



**AWARDS for PLANNING EXCELLENCE and MERIT
Submission Form
Deadline – 3:30pm April 24, 2017**

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

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:

- (1) a complete, signed application form; 1BGCKappform
- (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*);
 - a. category and eligibility 2aBGCKcatelig
 - b. merits 2bBGCKmerits
 - c. roles 2cBGCKroles
- (3) a summary of how the applicant feels the submission meets the evaluation criteria (*three pages maximum*); 3BGCKappsum
- (4) project documentation, including the plan, report or other 'product' together with supportive illustrative materials (if any); 4BGCKprojdoc
- (5) certification that the client is aware and supportive of the submission; 5BGCKcliencert
- (6) use the file nomenclature specified above when sending the electronic files.

Entry must be prepared by or under the direction of a Member or Candidate of APPI in good standing:

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

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

- (1) must have been prepared under the direction of and/or with the substantive involvement of an APPI member (Registered or Candidate) in good-standing;
- (2) must apply to a community, resource, planning process, etc. located within Alberta, the Northwest Territories or Nunavut;
- (3) must have been adopted by bylaw, resolution or other form of acceptance by the appropriate authority; implemented, built, or accepted by a community group or other client within the calendar years 2014, 2015, 2016 (by December 31, 2016).
- (4) 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 or has completed additional phases).

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 first five of the 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.

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

Should your project be selected to win an award submit the items below to the APPI office by
June 2, 2017.

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 – for use at the APPI Awards Ceremony at the APPI/CIP National Conference, June 18, 2017.
- Two jpg images and a one page summary to include in the Planning Journal.
- The actual plan/project items in a *compressed pdf format* to post on the APPI website.

<p>Certificate Information State the number of certificates that will be required.</p>	<p>Municipality or organization</p>	<p>Principal Consulting Firm (if applicable)</p>
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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 each to the winners. If selected to receive an award you will be required to submit the additional information noted below. By means of this signed form you agree to submit the additional information or you will not receive your award.