



American Planning Association
California Chapter
Inland Empire Section



2025 INLAND EMPIRE SECTION-APA AWARD APPLICATION FORM

*Nominations are due by **Wednesday, April 9, 2025**. Materials received after this date will not be accepted and will not be returned.*

I NOMINATE (Identify the Individual(s), Jurisdiction(s), or Organization(s) being nominated):

IES-APA AWARD CATEGORY:

SUMMARY DESCRIPTION AND JUSTIFICATION OF CRITERIA¹:

¹ Please provide 2-4 brief paragraphs that highlight the most relevant details of the project/person and address the Evaluation Criteria (provided separately) for the selected Award Category. You do not need to address each Criteria individually, but should provide sufficient information for Jury members to determine project's appropriateness for the Award Category.



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A. Nominator: The Nominator will be the primary contact to the Section for all matters related to this nomination, including providing additional documentation/materials if needed.

Name

Organization

Title

Address

Phone #

Email Address

B. Award Recipient(s)/Nominee: Please provide the name and contact information of at least one other person, other than the Nominator, to be notified in the event this submission is selected to receive an award. If this submission is for an individual, that person must be listed below as one of the contacts.

Contact Name #1

Organization

Title

Address

Phone #

Email Address

Contact Name #2

Organization

Title

Address

Phone #

Email Address



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C. **Acknowledgement:** Release to post submission documents on IES-APA website and media outlets.

I understand that any/all documents submitted to IES-APA as part of the application package may be used on the Section's website, other media outlets, or for other promotional purposes.

Signature of Nominator / Date



2025 IES-APA AWARD SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

All of the following items are required to be considered a complete application:

- **APPLICATION:** The completed IES-APA 2024 Award Nomination Application Form (PDF Formats). *Please limit your text to the available space. Do not attach additional pages or documents. Entries referencing “see attached” will not be considered. Links to related video content such as news coverage or educational campaigns are permitted.*
- **PROJECT OR PLAN:** A digital copy in PDF format of the document for which the nomination is submitted, or in the case of a person, their Résumé or Curriculum Vitae (CV). A link to a webpage is acceptable as well.
- **IMAGES:** Provide a maximum of five digital images in JPEG format that highlight key aspects of the nomination (keep in mind they may be used during the event presentation). Also include a brief sentence identifying or describing each image. Nominations for individuals need only to supply two to three images of the individual nominated.

Submission Instructions:

1. Name your individual files according to the following convention:
Award Category_Nominee_Item (Ex: Comprehensive Plan Large_City XYZ_Application)
2. Consolidate all your files into one folder. Name the folder according to the following convention:
Award Category_Nominee (Example: Comprehensive Plan Large_City XYZ)
3. Upload the FOLDER using the following link: https://o365ucr-my.sharepoint.com/:f/g/person/melissat_ucr_edu/Eu3JD5hut7FLgyETYViRW7oBimg08ew4pBBq3fcfYDoZqg
4. All materials must be uploaded by the application submittal date. Contact the Awards Coordinator if you encounter difficulties uploading.

Post-Submission:

1. After the Awards Jury reviews the submissions and selects award winners, the IES-APA Awards Coordinator will contact each nominator regarding the outcome of their application. Expect to receive an email from the Section the week of April 14, 2025.



2. IES-APA does not automatically submit Section applications to the California Chapter of the American Planning Association for award consideration. Each applicant will be responsible for preparing and sending the Chapter/State awards package application, pursuant to the Chapter/State policy guidelines. Refer to the CCAPA website for submission details (<http://www.calapa.org>), as they may be different than the Section requirements.

3. The IES-APA is not requiring the submission of recommendation letters in conjunction with any of the award category nominations. However, the Chapter/State application package may still require it. If you are planning upon submitting an application for award consideration at the Chapter/State level, start acquiring those recommendation letters early in the process.