



**PLANNING AWARDS Application Form**  
**Deadline – 3:30 PM July 15, 2023**

**Title of Entry/Plan/Project:**

\_\_\_\_\_

**Category:** \_\_\_\_\_

**Municipality/Organization Project Completed for:** \_\_\_\_\_

\_\_\_\_\_

**Principal Consulting Firm(s) (if applicable): (3 max)** \_\_\_\_\_

\_\_\_\_\_

*Only the firms listed on the Application Form 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;
- (3) a summary of how the applicant feels the submission meets the evaluation criteria (*three pages maximum*) plus;
  - (a) For Category 5, Implementation Success, submission of a Plan Evaluation (*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 of the file nomenclature specified below when sending the electronic files.

A complete submission requires a download of all files to the APPI office at [admin@albertaplanners.com](mailto:admin@albertaplanners.com) .  
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:**

- (1) **Application - 1 BGCK appform**
- (2) **Cover Letter and Eligibility Requirements - 2 BGCK cover**
- (3) **Submission Criteria - 3 BGCK appsum**
- (4) **Project Documentation - 4 BGCK projdoc**
- (5) **Client Certification - 5 BGCK cliencert**

**Name of APPI Regulated Member (Please Print):**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**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.
- For Categories 1-4: must have been adopted by bylaw, resolution, or other form of acceptance by the appropriate authority; implemented and/or built, within the calendar years of:
  - Categories 1 – 4: 2020, 2021, 2022 (by December 31, 2022)
  - Category 5: Prior to December 31, 2021
- Excepting Category 5, submissions may only 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 on the application form) 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.

**Information and Instructions for Award Winners**

Should your project be selected to win an award, submit the items below to the APPI office by September 13, 2023. ONLY the winners of an award will be required to submit:

- A video, at 90 seconds maximum – for use at the 2023 APPI Planning Awards Ceremony at the 2023 APPI Conference in Jasper, October 16.
- The actual plan/project items in a *video format* to post on the APPI YouTube Channel.

<b>Certificate Information</b> State the number of <i>loose certificates</i> required for each organization as stated on the Application Form.	
Municipality or Organization	Principal Consulting Firm
<b><i>Each firm and organization will receive one framed Certificate</i></b>	

**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). 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:

Kellie Lau, Awards Committee Chair at [kellie.lau@gov.ab.ca](mailto:kellie.lau@gov.ab.ca) Phone: 780-415-1857