

# INSTRUCTIONS and REQUIREMENTS FOR COMPLETING ULI NASHVILLE EXCELLENCE IN DEVELOPMENT AWARDS 2017 APPLICATION

See also *“Tips for Applying”*

## **GENERAL JUDGING CRITERIA**

Development projects that meet eligibility requirements may be considered for the ULI Nashville Excellence in Development Awards 2017. Judging criteria include:

1. The project must be financially stable and operating successfully. It must demonstrate to be a sound financial investment using, for example, the criteria in the application. Projects **must be** 85 – 100% leased / sold. Financial and operational criteria **must be met** to be eligible for submission for judging.

In the case of public/non-profit and institutional developments, project must demonstrate a sound investment of public funds and success in impacting a community or neighborhood.

2. The project must achieve a high standard of excellence in several areas ex. land use, design, construction, economics, sustainability, environmental sensitivity, etc.
3. The project might demonstrate added-value elements such as public/private/non-profit partnerships, promoting healthy lifestyles, workforce / affordability component, relevance and/or leadership to the current and future needs, issues and character of the community in which it is located, etc
4. The project must be worthy of emulation and stand out from others in its category.

## **SUBMISSION ELIGIBILITY**

- \*Development projects may be located in Davidson County or any contiguous county.
- \*ULI Nashville Awards program/submission is open to all; not just to ULI members.
- \*Previously submitted projects may re-apply one additional time.
- \*Project Size category must be indicated.
- \*Sector must be indicated ex. Private OR Public /Non-Profit /Institutional Project
- \*All application information must be complete and accurate to be considered. If not, application will be returned and applicant will be invited to apply next year.

## **DEVELOPMENT TEAM MEMBERS and FIRM NAMES - Important Information:**

Provide **COMPLETE** contact information for **EACH** member of the Development Team.

It is the responsibility of the applicant to submit company names and ALL of the information requested on this section of the application **ACCURATELY** and **EXACTLY correct as used by the Team Member's firm**. Include details, such as llc, Inc., etc, if they apply.

**PROJECT NAME – Important Information:** Please be sure to list Project Name on all indicated lines of the application **COMPLETELY** and **ACCURATELY**: The project name provided on the application is how it will be referred to in all subsequent Awards references and marketing/media, and is the responsibility of the applicant.

**ATTACHMENTS** - Please attach **ONLY THE MOST RELEVANT** descriptive literature (such as press clippings and releases) - *max. 2 attachments*. **However, you do NOT have to submit any attachments**. **Important:** DO NOT SUBMIT **BOTH** e-version AND hard copy of attachments, if submitted at all. *Use same 'photo' USB Flash Drive (see section below), if submitting project literature .*

## **PROJECT IMAGES – Important Information On Photo Submission**

You must submit:

- TWO identical USB Flash Drives containing no more than 10 project images, incl.;
  - the project within the context of its surroundings;
  - a variety of interior and exterior images, **AND**
  - Single shot of BEST exterior image, LABELED 'Banner Image', in the largest-sized format, hi-resolution available.

**\*Photos should all be 100% scale, and either TIF, press-ready PDF, or JPG format. All photos should be submitted as a hi-resolution 300 dpi CMYK. All colors need to be converted to CMYK process colors.**

## **DO NOT BIND YOUR PAPER APPLICATION SUBMISSION.**

**\*Application must be submitted in hardcopy: Only images are to be submitted on Flash Drive.**

**SUBMISSION DEADLINE - Entries must be RECEIVED by COB WEDNESDAY FEBRUARY 8, 2017.** Any application received after Feb. 8th will be returned to the applicant and invited to apply next year.

***Application begins on next page.***

**\*\*IF YOU NEED ADDITIONAL SPACE IN ANY SECTION OF THE APPLICATION, YOU MAY ATTACH THAT AS SEPARATELY LABELED PAGES**



**PROJECT NAME (EXACT NAME - Will be used in all Awards info and marketing):**

**PROJECT STREET ADDRESS, CITY, COUNTY:**

**1) PROJECT DESCRIPTION and CATEGORY INFORMATION**

Describe the project as you would to a prospective client, a group of developers or your financial partner. Include, for example, information about site size, characteristics, location, previous site uses, sales and leasing, planning and approvals, FAR (floor/area ratio), density, etc

**REQUIRED – Indicate:**

Project Size category

- Less than \$15 million total project costs
- \$15 million or more total project costs

Sector category

- Private Sector Development Project
- Public / Non-Profit / Institutional Development Project



**PROJECT NAME:**

**2) REASONS PROJECT IS ELIGIBLE FOR AN AWARD**

In bullet or narrative format, list special, innovative, and/or distinguishing reasons why the project should receive an Award, considering Judge's evaluation criteria listed on the Awards Application Instruction section. Be sure to consider including, '*What is the Development Story*' of this project?



