



**PLANNING AWARDS Application Form**  
**Deadline – 3:30 PM April 25, 2025**

**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 maximum three-page summary articulating how the submission adheres to the evaluation criteria and how it demonstrates exceptional planning;
- (4) project documentation, including the plan, report or other 'product' together with supportive illustrative materials (if any) appropriate to the award criteria. Information that is well organized, clearly articulated, in PDF file format with a file size that is readily opened and accessed.
  - Additionally for Category 5, a maximum three-page Plan Evaluation that explains the specifics of the Plan's positive impact on the community (s) it was intended to serve.
- (5) written confirmation that the client is aware and supportive of the submission; and,
- (6) use of the file nomenclature specified below when sending the electronic files.

Use the online system to complete the input form, found here [Planning Awards Application Form | Alberta Professional Planners Institute \(albertaplanners.com\)](http://albertaplanners.com) A complete submission requires all information requested on the form and all related files to be uploaded to the above link.

Use the following file name nomenclature in a PDF format only:

**Abbreviate the Project Name for example: COEH for City of Edmonton Housing, then add one of the following:**

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

**Name of APPI Regulated Member and RPP title if applicable:**

\_\_\_\_\_

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

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

**Important: Refer to Page 2 for information regarding Eligibility and Instructions to the award winners. Refer to the Submission and Evaluation Criteria document outlining the Categories and the Evaluation Criteria.**

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**ELIGIBILITY REQUIREMENTS**

To be eligible for consideration of an award, the plan or project in all categories (1-5):

- the submission 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;
- the submission must apply to a community, resource, planning process, etc. located within Alberta, the Northwest Territories or Nunavut;

For Categories 1-4:

- a) must have been approved by the relevant decision-making body and adopted by bylaw, resolution or other form of acceptance on or before December 31, 2024.
- b) must have been, if implemented, within the calendar years of 2022, 2023, and 2024.
- c) 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) or substantially altered (i.e. updated).

For Category 5:

- a) must have been approved by the relevant decision-making body and adopted by bylaw, resolution or other form of acceptance on or before December 31, 2023.
- b) must have been implemented prior to December 31, 2023.
- c) MAY have been submitted previously under Category 1-4 and selected for an APPI Planning Award or not selected for an APPI Planning Award.

**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, the submission is deemed to be incomplete and will not be evaluated.
- Submission packages that exceed the page requirements will be considered ineligible.
- No changes and/or additions to clarify information in the submission will be allowed after the application deadline. Nor will any additional information be solicited by the Planning Awards Committee.
- The Planning Awards Committee may determine a submission is better suited to a category other than the category applied for by the applicant and may adjudicate on that basis.
- 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 15, 2025. Award winners will be notified on August 1, 2025. ONLY the winners of an award will be required to submit:

- A video, 90 seconds **maximum** – for use at the 2025 APPI Planning Awards Ceremony at the 2025 APPI Conference in Banff, October 20th during the evening Banquet.
- The actual plan/project items in a *video format* to post on the APPI website.

<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>	

Certificates are not 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:  
MaryJane Alanko, APPI Executive Director at [execdir@albertaplanners.com](mailto:execdir@albertaplanners.com)