



**AMERICAN PLANNING ASSOCIATION
IOWA CHAPTER**

**2018 AWARDS PROGRAM
RULES AND AWARD CATEGORIES**



**2018 APA-IA Conference
October 17 – 19, 2018
Council Bluffs, Iowa**

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AWARDS PROGRAM RULES AND REGULATIONS

Nomination Process

The nomination period for the 2018 APA-Iowa Chapter Awards is through 11:59 p.m. on Friday, August 24, 2018.

- All nominations must be submitted via e-mail. 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.
- An individual may submit more than one nomination but may not submit the same plan or project in multiple award categories.

Eligibility and 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, planning firms, and planning agencies cannot self-nominate for individual, firm, or agency award categories.
- Anyone working on a plan or project may nominate that plan or project for an award.
- Nominators may not be related by blood or marriage to any individual they wish to nominate.
- Members of the APA-Iowa Board of Directors are not eligible to enter or to receive individual awards.
- Nonmembers of APA are excluded from submitting a nomination for the Distinguished Leadership Award for a Professional Planner award category.
- Projects / plans must be located within the State of Iowa.

Application

Requirements for submission for an APA-Iowa Chapter Awards are the same as the National APA awards requirements. This was done to encourage submission of the nomination for the National Award Program. All APA-Iowa Chapter nominations must be submitted via e-mail in a PDF format (preferably one file). Nominators will receive a confirmation e-mail when the nomination is processed. Each nomination shall include:

1. **Application form.** (found at the end of this document)
2. **Summary of entry.** (up to 250 words)
3. **Narration on how the entry satisfies the award criteria (maximum of 300 words per each item under category criteria).** Be as succinct as possible. Emphasize the results, innovations, and the outcomes of planning.
4. **Letters of support.** Each nomination must include one letter of support; up to five (5) letters are permitted. The letters are important and illustrate local support of your planning efforts and the impact on the community as a whole. Letter(s) may not be written by the nominator of the submission, by the nominated individual, or anyone who directly worked on the project.
5. **Copyright-free images.** Five (5) digital images that are copyright-free with captions are required for each nomination.
 - Images should provide context and show the entry's positive or intended results.
 - Images should supplement what exists in the nomination.

- Each image **must** include a caption between 15 and 25 words.
 - Photo collages and PowerPoint presentations are not acceptable.
 - For award nominations recognizing individuals:
 - 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.
6. **Supplemental materials (optional)** Additional information or support materials may be provided via e-mail as well. This includes reviews of the effort, analysis of results, newspaper clippings, editorials, websites, etc.. **If your nomination is about a plan, be sure to e-mail a copy of the plan in a .pdf format or a link to the plan location online.**

Tips for a Successful Nomination

The following will help you prepare a nomination for consideration by the jury. Do not wait until the last minute to prepare your nomination. All sections of the application are 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 state or a new solution to a planning challenge. The plan, project, program, tool, process, report, or ordinance should serve as a benchmark or model for other communities.

Letters of Support:

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

Images:

Images provide the jury with a snapshot of the community as it relates to the entry. Each image should provide an additional perspective and support your nomination. Let the image help tell your story.

Supplemental Materials:

If your entry includes design guidelines, a plan, or some other document, be sure to include it or a link to access it.

SUBMISSION ADDRESS / CONTACT INFORMATION

E-mail submissions to:

Charlie Cowell, AICP
ccowell@rdgusa.com

If you have questions, contact Charlie Cowell at 515-309-3265 or ccowell@rdgusa.com.

SUBMISSION DEADLINE

Planning Award entries must be received at the above e-mail address by Friday, August 24, 2018 at 11:59 p.m. Any entries received after this date will not be considered.

JUDGING AND AWARDS CEREMONY

Judging for APA-Iowa Planning Awards will be performed by an out-of-state jury in September 2018. Jurors are under no obligation to grant an award in any category or subcategory. The majority of jurors must agree the nomination is an exemplary submission to be granted an award. Nominators of submissions will be notified of the decision by September 20, 2018.

Presentation of awards will be made at the 2018 APA-IA Planning Conference, October 17-19, 2018 in Council Bluffs, Iowa. APA-IA Award winners will be presented with a personalized award at the conference and will be featured on the APA-Iowa website and through social media outlets. APA-IA will provide up to two awards per winner. Additional awards can be provided at the winner's cost.

