### The Axelson Center for Nonprofit Management at North Park University

# **2013 ALFORD-AXELSON AWARD**

### FOR NONPROFIT MANAGERIAL EXCELLENCE

## **Award Process and Timeline**

## Eligibility

In order to be considered for the award, at minimum, an applicant must be a 501(c)3 organization and its primary mission focus must benefit Chicago and/or its surrounding communities. Staff, board members, and volunteers may nominate their own organizations, and do so by completing this application. Organizations that have received the honorable mention designation or have applied in previous years are encouraged to reapply. Past winners will not be considered.

We have also added an eligibility checklist as the first page of this application. In an effort to save time for the applicant, we ask that if you cannot check every item on the list that you not complete the application at this time.

If you are a small 501(c)3 organization that has been in existence 10 years or less, has a budget of under \$750,000, and has less than 10 full-time staff, you might consider applying instead for the Excellent Emerging Organization Award. More information about this award is available on our website.

## **Application Process**

Please note that we have made revisions to the application process to reduce the amount of time required to apply. Below are the steps:

- 1. Complete and mail the initial application (electronic files are preferred, postmarked no later than February 1, 2013). Include a copy of your 501(c)3 letter.
- 2. The initial applications will be reviewed and 10-12 organizations will be chosen to complete a more detailed application. The qualifying organizations will be notified no later than February 22, 2013 and will be sent the final application.
- 3. These organizations will have until April 1, 2013, to postmark the final application.
- 4. The finalists will be chosen during a review committee meeting in mid-April. These organizations will be notified of the date and time, and are asked to have one contact person available via phone for clarification on questions that may arise during the review.
- 5. All qualifying organizations will receive special recognition at the Symposium luncheon on June 4, 2013. The two winning organizations (one small organization and one large organization) will each receive a \$7,500 unrestricted grant.

#### **Evaluation Process**

The first round of evaluations will take place between February 1 and February 22 by a review committee, who will then nominate 10-12 organizations to be considered for the final round. The second round applications will be reviewed in more depth by the review committee after April 1. The committee may contact your organization to clarify questions they may have

about your application.

Keep in mind that this award focuses primarily on management aspects, not individual programming. Applicant organizations will be assessed on several dimensions: mission and impact, leadership and governance, strategy and innovation, human resources, financial strength and performance, resource diversity and generation, external relations, and accountability and integrity. The quality and completeness of the application is essential as it will serve as the primary basis for assessment. In this regard, all questions should be answered directly and explicitly; generic responses are not acceptable. Incomplete applications—including indirectly addressed criteria or omitted financial data—will limit our ability to assess your organization. Remember, the quality of how you express your organization's story is critical in our decision.

## Confidentiality

All information collected during this process will be kept strictly confidential. North Park University will make public only the names of the award winners and finalists. Portions of the data may be used at a later date for educational purposes but not without prior permission from the organization.

#### How to Submit

If you would like a Word version of this application, please email your request to axelson@northpark.edu.

Mail or email (<u>electronic files are preferred</u>) your application, postmarked no later than February 1, 2013, to:

Attention: Jessica Bouboulis The Axelson Center for Nonprofit Management North Park University 3225 West Foster Ave. - Box 4 Chicago, Illinois 60625

Email: axelson@northpark.edu

#### Questions

If you have questions about the application or process, please email <a href="mailto:axelson@northpark.edu">axelson@northpark.edu</a> or call 773-244-5747.

We will respond as quickly as possible to help address your questions and assist you in the application process. Please note that we will not release any information about the evaluation process or its outcome until the Symposium luncheon on June 4, 2013.



We have added the following checklist as the first step in your application process. We are providing this list to you in an effort to make the process more efficient for you. If you cannot check off every item on this list, your organization will not be considered to proceed to the second round of the process. Please check off the following items, confirming your organization follows these practices and/or has these structures in place, and include this page with your returned application. The signature page at the end of the application also confirms this information. Applications without these completed checklists will not be considered. If you have questions about any of the requirements on this list, please contact us at axelson@northpark.edu or 773-244-5747.

## Alford-Axelson Checklist of Eligibility Requirements

Ш	We are an incorporated 501(c)3 organization.
	We serve Chicago and/or the surrounding communities.
	Our Executive Director has been in the role for 2 years or longer.
	We have a strategic plan (or are developing one currently).
	Our financial reports are audited annually by an independent CPA.
orgar	75% or more of our board of directors has contributed financially to the nization in the last 18 months
X% of	We have quantitative metrics to measure our organization's impact (i.e. f students experienced an improvement of X amount in 2012).

