



Community Achievement Award Application

This award is to recognize successful community achievements by Community Planning Association of Alberta members. **Submission DEADLINE is 4:00 pm March 17, 2023.**

Eligibility

Recipients must be a member in good standing of the CPAA, actively engaged in some facet of community planning in an Alberta context and willing to share information about their successful project with CPAA.

Nomination and Submission

You may nominate a project or submit a project that you were involved in; both must be a CPAA member in good standing.

Award Decision and Presentation to the Winner

The Awards and Scholarship Committee will make a recommendation to the CPAA Board of Directors for final approval. The winner or a representative must be in attendance to receive the award plaque and be available for photographs as agreed to in the Signatures section of this application.

Title of Entry/Project

Name(s) of the individual, team or organization to be recognized for this project:

CPAA Member submitting or nominating the Project

Name: _____

Organization/Company: _____

Address: _____

City: _____ Province: ____ Postal Code: _____

Email: _____ Phone: _____

Project Contact Person if different from above

Name: _____

Organization/Company: _____

Email: _____ Phone: _____

205-10940 166A Street, Edmonton, Alberta, T5P 3V5

Phone (780) 432-6387 Fax (780) 452-7718 E-mail: cpaa@cpaa.biz www.cpaabiz.com



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Submission Requirements

Project Information

1. Brief description (300-500 words) of the project.
2. The reasons (300-500 words) this project merits recognition.
3. Identify the tangible benefits that have resulted from this success or this project.
4. Brief description of any funding, volunteer hours in kind contributions or other resources used to support the success of this project.

Supporting Documents

1. Two Letters of Support for the submission. The letters may be from any individual, group or agency that was involved in supporting, participating, or benefitted from the story/project submitted.
2. Optional: provide an appendix of public information (including photographs, media coverage) about the work to support your submission. Copyright and privacy laws apply, please check and receive permission for any type of images or information submitted.
 - to provide evidence of success and positive benefits.
 - maybe more useful for some types of submissions and therefore this appendix is encouraged by not required.

Refer to the Community Achievement Award Information Document for important Selection and Presentation expectations posted on the CPAA website.

Please ensure that this application form and supporting documents are submitted in pdf file format to the CPAA office at cpaa@cpaa.biz with the email heading "Community Achievement Award Submission" no later than 4:00 pm March 17, 2023.

Signatures Required for Submission

For a submission to be considered complete, for purposes of acceptance by CPAA, it is necessary that CPAA have the permission of the applicants in order for the Awards and Scholarship Committee to contact them for further information if required and to use the information provided in the submission in CPAA publications and Award announcements. Further, the Award winner or a representative must attend the CPAA Conference formal award presentation in the year that award is granted and be available for photographs.

By signing this application form below, you are giving CPAA said permissions and agreeing to participate in the formal award presentation at the 2023 CPAA Conference.

1. CPAA Member making the submission:

Print Name	Signature	Date
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2. Primary Contact for the submission if different:

Print Name	Signature	Date
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