



Process Level Application Form

This form is to be used by Process Level applicants only. Level 1 applicants, please use the Level 1 Application Form. Level 2, 3 and 4 applicants, please use the Intent-to-Apply form.

Submit your Process Level Application form and application fee to:

kshepard@swae.org or

Southwest Alliance for Excellence

3961 E. Chandler Blvd. Suite 111-334 (mailing address only)

Phoenix AZ, 85048

1. Applicant

Organization Name: _____

Address: _____

City: _____

State: _____

Zip code: _____

Total # of employees (full time equivalent): _____

*Part-time workers are counted as total part-time hours per week divided by 40. For example: 10 people at 20 hours is equal to 5 full time equivalent employees (10*20 / 40 = 5).

2. Name of the Process: _____

3. Industry Sector

Please check the sectors that best describes your organization

☐ Manufacturing

☐ Government

☐ For Profit

☐ Education

☐ Health Care

☐ Service

☐ Nonprofit

☐ Not-for-Profit

4. Official Contact (should be someone who understands the process being submitted)

Name: _____

Title: _____

Mailing Address: _____

Street Address (no PO Box): _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

5. Percent of physical assets in the state from which the organization is applying: _____
6. Has the organization existed for at least one year? ☐ Yes ☐ No
7. Is the organization headquartered in the same state from which the organization is applying?
☐ Yes ☐ No
8. Is the organization a subsidiary of a larger organization?
☐ Yes ☐ No
9. If the applicant answered "Yes" to being a subsidiary, complete the following:
- Parent Organization: _____
 - Address: _____
 - Highest Official of Parent Organization: _____
 - Title: _____
 - Does the Applicant comprise over 50% of the parent organization? ☐ Yes ☐ No

10. Fees

An Application Fee is required with this Application Form. (Refer to the fee schedule in the Application Guidance Manual, page 8).

Total Enclosed: _____

11. Site Visit

Site Visits will not exceed 4 hours.

The applicant is responsible for site visit costs to reimburse travel and lodging for the examiner team.

12. Confidentiality Considerations:

- a. Applicant waives the right to bring suit against the Southwest Alliance for Excellence, from any claims, action or losses arising from the Performance Excellence Program process.

☐ Accept ☐ Decline

Confidentiality Note: Strict conflict of interest rules apply throughout the processes. Names of applicants, individual applicants, commentary, and scoring information developed during the review of the application are regarded as proprietary and are kept confidential. Such information is available only to those individuals directly involved in the evaluation and application distribution process. Information on successful strategies of award recipients and other applicants may be released only with written approval of the applicant.

By completing and submitting this application, the applicant agrees to:

- Submit an application that follows the guidelines provided in the Process Level application criteria and materials.
- Provide an electronic application (no paper copies of applications will be accepted). Allow SWAE to upload the application, and the Board of Examiners and Judges to download the application, so it can be copied temporarily as a file onto a thumb drive or printed. The applicant will provide this electronic copy in Adobe Acrobat (PDF) format to allow for appropriate printing where necessary. *(Keep in mind that font size and formatting are to match criteria stipulated in the application and guidance document, even after figures and graphs have been inserted and saved as a PDF file. The final copy will be tested for format requirements.)*
- Provide to SWAE an electronic copy of the original application edited for general public consumption.
- Give permission for SWAE to use the organization's recipient status and edited application (see above) for marketing and promotional materials for the Performance Excellence Program and SWAE.
- Share with other organizations, should the applicant become a recipient of an award, non-proprietary information on successful performance strategies. Such sharing may take place through a variety of methods including making presentations at SWAE workshops and events.

- Supply information requested by SWAE (or other designated representatives) concerning the applicant's organization in the event issues are identified that could affect the credibility and valuation of the Performance Excellence Program.

SWAE agrees to the following items:

- Unless the applicant is selected as a recipient or the applicant requests such, SWAE will not disclose its identity to anyone other than members of the Board of Examiners or the Panel of Judges.
- Swae will coordinate the application process and ensure the examiner team is properly constituted.
- SWAE will deliver an electronic copy of the Feedback Report to the applicant's contact person at the conclusion of the application process.
- SWAE will take all prudent measures to protect the integrity of the applicant's electronic application so that only the appropriate examiner team and judges can view the application.

Additional Specifics: All operations related to the Process being considered as part of the Performance Excellence Program may be inspected as part of the Program. This means that the process operations, activities, and results can be assessed and visited by a team of examiners. A subsidiary and their parent organization may concurrently apply, if submitting different processes. Recipients of a Showcase Award are ineligible to re-apply for the same process for a period of 3 years after the selection. However, an applicant that did not receive an award is permitted to re-apply for the same process each year if it feels it has made meaningful changes and has achieved sufficient improvement and results.

I state and attest that: To the best of my knowledge, no untrue statement or omission of a material fact has been made in this application package. Based on the information herein and the current eligibility requirements for the Southwest Alliance for Excellence Performance Excellence Program, my organization is eligible to apply. I understand if information is found not to support eligibility at any time during the Award Process cycle, my organization will no longer receive consideration for recognition and will only receive a Feedback Report.

Signature

Date