AWARDS CATEGORIES

Daniel Burnham Award For A Comprehensive Plan

For a comprehensive or general plan that advances the science and art of planning. The award honors America's most famous planner, Daniel Burnham, for his contributions to the planning profession and to a greater awareness of the benefits of good planning.

ELIGIBILITY: Open to APA members and non-members. The award is given for group achievement and may be made to a planning agency, planning team or firm, community group, or local authority. There are no limits on the size of jurisdiction.

CRITERIA:

Originality and Innovation. Document how your entry presents a visionary approach or innovative concept to address needs. Explain how the use of the planning process in this context broadened accepted planning principles within the context of the situation.

Quality. Explain how your plan is state-of-the-art in terms of presentation and methodology. Identify what makes this plan exceptional or stand out as compared to other comprehensive plans.

Engagement. Explain how various public interests were involved and the extent of that involvement. Competitive entries demonstrate a strong effort to solicit input from those who historically have been left out of the planning process. Show how the nominated plan obtained public and private support.

Implementation and Effectiveness. Address what steps have been taken to build momentum and public support for following and implementing the plan. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time. State the positive or outcomes beyond the scope of the plan.

Promotion of Planning. Clarify the role, significance and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.

Best Practice

This award is for a specific planning project, program, tool, process, practice, or ordinance. This category emphasizes results and demonstrates how innovative and state-of-the-art planning methods and practices help to create communities of lasting value.

Examples: *Regulations and codes, tax policies or initiatives, growth management or design guidelines, transferable development rights programs, land acquisition efforts, public-private partnerships, applications of technology, handbooks, or efforts that foster greater participation in community planning.*

ELIGIBILITY:

Any planning agency, planning team or firm, community group, or local authority helping civic leaders and citizens play a meaningful role in creating communities that enrich people's lives may submit a nomination. No restrictions on the size of the jurisdiction.

CRITERIA:

Originality and Innovation. Document how your entry presents a visionary approach or innovative concept to address specific needs. Specify how planning principles have been observed, especially in consideration of your entry's effects on other public objectives.

Implementation and Transferability. Address what steps have been taken to build momentum and public support for your entry. Illustrate how your entry has the potential for application in other communities and how the use of your entry's components and methodology would further the cause of good planning.

Engagement. Explain how various public interests were involved and the extent of that involvement, including those who historically have been left out of the planning process. Show how your entry obtained public and private support. Clarify the role, significance, and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.

Effectiveness and Results. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

Grassroots Initiative

Honoring an initiative that illustrates how a neighborhood, community group or other local non-governmental entity utilized the planning process to address a specific need or issue within the community. Emphasis is placed on the success of planning in new or different settings.

Examples: *Community policing or drug prevention, neighborhood outreach initiatives, programs designed for special populations, public art or cultural efforts, community festivals, environmental or conservation initiatives, summer recreational initiatives for children, vacant lot management, transportation innovations, or focused tourism ventures.*

ELIGIBILITY:

Open to APA members and nonmembers. Total project budget (including staff, consultant, and direct expenses) not exceeding \$25,000.

CRITERIA:

Effectiveness and Results. State how your entry addressed the need or problem in a visionary or innovative manner that prompted its initiation, within a budget not exceeding \$25,000. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

Engagement. Explain how various public interests were involved and the extent of that involvement. Competitive entries demonstrate a strong effort to solicit input from those who historically have been left out of the planning process. Describe the level of collaboration between leadership and competing interests. Explain how those affected were brought into the planning process for this initiative.

Education. Convey how your entry has encouraged community leaders to revise their opinions about the varied uses and broad applications of the planning process. State the influence your entry has had on public awareness beyond those immediately affected. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.

Implementation

Recognizing an effort that demonstrates a significant achievement for an area—a single community or a region—in accomplishing positive changes as a result of planning. This award emphasizes long-term, measurable results.

Examples: *Plans for smart growth, signage, farmland preservation, urban design, wetland mitigation, resource conservation, capital improvements, citizen participation, neighborhood improvement, transportation management, or sustained economic development.*

ELIGIBILITY:

Open to APA members and nonmembers. Nominated efforts should have been in continuous effect for a minimum of three (3) years, not including the time for plan preparation and approval.