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### FOR NONPROFIT MANAGERIAL EXCELLENCE

# **Initial Application**

Organization Name		
Address		
Address2		
City	State	Zip Code
Executive Director/ C	EO information:	
Last Name	First Name	
Title	Email Address	
Title		
Number of Years at Organ	nization In Current Role nmunication regarding this application	:
Number of Years at Organ		
Number of Years at Organ Person to receive cor	nmunication regarding this application	dress
Number of Years at Organ Person to receive con	nmunication regarding this application Email Add ( )	dress mber
Number of Years at Organ Person to receive con	nmunication regarding this application  Email Add  ( )  Phone Num	dress mber
Number of Years at Organ Person to receive con	nmunication regarding this application  Email Add  ( )  Phone Num  Current Fiscal Year  Specify dates:	mber  Previous Fiscal Yea

6.	Primary objectives of organization (activineeds addressed (e.g. arts, poverty, education statement (attach additional page if necessary)	cation). Please include	
7.	Number of full-time employees (current y	/ear):	
8.	Number of part-time employees (current	year):	
9.	Number of volunteer hours (average for r	most recent year):	
10.	How are volunteers utilized in the organi	zation?	
	Financials:  A. Sources of Income: Show as percent (%)	of total income.  Most Recently Completed Fiscal Year Specify dates:	Prior Fiscal Year Specify dates:
-	Foundation Grants (% of total)		
-	Corporate Donations (% of total)		
-	Gifts from Individual Donors (% or total)		
=	Fee for Service/Product Revenue (% of total)		
_	Membership Fees (% of total)		
-	United Way (% of total)		
_	Other (specify source)		
-	* Total (should equal 100%)		
_			

which complete data a		c, or other). Use the mosole. Specify dates:	
		Most Recently Complete Fiscal Year	ed Income Type
Largest Foundation Grant			
Largest Corporate Donation	1		
Largest Donation from Indi	vidual		
Largest Government Grant			
Other (specify source)			
C. Expenses: Use the mo Specify dates:			nplete data are available. % of Operating Budget
Fundraising		Amount	% of operating badget
Administration			
Program			
Other			
Total			
Does your Form 990 for the organization achieved a baexplain.):	e two mo alanced b	st recently completed fisudget? Yes	scal years show that the No (If no, please
nments or clarification on any	of the al	bove financial informatio	on?
n the most recently complet de a financial contribution (f			

B. Largest Single Funding Amounts by Source: Show value in dollars and type of

the number of years they have served on your board.  13. Service and Impact: Use the most recent fiscal year for which complete data are available. Specify dates:		ere a stated get/give policy for your board of directors? If so, what percentage of your nembers meet that policy expectation? Does this include in-kind donations?
available. Specify dates:	12.	On a separate sheet, please list your current board members, their vocation and the number of years they have served on your board.
Number of total individuals served:  Number of total organizations served:  Most important metrics (internal and/or external) used by your organization to measure your impact (list up to five). Include specific results for most recently completed fiscal year (i.e. 75% of all students experienced an improvement of x amount in 2012).  Specify dates:  1.  2.  3.  4.  5.  Does your organization carry any specific accreditation, certification or other special forms of recognition that it has received from external agencies (e.g.	13.	
Number of total individuals served:  Number of total organizations served:  Most important metrics (internal and/or external) used by your organization to measure your impact (list up to five). Include specific results for most recently completed fiscal year (i.e. 75% of all students experienced an improvement of x amount in 2012).  Specify dates:  1.  2.  3.  4.  5.  Does your organization carry any specific accreditation, certification or other special forms of recognition that it has received from external agencies (e.g.		Beneficiaries:
Most important metrics (internal and/or external) used by your organization to measure your impact (list up to five). Include specific results for most recently completed fiscal year (i.e. 75% of all students experienced an improvement of x amount in 2012).  Specify dates:  1.  2.  3.  4.  5.  Does your organization carry any specific accreditation, certification or other special forms of recognition that it has received from external agencies (e.g.		Number of total individuals convode
measure your impact (list up to five). Include specific results for most recently completed fiscal year (i.e. 75% of all students experienced an improvement of x amount in 2012).  Specify dates:		Number of total organizations correct:
<ul> <li>2</li></ul>		measure your impact (list up to five). Include specific results for most recently completed fiscal year (i.e. 75% of all students experienced an improvement of x amount in 2012).
<ul> <li>3</li></ul>		1
<ul> <li>4</li></ul>		2
<ul> <li>5.</li> <li>14. Does your organization carry any specific accreditation, certification or other special forms of recognition that it has received from external agencies (e.g.</li> </ul>		3
<ol> <li>Does your organization carry any specific accreditation, certification or other special forms of recognition that it has received from external agencies (e.g.</li> </ol>		4
special forms of recognition that it has received from external agencies (e.g.		5
COA, CART, JOANO):	14.	

15.	Describe one way in which your organi	zation is unique or stands out from othe
	similar organizations.	
16.		age in strategic planning? When was your the key players involved in developing th e plan's implementation.
17.	What is your organization doing that in	ndicates excellence in management?
	las your organization applied for this awar our application, and how have you addres	rd previously? If so, did you seek feedback ssed those challenges?
Execu	utive Director/CEO	Date