



**The Irving Hand Excellence in Planning  
Professional Development Award  
2014 Award Application**

Recognizing Achievement in Community Planning  
and Supporting Professional Planners  
in the Pursuit of Their Professional Development



American Planning Association  
Pennsylvania Chapter

*Making Great Communities Happen*

## The Irving Hand Excellence in Planning Professional Development Award

### About the Award and Award Criteria

**The Pennsylvania Chapter of the American Planning Association** encourages the pursuit of professional development through the administration of the **Irving Hand, FAICP Excellence in Planning Professional Development Award**. One scholarship in the amount of \$2,500.00 is awarded annually to an outstanding Pennsylvania applicant who demonstrates excellence in the field of community planning, and a desire to enhance their expertise and/or develop new skills.

**Delta Development Group is pleased to have an opportunity to provide the financial support for this award.** Delta and the PA Chapter of APA are fortunate and privileged to have Irving Hand, FAICP, as a member of their respective teams. Professor Hand has earned a national reputation for his thoughtful contributions to the planning profession.

Hand currently serves as an emeritus member on the Board of Directors of the South Central Assembly for Effective Governance and is dedicated to promoting regional cooperation among local governments. He has served as the President of both the American Planning Association and the American Institute of Planners. Other notable affiliations include the Urban Land Institute, Pennsylvania Economic Development Association, American Society of Public Administration, and the Transportation Research Board.

**Among Hand's passions within the planning profession is the pursuit of additional training and education to enhance bringing about better decisions in the practice of planning.** Education is the key to the pursuit of excellence. Recognizing Hand's dedication and support to thoughtful plans for professional growth, it is the intention of this award to enable professional planners who have distinguished themselves within the planning community the opportunity to pursue professional development for their personal pursuit of excellence. As a result, the PA Chapter of APA intends to provide the recipients of the Irving Hand, FAICP Excellence in Planning Professional Development Award with an educational stipend that can be spent to further their continuing education. Personal professional development plans will be requested with all applications for this award and will be reviewed by a panel of judges.

**The educational stipend may or may not cover all expenses associated within the professional development plan, but may be used to cover any portion of the recipient's costs.** Professional development may or may not include a degree-seeking program. Applicants are encouraged to consider educational pursuits that lead to a certification in professional planning or AICP designation.

**Applicants are not required to be AICP-certified at the time of application. Judging will include the review of the individual's professional development plan, as well as consideration of past projects and current workload.** Applicants with a sound plan for professional development who can demonstrate that the plan will be pursued with or without this award will be considered favorably. Individuals currently enrolled in professional development classes or programs will be considered favorably.

**Specific applicant information needed for consideration is outlined in the Application Requirements.** Review these materials thoroughly before applying for the award. Questions regarding the award program and guidelines should be addressed in writing to PA Chapter of APA, 587 James Drive, Harrisburg, PA 17112-2273 or via email [sshermer@shermer-assoc.com](mailto:sshermer@shermer-assoc.com).

**The recipient of the award will be announced at the 2014 Annual Conference. The award is distributed in early 2015.**

# Application Requirements

## All nominations must include:

1. Applicants may nominate themselves for this award.
2. Applicants must submit a signed Award Application. If self-nominating, please indicate that on the form.
3. Applicants must submit a one page resume that describes the nominee.
4. Applicants must submit a two-page narrative explaining how the nominee meets each of the eligibility guidelines for the award. The narrative should identify where, within other submitted documents, illustrations of these guidelines can be located (i.e. reference to a newsletter or newspaper article about the nominee's work).
5. Applicants must submit a two-page descriptive narrative of the course of study anticipated by the nominee. The narrative should include institution/organization name, contact person, course title(s), anticipated start date, and anticipated completion.
6. Applicants must submit at least two letters of recommendation that highlight the accomplishments of the nominee.
7. Applicants must submit a statement verifying that funding for the proposed professional development program is not available from the nominee's employer.
8. Applicants may submit additional documentation to illustrate any material referenced in the above criteria.

## Other requirements of all nominations:

- 1.) One (1) collated set of the application and all supporting material must be submitted in either hard copy or PDF (electronically). The PA Chapter of APA is not responsible for copying, assembling, or collating submission material.
- 2.) Brevity is encouraged. Nominators are urged to limit submissions of the contents to less than or equivalent to a one-inch, three-ring notebook. Rather than submitting complete works that exceed this recommended maximum, nominators should consider including enough referenced information to prove adherence with the published guidelines.

## Eligibility:

The Irving Hand, FAICP Excellence in Planning Professional Development Award is open to all professional planners associated and/or employed with community planning agencies within Pennsylvania or holding a planning position with other agencies and organizations the activities of which are relevant to planning for the community.

To merit this award, the nominee must have made a sustained contribution to the profession through distinguished practice, teaching or writing. This scholarship is granted to a person who makes his/her living in the practice of planning.

In that the following criteria guidelines will be applied to the review of nominations, the nomination materials must demonstrate how the nominee meets each of these:

**Support of Planning:** To what extent has the Nominee's work demonstrated the understanding of planning principles and the planning process?

**Effectiveness/Results:** To what extent has the nominee been effective in the formulation and implementation of plans and ideas and thus, furthered the understanding of planning and its application?

**Professional Development Plan:** What are the Nominee's plans to further his/her education in the practice of planning? What is the course of study planned for the Nominee that would merit this award? Please provide a detailed schedule associated with the professional development plan. Nominees must be prepared to utilize the stipend award within a two year time period.

Recipients are ineligible to receive the award again for a period of five years after accepting it. Any person may nominate or submit nomination materials. It is not recommended that the Nominee nominate him/herself, but rather assist a second party in assembling the required materials.

A jury of six PA Chapter members will be determining the recipient of the award. Individuals may not attempt to influence or affect the outcome of the jury process for the persons nominated for the Award. Any communication with jurors on behalf of a nominee is prohibited. Any such communication is reason for disqualification.

**Submission Deadline: Completed nomination materials must be postmarked or emailed by August 29, 2014.** This is a firm deadline and will not be extended. Application forms, supporting materials, and changes to submissions received after that date will not be accepted. Submissions become the property of PA Chapter of APA and will not be returned.

# Irving Hand Excellence in Planning Professional Development Award 2014 Application

**Deadline: Completed nomination materials must be postmarked or emailed by Friday, August 29, 2014. Send materials to: PA Chapter of APA, 587 James Drive, Harrisburg, PA 17112-2273. You may submit electronically (preferred) by emailing your materials to [sshermer@shermer-assoc.com](mailto:sshermer@shermer-assoc.com)**

**I hereby nominate** \_\_\_\_\_  
(First, Middle Initial, Last)  
of \_\_\_\_\_  
(Name of Organization)

**for the Irving Hand, FAICP, Excellence in Planning Professional Development Award.**

### **Contact Information for the Nominee:**

First and Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
County \_\_\_\_\_  
Phone (please include area codes and extensions) \_\_\_\_\_  
Email address \_\_\_\_\_

### **Contact Information for the Nominator (Applicant may self-nominate):**

First and Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
County \_\_\_\_\_  
Phone (please include area codes and extensions) \_\_\_\_\_  
Email address \_\_\_\_\_

I certify that the nominated individual and information submitted within meets all eligibility guidelines to the best of my knowledge. I understand that any entry that fails to meet submission requirements may be disqualified.

\_\_\_\_\_  
**Signature of Nominator**

\_\_\_\_\_  
**Date**