**PROJECT NAME:**

---

**3) STATUS OF PROJECT – *Project must be operational and 85 – 100% sold / leased to be eligible for submission. Complete the following for relevant uses or note N/A or for ‘Other’ uses.***

Percentage complete	%
Percentage of commercial sold/leased	%
Percentage of residential space sold/leased	%
Additional phases planned?	

**4) MARKET ACCEPTANCE / FINANCIAL VIABILITY** (*This information remains confidential.*) You may use indicator(s) of financial success as is standard for your product in your market, such as return on investment (ROI), increase in market valuation (based on independent appraisal), occupancy rate, catalytic economic impact, If relevant, identify anchor/key tenants, etc. Additional financial information, such as pro formas, accounting statements, etc., may be attached. *Must be operational and 85 – 100% sold/leased.* **Public/Non-Profit/Institutional projects must demonstrate** a sound investment of public funds and success in impacting a community or neighborhood and success in leveraging public or non-profit funds for the betterment of the public at-large.



**PROJECT NAME:**

---

**SITE STATISTICS**

<b>Site Size</b>	
------------------	--

<b>Commercial Space</b>	<i>Square Ft Completed</i>	<i>Square Ft at Buildout</i>
Office space		
Retail/restaurant/entertainment space		
Industrial space		

<b>Residential Units</b>	<i>Number of Units Completed</i>	<i>Number of Units at Buildout</i>
Single-family units		
Multifamily units		
Hotel rooms		
Parking spaces		
Maximum number of stories		

**LAND USES**

What was/were the land use(s) before development?

List all land uses in your completed project:



2017 ULI NASHVILLE EXCELLENCE IN DEVELOPMENT AWARDS  
APPLICATION FORM

**PROJECT NAME:**

**DEVELOPMENT TEAM MEMBERS and FIRM NAMES:**

Provide **COMPLETE** contact information for **EACH** member of the Development Team.

It is the responsibility of the applicant to submit company names and ALL of the information requested here **ACCURATELY** and **EXACTLY correct as used by the Team Member's firm**. Include details, such as llc, Inc., etc, if they apply.

Development team information may be continued on a separate sheet as an attachment.

Role on Team	Name of Team Mmbr	Email of Team Mmbr	Firm Name	Address	Ph. No.
Developer:					
Owner (if not same as developer):					
Architect					
Contractor					
Landscape Arch					
Civil Engineer					
Finance/Banking					
Transportation Engineer					
Geo Professionals:					
Other Development Team Members:					



**PROJECT NAME:**

---

**SUBMITTER**

Provide contact information for the individual submitting this application, including name, email, firm, address, phone number

[Light green rectangular area for submitter information]

**PRIMARY CONTACT** (if different from submitter)

Provide contact information for a Primary Contact for all correspondence to/from ULI Nashville regarding this application, including name, email, firm, address, phone number

[Light green rectangular area for primary contact information]

**AUTHORIZATION**

The authorization must be signed by the owner or developer, below.

[Light green rectangular area for authorization signature]

The undersigned attests that:

1. Using accepted accounting standards, this project is expected to meet expectations for return on the investor(s)' capital.
2. There are no pending or impending concerns with this project's financial condition or, if there are, that they will be disclosed during a site visit.
3. ULI may use and reproduce the information on this application and any supporting materials (including images) provided, except for confidential financial information provided.
4. He/she has full power and authority to provide this information and to grant these rights and permissions.

**SIGNATURE** .....

**DATE :**

***Application continues on next page.***





2016 ULI NASHVILLE EXCELLENCE IN DEVELOPMENT AWARDS  
APPLICATION FORM

**PROJECT NAME:**

**CHECKLIST**

- Completed application form, signed – Do **NOT** submit an Electronic version of **this** application. **ONLY** submit a paper version of this application.
- Payment sheet (this sheet)
- TWO identical USB Flash Drives with project images, included your selected Exterior image labeled 'IMAGE for *BANNER*'

**APPLICATION FEES:**

**PRIVATE SECTOR PROJECT**

- Less than \$15 million total project costs     \$200
- \$15 million or more total project costs         \$250

**PUBLIC/ NON-PROFIT / INSTITUTIONAL SECTOR PROJECT**

- Less than \$15 million total project costs     \$100
- \$15 million or more total project costs         \$150

**Credit Card:** [Select one...](#)

- Cardholder Name
- Card Number
- Expiration Date
- Authorized Amount

Cardholder Signature: .....

OR

**Check:**

Payable to "ULI Nashville"

All applications and supporting materials, including the appropriate entry fee, must be **RECEIVED BY** COB February 8, 2017. Applications received after that date **will be** returned to applicant and be invited to apply next year.

**Send ULI Nashville Excellence in Development Awards 2017 submissions to:**

ULI Nashville – Rose Faeges-Easton  
c/o ULI Nashville Excellence in Development Awards 2017  
1809 Cedar Lane  
Nashville, TN 37212

Send all questions to [nashville@uli.org](mailto:nashville@uli.org)

**~ END OF APPLICATION ~**