CRITERIA:

Originality and Innovation. Document how your entry presents a visionary approach or innovative concept to address needs. Explain how the use of the planning process in this context broadened accepted planning principles within the context of the situation.

Effectiveness. Indicate the level of consistency of this implementation effort since its start. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

Overcoming Challenges. Address what steps have been taken to build momentum and public support for your entry. Detail any changes, derailments, or improvements throughout the implementation phase. Identify funding challenges or support for this effort. Report any political changes that might affect, for better or worse, the effort's long-term funding.

Engagement. Explain how various public interests were involved and the extent of that involvement. Describe how your entry obtained public and private support. Clarify the role, significance, and participation of planners.

Achievement. Describe how the longevity of this effort has increased the community's appetite for planning and the pursuit of similar initiatives. Clarify the extent that this effort's sustained success has been achieved beyond its general audience.

Public Outreach

This award honors an individual, project, or program that uses information and education about the value of planning to create greater awareness among citizens or specific segments of the public. The award celebrates how planning improves a community's quality of life.

Examples: *Broad community efforts showing how planning can make a difference; curricula designed to teach children about planning; neighborhood empowerment programs; use of technology to expand public participation in planning; newspaper articles or a series of blog posts; publications (books or magazines); websites; podcasts; or films.*

ELIGIBILITY:

Open to APA members and nonmembers.

CRITERIA:

Originality and Transferability. Document how the program uses new ideas or combines tools to address a demonstrated need for planning information or education within the community. Illustrate how your entry has potential application for others and how use of your entry's components and methodology would further the cause of good planning.

Effectiveness and Results. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results make a difference in the lives of the people affected now and in the future. Show how your entry has increased the understanding of planning principles and the planning process. Provide measurable results if possible or appropriate.

Engagement. Explain how various public interests were involved and how your entry obtained public and private support. Competitive entries demonstrate a strong effort to solicit input from those who historically have been left out of the planning process. Clarify the role, significance, and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.

Support of Planning and Planners. Describe how your entry has built support for planning and increased understanding of the planning process.

Transportation Planning

This award honors efforts to increase transportation choices for all populations, reducing dependence on private automobiles while helping to ease congestion and reduce the impacts of climate change.

Examples: *Transportation studies; plans for pedestrian, streets, highways, aviation, parking, maritime, transit or rail; development and expansion of transportation systems; development and expansion of trail systems.*

ELIGIBILITY:

Open to APA members and nonmembers. Any organization, private firm, or others involved in transportation planning projects may submit a nomination.

CRITERIA:

Planning and Innovation. Describe the critical transportation elements that are addressed by your entry in terms of lessening or mitigating adverse impacts from development and everyday living. Illustrate how the role of planning or planners were involved in the development process of your entry.

Compatibility. Demonstrate how your entry integrates transportation planning into community planning. Describe how your entry connects to both the environment and the economy.

Engagement. Describe the public education and participation process. Describe how support was generated for your entry.

Effectiveness and Results. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of people affected and benefits the overall community.

Environmental Planning

This award honors efforts to create greener communities that reduce the impact of development on the natural environment and improve environmental quality.

Examples: *Green infrastructure plans; resource conservation efforts; alternative energy programs; climate action plans and disaster recovery plans; public health initiatives; sustainability plans.*

ELIGIBILITY:

Open to APA members and nonmembers.

CRITERIA:

Originality and Innovation. Document how your entry presents a visionary approach or innovative concept to address specific needs. Specify how planning principles have been observed, especially in consideration of your entry's effects on other public objectives.

Implementation. Address what steps have been taken to build momentum and public support for your entry. Illustrate how your entry has potential application for others and how use of your entry's components and methodology would further the cause of good planning.

Integration. Describe how your entry has been integrated into other planning efforts such as a corresponding comprehensive or master plan or other related initiatives. Detail how your entry will help further the cause of good planning and support the broader needs of the community and surrounding region.

Engagement. Explain how various public interests were involved and the extent of that involvement. Show how your entry obtained public and private support. Clarify the role, significance, and participation of planners and any outcomes in terms of helping gain public support of planning.

