



NOMINATE

NOMINATION PERIOD

The nomination period for the 2012 National Planning Excellence, Achievement, and Leadership Awards is June 28 through August 30, 2011 at midnight (Central Standard Time).

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

The American Planning Association's National Planning Excellence, Achievement, and Leadership 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.

The 2012 National Planning Awards will be presented during a special luncheon celebration at APA's National Planning Conference in Los Angeles. Award recipients are featured in APA's flagship publication, *Planning* magazine, and in a special video.

2012 AWARD CATEGORIES

National Planning Excellence Awards

Daniel Burnham Award for a Comprehensive Plan

HUD Secretary's Opportunity and Empowerment Award

Best Practice

Best Practice in Disaster Mitigation and Hazard Planning

Implementation

Public Outreach

Innovation in Sustainable Places

Grassroots Initiative

Planning Firm

National Planning Achievement Awards

For a Hard-Won Victory

The Pierre L'Enfant International Planning Award

National Planning Leadership Awards

Advancing Diversity & Social Change in Honor of Paul Davidoff

Planning Advocate

NOMINATION PROCESS

The nomination period for the 2012 National Planning Awards is June 28–August 30, 2011.

- 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.
- 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 non-members*. The HUD Secretary's Opportunity and Empowerment Award does not have an entry fee.

**One-year APA membership is included in the non-APA entry fee.*

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?

Previous recipients of any National Planning Leadership Award are ineligible to receive the same award for 10 years after acceptance.

Individuals cannot self nominate.

Nominators may not be related by blood or marriage to any individual they wish to nominate for the following awards:

- Public Outreach
- Any of the National Planning Leadership Awards

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.

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 (200–400 words)**
2. **Narration on how the entry satisfies the award criteria (400–800 words)**
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.

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

4. **Digital copyright-free images**

Ten (10) digital images (jpeg format) that are copyright-free with captions are required for each nomination. Each image is limited to a maximum of 600 kilobytes (KB).

- Images should provide context and show the award nomination's positive or intended results.
- Images should supplement what exists in the submission package.
- Each image must include a caption between 15 and 25 words each.
- Photo collages and PowerPoint slides are not acceptable.

For Leadership Award Nominations:

Five (5) digital images (jpeg format) that are copyright-free with captions are required.

- 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.

NOTE: APA will include image credits as provided. The nominator must receive prior approval to use any images submitted in conjunction with a nomination for publication or reproduction by APA. Submitted images may be used to promote the National Planning Awards program or the planning profession.

2012 Jury

Marie York, FAICP, Co-chair

Ann C. Bagley, FAICP, Co-chair

5. Supplemental materials (optional)

Additional information or support materials may be submitted online or on a CD. This includes reviews of the effort, analysis of results, newspaper clippings, editorials, website addresses, etc. Supplemental material may be uploaded to the online nomination form or sent via mail to APA. Be certain to include a copy of the plan or guidelines if that is being nominated.

ONLINE:

- A maximum of 30 MB (megabytes) of space is available for total uploads.
- No single upload may be larger than 5 MB.
- If providing a website address, ensure the link will remain “live” for several months.

MAIL:

Supplemental materials sent by mail must be on a CD. Books, plans, documents, or pamphlets will not be accepted.

NOTE: Five duplicate copies of the CD are required for the judging process. CDs will not be returned.

Send supplemental CDs to:
American Planning Association
Attn: 2012 Awards Program
205 N. Michigan Ave., Suite 1200
Chicago, IL 60601-5927

All supplemental material CDs must be received by Thursday, Sept. 8, 2011.

JUDGING

Judging for the 2012 National Planning Awards is a two-part process in the fall of 2011. 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.

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:

Be certain to address the specific award category criteria. 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 encouraged.

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 includes design guidelines, a plan, or some other document, be sure to include it.

To view the videos about the 2011 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.