

Michigan Performance Excellence Award

Application Form (Jan 2023)

Applicant

|  |  |
| --- | --- |
| Official Name: | Headquarters Address: |
|  |  |
| Other Name: |  |

Highest Ranking Official

|  |  |
| --- | --- |
| Name: | Address: |
| Title: |  |
| Telephone: | E-mail: |
|  |  |

Official Contact Point

|  |  |
| --- | --- |
| Name: | Address: |
| Title: |  |
| Telephone: | E-mail: |
|  |  |

Release Statement

I understand that this application will be reviewed by members of the Board of Examiners. If the organization is selected for a Site Visit, we agree to host the Site Visit, facilitate an open and objective evaluation, and pay Site Visit expenses. We also agree to provide volunteer examiners in the next cycle as described on page 3.

I have reviewed the information contained in this application and attest that to the best of my knowledge, no untrue statement of fact is contained in this application, nor is any material information omitted.

Authorizing Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Highest Ranking Official Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Application Fees***

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| --- | --- |
| Organizations with 500 or more employees | $12,000 |
| Organizations with fewer than 500 employees | $11,000 |

***Application Requirements***

* Use no smaller than 10-point font for all text, figures, and graphs.
* A Table of Contents, Organization Chart, and Glossary should be provided.
* Complete the Site Description Form on page 4 and include it in the **Application**.
* A two-column format is preferred.
* The Organizational Profile (P.1 and P.2) is limited to five pages. See the Criteria for the specific questions to be addressed.
* Responses addressing the **multiple** requirements of all Criteria Items are limited to 50 pages.
* The pages of the Application should be consecutively numbered from page 1, beginning with the response to Item 1.1. Pages before Item 1.1 do not count as part of the 50-page limit, such as Organizational Charts and Glossary.
* Font must be at least 10 point and the left margin must be at least one inch.
* The use of labeled section and Category Tabs is encouraged.
* The application should be bound (spiral or binder) with front and back cover.

***Site Visits***

Selection and Timing:

Organizations identified by the independent Panel of Judges as potential state role models will be selected to receive a Site Visit so the Examination team may clarify and verify information provided in the application. Site visit determination will be made within 90 days of the receipt of the application once the Examiner team has completed individual evaluations and developed a consensus report. In the event your organization is selected for a site visit, you will be notified so a convenient time can be identified.

Organizations benefit from the experience of the Site Visit even if they are not selected by the Panel of Judges. You may choose to host a Site Visit even if you are not selected by the Judges. The same process and expenses apply for this optional visit.

Site Visit Fee:

If your organization hosts a Site Visit, the fee is the same as your application fee plus direct billing of hotel charges to your organization and any out-of-pocket expenses of the volunteer Examiners.

***Expectations of Award Recipients***

* Use the MIPEx logo on all written materials for two years following the award cycle.
* Share non-proprietary information about successful performance excellence practices with other Michigan organizations by presenting at best practice conference and through other activities.
* Prepare a brief (20 slide) PowerPoint presentation to make available on the MIPEx website

***Expectations of Applicants***

The MIPEx award process depends upon organizations that support the mission of Michigan Performance Excellence. Applicants are expected to provide two examiners to the upcoming cycle. Applicants with fewer than 500 employees may provide one examiner. Please provide the names and contact information of the examiners:

|  |  |  |
| --- | --- | --- |
| Name | Email | Telephone |
|  |  |  |
|  |  |  |

***Application Checklist***

* Electronic version of application in text-searchable pdf file that contains
	+ Table of Contents
	+ Site Description (see example on next page)
	+ Identification of the actual Criteria used
	+ Organization Chart
	+ Glossary
	+ Organizational Profile (not to exceed 5 pages)
	+ Responses to the Criteria (not to exceed 50 pages)
* Check for appropriate fee payable to:

 Michigan Performance Excellence

11477 SW Torch Lake Dr

Rapid City, MI 49676-9610

Please contact Michigan Performance Excellence with any questions.

231.622.5530

 miperformanceexcellence@gmail.com

**Site Description:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address of Site** | **Number**Employees, Faculty, Staff | **Percentage** SalesRevenuesBudgetsServices | Description of Relevant Products or Services |
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