



PLANNING AWARDS Application Form
Deadline – 3:30 PM April 10, 2019

Title of Entry/Plan/Project: _____

Category: _____

Municipality/Organization Project Completed for: _____

Principal Consulting Firm(s) (if applicable): _____

Only the firms listed will be indicated on the certificate.

SUBMISSION REQUIREMENTS

- (1) a complete, signed application form;
- (2) a signed covering letter which confirms the category for which the submission is made, states that the eligibility requirements are met, summarizes the merits of the project and the role(s) of APPI members therein (*two pages maximum*);
- (3) a summary of how the applicant feels the submission meets the evaluation criteria (*three pages maximum*);
- (4) project documentation, including the plan, report or other 'product' together with supportive illustrative materials (if any);
- (5) certification that the client is aware and supportive of the submission;
- (6) use the file nomenclature specified below when sending the electronic files.

A complete submission requires one electronic copy on disk or a download of that file to the APPI office. Use the following file name nomenclature in a PDF format only: **Abbreviate the Project Name for example: BGCK for Bragg Creek, then add one of the following:**

- a complete, signed application form; **1BGCKappform**
- a signed covering letter which confirms the category for which the submission is made, states that the eligibility requirements are met, summarizes the merits of the project and the role(s) of APPI members therein;
- a signed cover letter (two pages maximum) **2BGCKcover**

individual PDF files for each of the components contained in the original signed covering letter, as follows:

- category and eligibility **2aBGCKcatelig**
- merits **2bBGCKmerits**
- roles **2cBGCKroles**
- a summary of how the applicant feels the submission meets the evaluation criteria (*three pages maximum*); **3BGCKappsum**
- project documentation, including the plan, report or other 'product' together with supportive illustrative materials (if any); **4BGCKprojdoc**
- certification that the client is aware and supportive of the submission; **5BGCKcliencert**
- use the file nomenclature specified above when sending the electronic files.

Name of APPI Regulated Member (Please Print): _____

Signature: _____

Phone No.: _____ **E-mail :** _____

Important: Refer to Page 2 for information regarding Eligibility and Instructions to the award winners.

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ELIGIBILITY REQUIREMENTS

To be eligible for consideration of an award, the plan or project:

- must have been prepared under the direction of and/or with the substantive involvement of an APPI regulated member (Registered or Candidate) in good-standing;
- must apply to a community, resource, planning process, etc. located within Alberta, the Northwest Territories or Nunavut;
- must have been adopted by bylaw, resolution or other form of acceptance by the appropriate authority; implemented and/or built, within the calendar years 2016, 2017, 2018 (by December 31, 2018).
- must be submitted for only one category and only once (i.e. the project may not be submitted in different years unless the project has been substantially added to (i.e. phases) substantially altered (i.e. updated).

All Entrants Please Note:

- To be considered for an award the submission must be complete (see #1 – 6) and received by the application deadline; if the submission does not include the six submission requirements listed above, the submission is incomplete and will not be evaluated.
- No changes or additions to the submission will be allowed after the application deadline.
- The Awards Committee may determine a submission is better suited to a category other than the category applied for by the applicant.
- All submitted materials become the property of APPI.

Should your project be selected to win an award submit the items below to the APPI office by
August 24, 2019.

Information and Instructions for Award Winners

ONLY the winners of an award will be required to submit:

- A CD/DVD video or power point presentation, with voice over, at 90 seconds maximum – for use at the APPI Awards Ceremony at the APPI Conference in Fort McMurray, October 7, 2019.
- The actual plan/project items in a *compressed pdf format* to post on the APPI website.

Certificate Information State the number of certificates that will be required.	Municipality or organization	Principal Consulting Firm (if applicable)
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NOTE: Certificates will no longer be personalized with the names of individuals who contributed to the project but rather the municipality or organization which initiated the project and the principal consulting firm (if applicable). Each firm and organization will receive one framed Certificate. By means of this signed form you agree to submit the additional information or you will not receive your award.

ENQUIRIES regarding the APPI Planning Awards program may be made to:
James Mazak, Awards Committee Chair at james.mazak@synplains.com 403.400.7958