Effectiveness and Results. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

Urban Design

This award honors efforts to create a sense of place, whether a street, public space, neighborhood, or campus effort.

Example: *Streetscape plans; public space plans; hospital, college or other campus plan.*

ELIGIBILITY:

Open to APA members and nonmembers. Individuals cannot self-nominate.

CRITERIA:

Originality and Innovation. Document how your entry presents a visionary approach or innovative concept to address needs. Explain how the use of the planning process in this context broadened accepted planning principles within the context of the situation.

Compatibility. Demonstrate how your entry integrates and supports the overall planning goals of the neighborhood or community.

Effectiveness and Results. Describe how your entry has made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

Engagement. Explain how various public interests were involved and the extent of that involvement. Describe the level of collaboration between leadership and competing interests. Explain how those affected were brought into the planning process for this initiative.

Economic Development Planning

This award honors efforts to transform economies and stimulate economic development in communities of all sizes.

Examples: *Economic development plans, economic recovery initiatives, urban and regional economic analyses, commercial district revitalization, corridor revitalization, town center developments, and strategic plans for economic development; market studies.*

ELIGIBILITY:

Open to APA members and nonmembers. Individuals cannot self-nominate.

CRITERIA:

Originality and Innovation. Document how your entry presents a visionary approach or innovative concept to address specific needs. Specify how planning principles have been observed, especially in consideration of your entry's effects on other public objectives.

Implementation. Address what steps have been taken to build momentum and public support for your entry. Illustrate how your entry has potential application for others and how use of your entry's components and methodology would further the cause of good planning.

Integration. Describe how your entry has been integrated into other planning efforts such as a corresponding comprehensive or master plan or other related initiatives. Detail how your entry will help further the cause of good planning and support the broader needs of the community and surrounding region.

Engagement. Explain how various public interests were involved and the extent of that involvement. Show how your entry obtained public and private support. Clarify the role, significance, and participation of planners and any outcomes in terms of helping gain public support of planning.

Effectiveness and Results. State how your entry addressed the need or problem that prompted its initiation. Be explicit about how the results have made a difference in the lives of the people affected. Convey the level of effectiveness your entry can have over time.

Opportunity & Empowerment Award

Modeled after the HUD Secretary's National award, a single award will be made for a community or plan, program, or project that, as a direct result of the effort, demonstrates improved quality of life for low- and moderate-income residents. Emphasis is placed on how creative housing, economic development, and private investments have been used in or with a comprehensive community development plan to build social equity and empower individuals and families who reside in that community.

Examples: *community development corporations (CDCs), banking institutions, advocacy organizations, philanthropy, for- and non-profit homebuilders, and Metropolitan Planning Organizations (MPOs).*

ELIGIBILITY:

Nominees must demonstrate how they have overcome difficult community issues to achieve effective measurable outcomes, such as the creation and retention of jobs, creation and/or preservation of affordable housing options for low- and moderate-income households, reduction of blight, homelessness and poverty. Applicants must also demonstrate effective collaborative efforts with other entities, public and private. The strategy should employ a variety of actions that maximize increased choice, enhance social equity, and expand opportunities for all who reside in the community. To the maximum extent possible, submissions should involve formal community planning efforts and include physical improvements and interventions (although the latter are not required). The nomination submitted should have been implemented or completed for a minimum of 3 years.

CRITERIA:

Planning. Explain how the submission addresses a real-world challenge in the community as identified by an existing comprehensive, regional or neighborhood plan. How did the program or project integrate or maintain and the cultural context and social fabric of the community? Describe the specific role planners played in achieving these results. How was the planning process sustained through the implementation stage and beyond? How involved were civic and advocacy groups, private, nonprofit, and philanthropic organizations throughout the planning stage and beyond? (The submission must provide a detailed account of how community residents were involved in each stage of the planning process.)

Results. Describe in explicit terms, how the plan, project, or program achieved measurable outcomes. Examples of outcomes include: the number of jobs created and retained; improvement in education outcomes (i.e. graduation rates); the number of affordable housing units created or preserved; a disaster mitigation plan; and a decline in the homeless, crime, and/or poverty rates. In addition, explain how outcomes are sustained and proved to be cost effective over time. The submission must include baseline data, beginning and end dates, detailed budget, and a description of savings and outcomes. For projects leveraging HUD funding, such as HOME and CDBG, or other financing tools (i.e. Low-Income Housing Tax Credit), explain how the submission exceeds the basic requirements of these programs to achieve results.

