

About the Legacy Fund Award

The APPI Legacy Fund Award offers a monetary award to assist with expenses incurred to:

- A. Attend and present at a national or international conference (virtual or in-person); **or**
- B. Undertake planning research and/or the documentation of planning research, and sharing this research. This award MAY be used to fulfill post-secondary requirements at the PhD level and postdoctoral student research, but not for an academic's research in the normal course of a position for which financial compensation is received.

Evaluation Criteria

Submissions will be evaluated against the following five criteria. All criteria will be equally weighted in evaluation:

1. Relevance to Alberta, Nunavut, or Northwest Territories.
2. Promotion of excellence in planning.
3. Significance to emerging practices and innovation in planning.
4. Proposed method of sharing the acquired knowledge with others.
5. Creativity of presentation and/or research.

Award Rules

- Recipients of the award will be required to submit an expense summary with receipts to be reimbursed for the award value.
- Funds must be used within the 2023 calendar year.
- Expenses must be receipt-supported in order to be reimbursed.
- Award recipients will prepare and submit an article for PLAN North West about their conference presentation or planning research prior to being reimbursed.

Who Can Apply?

- The Legacy Fund Award is open to all Regulated (RPP and Candidate) members in good standing. Submissions from APPI Subscribers will be accepted and considered under special circumstances.
- Applicants may submit for both options but can only win one award.
- One award will be awarded for each option.
- Awards will be a minimum of \$1,000 and a maximum of \$3,000.00.

APPI is committed to equity, diversity, and inclusion. Individuals who identify as First Nations, Inuit, Métis, LGBTQ2S+, persons with disabilities, women, and other equity deserving groups, are encouraged to apply for these awards.

How To Apply

- Complete and submit the following page along with all supporting materials outlined to the APPI office at admin@albertaplanners.com.
- Submissions should be one PDF file.
- Use the following file naming style:
 - FirstInitialLastNameLegacyAward (i.e. JSmithLegacyAward.pdf)
- If you are applying for both Options, please submit two separate application forms.

Application Deadline

The deadline for submissions is 3:00 PM Mountain Time, March 16, 2023.

LEGACY FUND AWARD APPLICATION FORM

Applicant: _____
(Surname) (Given Name) (RPP, if applicable)

Contact Information:

(Phone) (Email address)

Check which Option you are applying for:

- **A.** Presentation at a Conference (in person or virtual) CHECK HERE ____
- **B.** Research and/or Documentation of Research CHECK HERE ____

A Submission Requirements:

- Provide the conference name, location, and date.
- Provide a clear description of the conference, including the conference theme (maximum 250 words).
- Provide a description of the presentation to be given (250 words).
- Explain how the presentation addresses the five Evaluation Criteria (maximum 500 words).
- Provide a summary of estimated expenses and the intended use of the monetary award.
- Provide a statement outlining how much funding, if any, will be received from other sources to attend the conference. This includes funding from employers.

B Submission Requirements:

- Provide a description of the research and/or sharing of research proposed (maximum 500 words).
- Explain how the research and/or sharing of research addresses the five Evaluation Criteria (maximum 500 words).
- Provide a summary of estimated expenses and the intended use of the monetary award.
- Provide a statement outlining how much funding, if any, will be received from other sources to complete the research and/or sharing of research. This includes funding from employers and place of study.

Declaration:

I hereby certify that:

- All information provided is accurate at the time of application.
- I understand that should I receive a Legacy Award I will be required to submit an article about my presentation or research to PLAN North West.

Signature _____ Date _____