

# **2013 Excellent Emerging Organization Award**

## **Award Process and Timeline**

### **Eligibility**

In order to be considered for the award, 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. Applicants must also meet the following requirements:

- Organization has been in existence for 10 years or less
- Organization budget must not exceed \$750,000
- Organization must have 10 or less full time staff members

### **Award Benefits**

The winning organization will be announced at the Axelson Symposium luncheon on June 4, 2013. The award aims to strengthen the capacity of the winning organization to improve services and efficiency. The organization will be awarded a capacity building package, which in past years has been valued at approximately \$50,000. The package could include services such as\*:

- \$1,000 in professional development programs from the Axelson Center;
- 1 year mentoring by a senior nonprofit leader;
- A team of highly-experienced consultants will provide a wide-ranging, in-depth organizational assessment to identify key strengths and opportunities, and then develop a strategically-focused capacity-building Plan for capitalizing on them and ensuring ongoing progress
- A professional attorney will evaluate the organization's internal operations, alerting management to any potential legal or regulatory issues;
- An unrestricted grant of \$2,500.

*\*The complete award package will be posted on our website by February 15<sup>th</sup>. The above listing includes services that have been offered previously.*

### **Application Process**

1. Complete and mail the initial application (electronic files preferred, postmarked no later than March 1, 2013). Include a copy of your 501(c)3 letter and your most recent 990.
2. The initial applications will be reviewed and 3-5 organizations will be chosen to complete an interview with the review committee. The qualifying organizations will be notified no later than March 22.
3. These organizations will schedule interviews with the committee by mid April.
4. All qualifying organizations will receive special recognition at the Symposium luncheon on June 4, 2013.

### **Evaluation Process**

The first round of evaluations will take place between March 1 and March 22 by a review committee, who will then nominate 3-5 organizations to be considered for the final round.

The second round will incorporate interviews with the leadership of the organization between March 25 and April 12. *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 and ultimately will prevent your organization from being considered. Remember, the quality of how you express your organization's story is critical in our decision.*

*This award was created to honor up-and-coming organizations, who exhibit current and future leadership in the sector. We are looking for organizations that display sound management practices, innovation in programming and leadership capabilities. As an emerging organization we respect that you may not have all the policies and procedures in place, but demonstrating a commitment to excellence and learning is critical.*

### **Confidentiality**

All information collected during this process will be kept strictly confidential. 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](mailto:axelson@northpark.edu)

Mail, fax or email (electronic files are preferred) your application, postmarked no later than March 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](mailto:axelson@northpark.edu)

### **Questions**

If you have questions about the application or process, please e-mail [axelson@northpark.edu](mailto:axelson@northpark.edu) 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.

**THE AXELSON CENTER  
FOR NONPROFIT MANAGEMENT**



The Axelson Center for Nonprofit Management at North Park University

# 2013 Excellent Emerging Organization Award

## Initial Application

1. Organization:

\_\_\_\_\_  
*Organization Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address2*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

2. Executive Director/ CEO information:

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Official Title*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Number of Years at Organization*

\_\_\_\_\_  
*In Current Role*

3. Person to receive communication regarding this application:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Email Address*

( )

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone Number*

4.

Current Fiscal Year

Previous Fiscal Year

Specify dates:

Specify dates:

\_\_\_\_\_  
Size of annual operating budget:

\_\_\_\_\_  
Endowment/Cash reserves:

5. Year founded: \_\_\_\_\_

6. Primary objectives of organization (activities actually pursued) and community needs addressed (e.g. arts, poverty, education). Please include your mission statement (attach additional page if necessary):

7. Number of full-time employees (current year): \_\_\_\_\_

8. Number of part-time employees (current year): \_\_\_\_\_

9. Number of volunteer hours (average for most recent year): \_\_\_\_\_

10. How are volunteers utilized in the organization?

11. 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 (% of total)		
Fee for Service/Product Revenue (% of total)		
Membership Fees (% of total)		
United Way (% of total)		
Other (specify source)		
* Total (should equal 100%)		

**B. Largest Single Funding Amounts by Source:** Show value in dollars and type of income, e.g. cash, in kind, stock, or other. Use the most recent fiscal year for which complete data is available. Specify dates: \_\_\_\_\_

	Most Recently Completed Fiscal Year	Income Type
Largest Foundation Grant		
Largest Corporate Donation		
Largest Donation from Individual		
Largest Government Grant		
Other (specify source)		

**C. Expenses:** Use the most recent fiscal year for which complete data is available. Specify dates: \_\_\_\_\_

	Amount	% of Operating Budget
Fundraising		
Administration		
Program		
Other		
Total		

Does your Form 990 for the two most recently completed fiscal years show that the organization achieved a balanced budget? \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, please explain. Also please submit your most recent 990 with your application):

How has your organization responded financially to the economic recession? What has been the impact on the organization, what plans have been implemented to lessen the effects, what have you learned, etc.

Comments or clarification on any of the above financial information?

D. In the most recently completed fiscal year, what percentage of your board of directors made a financial contribution (for any purpose) to your organization? \_\_\_\_\_ %

E. Is there a stated get/give policy for your board of directors? If so, what percentage of your board members meet that policy expectation? Does this include in-kind donations?

12. On a separate sheet, please list your current board members, their affiliations and the number of years they have served on your board.

13. **Service and Impact:** Use the most recent fiscal year for which complete data is available. Specify dates: \_\_\_\_\_

Beneficiaries:

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 and improvement of x amount).

Specify dates: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

14. Does your organization carry any specific accreditation, certification or other special forms of recognition that it has received from external agencies (e.g. COA, CARF, JCAHO)?

Please attach an additional page if necessary for these answers, but keep responses brief.

15. What innovative service delivery model has your organization put in place that impacts the way your work is accomplished? In what ways does this model make your organization a leader in your field?

16. How has the organization's leadership been instrumental in:
  - A. Positioning and preparing the organization for future growth;
  - B. Aligning staff members and board members around future vision and programmatic goals?

17. Describe how the written strategic plan demonstrates that your organization is likely to emerge as a sector leader in the next five years. Please attach most recent strategic plan.

18. Although relatively young, describe in narrative form how your organization has attained financial stability in the formative years. In addition, demonstrate that your organization has been an effective steward of its resources.



19. What is one other aspect of emergent leadership that your organization embodies which we have not yet asked about? Please describe.

20. As the award winner, you would benefit from one year of mentoring by a senior level nonprofit leader. What management or organizational topics would you like to address with a mentor?

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*Signature of CEO/ Executive Director*

*Date*

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*Signature of Board President*

*Date*

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*Name of Organization*

*Note: In signing this application, you give North Park University permission to release information to the media about your organization as it pertains to this award as well as feature your organization in university publications.*