Innovation. Describe how the submission involved an innovative or forward-looking approach that effectively addressed various community-wide needs.

Equity. Explain how the submission clearly addressed social equity through the planning process and civic engagement efforts. Describe the specific activities and efforts incorporated into the plan, program, or project that advance social equity goals. How involved was the public — particularly historically underrepresented groups — in the planning process from the initial stage to the implementation stage and beyond? Explain how the results of the plan, project, or program enhanced the quality of life for vulnerable populations, including the homeless, older persons, persons with a disability, low-income individuals and families, and veterans.

Transferability. How, and to what extent, has the submission served as an example for other localities working to address challenges? How does the program provide useful prescriptive measures for other communities addressing a similar challenge? How well does the submission demonstrate that the project overcame challenges to implement a successful program where the results are sustained over time

Exemplary Student Project

This award recognizes undergraduate or graduate student projects and research that represents a professional level of work that contributes to advances in the field of planning. The award is intended to recognize exceptional work by the student(s). While it is appropriate to submit a project or paper on which a faculty member(s) has given guidance, the submission should primarily be the work of the student(s). Nominations should fall under one of three categories. One award can be given per category, per year. Undergraduate and graduate level nominations are judged separately. This award category is not a substitute for the Iowa APA student poster contest and should represent work that exceeds the scope of poster contest entries.

Award categories:

1. The project that best demonstrates the contribution of planning to contemporary issues
2. The project that best applies the planning process
3. Applied research

ELIGIBILITY:

Nominations may be submitted by faculty, community or organizational representatives impacted by the project, or local project coordinators. A letter of support is required from both the Planning Program Head and community, organization, or program benefited by the nomination. **Projects must have been completed within the last three (3) years. A project may receive this award only once.**

CRITERIA:

Innovative: Originality of concept or appreciable refinement of existing techniques or procedures.

Transferable: Potential application to other locations, projects, or areas of planning interest.

Quality: Excellence of thought, analysis, writing, graphics, and character of presentation.

Implementation: Effectiveness of the work (proposals have been carried out, show promise of being carried out, or demonstrate an effective implementation technique).

Comprehensive: Planning principles have been observed, especially in considering a project's effects on other public objectives.

Advancing Diversity and Social Change in Honor of Paul Davidoff

This award honors an individual, project, group, or organization that promotes diversity and demonstrates a sustained commitment to advocacy by addressing the concerns of women and minorities through specific actions or contributions within the planning profession or through planning practice. The award honors the late APA member, Paul Davidoff, for his contributions to the planning profession.

Examples: A general or comprehensive plan that improves the living conditions of those in an underrepresented neighborhood, an individual working to improve the lives of others, a policy that addresses a need not currently met through other efforts.

ELIGIBILITY:

Open to APA members and nonmembers.

CRITERIA:

Social and Economic. Describe how your entry addresses the needs of at-risk individuals or populations that society typically overlooks. How have your entry's efforts advanced or sustained sound, ethical, and inclusionary planning within the planning field, within a specific community, or in society at large?

Effectiveness & Results. Specify how your entry has had a positive impact on the lives of those it was intended to help. Indicate how these efforts have touched a wider audience, helped increase diversity and inclusiveness within the planning field, or in helping support diverse populations.

Planning Advocate

This award honors an individual or appointed/elected official who has advanced or promoted the cause of planning in the public arena.

Examples: *Engaged citizens demonstrating outstanding leadership in a community, region, or state; members of planning commissions, board of appeals, economic development boards, environmental or historic preservation councils, or other appointed officials; elected officials holding office at the local, regional, or state level; citizen activists or neighborhood leaders.*

ELIGIBILITY:

Individuals may not self-nominate and cannot earn their living as planners. APA membership is not required.

CRITERIA:

Support of Planning and Planners. Illustrate how the nominee's work has increased the understanding of the planning process. Indicate how the nominee has shown a clear understanding of, and support for, the role of planners in public life.

Effectiveness and Results. Describe the extent that the nominee has been effective in formulating and implementing plans and ideas in support of good planning. Identify the level of influence and effectiveness achieved by the nominee within different segments of the community.

