award if your entry is selected.  
*(Attachment B to this entry form.)*
- F. Completed Submission Requirements *(listed on reverse, supplied in digital format)*
- G. One hard copy and one reproducible digital version of the plan document *(if applicable).*

*I certify that the submitted work was done by the parties credited and meets all eligibility requirements. I understand that any entry which fails to meet submission requirements may be disqualified. The signer must be authorized to represent those credited.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## APA LA Planning Awards Submission Requirements

NOTE: Digital (PDF/DOCX) submittal of the following is encouraged. Applicants will be provided access to a Google Drive folder by the Chapter Information Officer into which they will upload supporting docs. Refer to [www.louisianaplanning.com/site/awards](http://www.louisianaplanning.com/site/awards) for criteria under each award category.

1. Attachment A. One-page summary of the entry (*reverse side of entry form*); i.e., the plan, program, project, tool, technology, process, or in the case of an individual, a one-page resume;
2. Attachment B. One-page explanation of how the submission meets each of the stated criteria for each award; (*PDF or DOCX*)
3. Attachment C. Three letters of support in accordance with these guidelines: (*scan to PDF preferred*)
  - a. Letters should be addressed to the APA-LA Awards Jury;
  - b. Letters should offer support for the value of the nominated effort in terms of the criteria;
  - c. Letters may not be written by the nominator of the submission, by the nominated individual, or by anyone who directly worked on the project; instead written by a party outside the entrant team;
  - d. For the **student achievement award**, at least one letter of support must come from a faculty member and another letter must come from an APA-LA member;
  - e. If for a Project or Process, one letter must be from the Client or “project owner” and it must **grant permission to the designated applicant** to nominate the named project or process for an APA Louisiana award;
  - f. Comments from APA Louisiana Chapter Sections, Divisions, members, and other stakeholders involved with the subject of the nomination are encouraged.
4. Attachment D. If awarded, please provide a list of persons to recognized at the APA LA annual awards ceremony.
4. 5. Attachment E. the nomination is a plan, include a copy of the plan (1 hardcopy in addition to digital).
6. Attachment F. Supporting materials including digital images, in accordance with these guidelines:
  - a. Images must not be copyrighted and must be reproducible without fee, charge, or copyright infringement;
  - b. Images should provide context, show the award nomination’s positive or intended outcomes, and supplement what exists in the written summary and criteria sections;
  - c. Images must be suitable for PowerPoint display;
  - d. Each image must be accompanied by a photo caption describing what is portrayed;
  - e. Please limit to ten (10) the digital images for each award nomination, although one recent photo of the individual or group nominated for the award must be included;
  - f. Supplemental materials to add support to the nomination may include media clips, brochures, posters, fact sheets, etc.;
  - g. Supplemental materials may be uploaded as digital files or linked by URL.
  - h. Any items not digitally submitted may be mailed to:

James C. Taylor, AICP  
APA Louisiana Chapter Information Officer  
2148 Government Street Baton Rouge, LA 70806

## **Attachment A. Award Nomination Summary Statement**

List four or five salient features or reasons that, in your opinion, the plan, program, project, tool, process, or individual warrants recognition and meets the APA LA criteria for the selected award category.

>

## **Attachment B**

### How Submission Meets Stated Award Criteria

# Attachment C

## Persons to be Recognized at the APA LA Annual Awards Ceremony

	Name	Title	Email	Phone
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				