Planning Pioneers (formerly Planning Firm/Agency)

National APA consolidated the planning firm and agency awards into an umbrella award "Planning Pioneers." This award recognizes the contributions of planning organizations or firms that have made personal and direct innovations in American planning that have significantly and positively redirected planning practice, education, or theory with long-term results.

ELIGIBILITY:

Open to planning firms, planning organizations and agencies. Firms, organizations, and agencies cannot self-nominate. Planning firms, organizations or agencies must have been established for more than 10 years.

CRITERIA:

Historic Impact on Planning. Describe the nomination's innovations or new models that directly influenced the future of planning and explain how these developments significantly and positively redirected planning practice, education, theory, or organization.

Planning Firm or Organization's Influence. Detail the firm or organization's ongoing positive influence on the direction and professional advancement of planning. Examples may include: collaborating among other design disciplines, innovations in practice, or advancing the art and science of planning. How has the firm or organization advanced previously pioneering work using new methodologies, and/or influenced the use of technology in planning applications. Identify the number of planners on staff.

Distinguished Leadership Award For A Professional Planner

Recognizes an individual's sustained contribution to the profession through distinguished practice, teaching, or writing. *(This is an APA-Iowa award only. National APA no longer has this category.)*

ELIGIBILITY: Individuals may not self-nominate and must be employed within the practice of planning, whether in the public, for-profit, or nonprofit sector. Individuals may be nominated posthumously. AICP membership is required.

CRITERIA:

Support of planning and planners. Illustrate how the nominee's work has increased the understanding of the planning process. Indicate how the nominee has shown a clear understanding of, and support for, the role of planners in public life.

Individual's Significance. Describe the impacts or effects of the nominated individual's planning contributions to Iowa, the region, and/or nationally.

Effectiveness and results. Describe the extent that the nominee has been effective in formulating and implementing plans and ideas in support of good planning. Identify the level of influence and effectiveness achieved by the nominee within different segments of the community.



American Planning Association
Iowa Chapter

Making Great Communities Happen

APPLICATION FORM

Nominations for the APA – Iowa Chapter Planning Awards must be received at the submission e-mail address listed on page 2 by **Friday, August 24, 2018 at 11:59 p.m.** Any entries received after that date will not be considered for an award.

I nominate _____
for a 2018 APA-IA Planning Award.

This submission is to be entered in the category of:

Section A - Attachments

*The attachments outlined in the [“Eligibility and Information”](#) section of the 2018 Awards Rules and Awards Categories document are mandatory. Submissions lacking these attachments will not be considered. **Applications must be submitted in a .pdf format.***

Section B - Submission Coordinator

Please provide the name of an individual to act as your submission coordinator. The submission coordinator will work with APA-Iowa’s Awards Coordinator to obtain additional information and materials from winning entries in preparation for the annual awards presentation ceremony.

Name: _____

Organization: _____

Title: _____

Street Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Section C - Notification

Please provide the names of up to two individuals, other than the nominator, to be notified in the event this submission is selected to receive an award. If this submission is for an individual, that person must be listed below as one of the two contacts.

Name: _____

Affiliation: _____

Street Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Name: _____

Affiliation: _____

Street Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Section D – Nominator

Please see the rules regarding eligibility to determine who may serve as a nominator. (This person could be the same person as the submission coordinator.)

Nominator: _____

Affiliation: _____

Street Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Section E - Press Notification

Please provide the contact information for any media outlets (newspapers, television stations, etc.) you would like to be contacted if this project receives an award:

Name: _____

Street Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Name: _____

Street Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Section F - Award/Certificate Information

Should this submission be selected, the following information will be included on the award or certificate (space is limited):

Name of Entities Receiving Award: _____

Name of Project/Plan (If Applicable): _____

Number of Awards Requested (if more than two): _____

Names / Organizations to be Engraved on Award(s): _____

APA-Iowa will provide up to two awards per award winner. More awards can be provided, at the winner's cost.

I certify that the parties credited did the submitted work and meet all eligibility requirements. I understand that any entry that fails to meet submission requirements may be disqualified. Signer must be authorized to represent those credited.

Signature of Nominator: _____

Name of Nominator: _____

Date: _____