



2019 Intent to Apply and Eligibility Form

1. The applicant is applying for:

Organization Level

- Level 4 (Excellence)
- Level 3 (Achievement)
- Level 2 (Commitment)

Process Level

Workforce Size

- Large Organization (More than 1500 paid workers)
- Medium Organization (501-1500 paid workers)
- Small Organization (Less than 500 paid workers)

2. Please check which of the following weeks the applicant's preferred week for site visit is. If both weeks are acceptable, please check both weeks. *Site visits for Organization Level applicants will not exceed 5 days; actual duration will depend on initial review of the application and size of the organization. (Refer to the Application Guidance Document, page 8.)*

- Week of November 4 – 8, 2019** (*Your "preferred" week is not guaranteed.*)
- Week of November 11 – 15, 2019**

3. Organization name (*include parent & subsidiary names if applicable*):

4. Organization address [city, state, zip] (*headquarters address or location applying to the program*):

5. Contact person (*to be the liaison with SWAE*):

Name: _____

Title: _____

6. Contact person's telephone number: _____ Fax number: _____

7. Contact person's email address: _____

8. Name of CEO or President (*provide name of person with closest approximate position, if different*):

9. Quality/Performance Excellence Director (*person with closest approximate responsibilities*):

<p>10. Industry</p> <p><input type="checkbox"/> Computers/Technology</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Energy/Utilities</p> <p><input type="checkbox"/> Finance or Insurance</p> <p><input type="checkbox"/> Government or Nonprofit</p> <p><input type="checkbox"/> Healthcare</p> <p><input type="checkbox"/> Hospitality</p> <p><input type="checkbox"/> Manufacturing</p> <p><input type="checkbox"/> Professional/Commercial Services</p> <p><input type="checkbox"/> Real Estate/Construction</p> <p><input type="checkbox"/> Retail</p> <p><input type="checkbox"/> Telecommunications</p> <p><input type="checkbox"/> Wholesale Distribution</p> <p><input type="checkbox"/> Other (<i>please specify</i>)</p>	<p>11. Type of organization</p> <p><input type="checkbox"/> For Profit</p> <p><input type="checkbox"/> Not for Profit (non-government)</p> <p><input type="checkbox"/> Government</p> <p>12. Number of full-time paid workers</p> <p><input type="checkbox"/> 2-19 <input type="checkbox"/> 20-49 <input type="checkbox"/> 50-99</p> <p><input type="checkbox"/> 100-249 <input type="checkbox"/> 250-499 <input type="checkbox"/> 500+</p> <p>13. Number of part-time paid workers</p> <p><input type="checkbox"/> Zero <input type="checkbox"/> 1-19 <input type="checkbox"/> 20-49</p> <p><input type="checkbox"/> 50-99 <input type="checkbox"/> 100-249 <input type="checkbox"/> 250-499</p> <p><input type="checkbox"/> 500+</p> <p>14. Percent of workforce in applicant's state ____%</p> <p>15. Number of Volunteers _____</p>
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16. Percent of physical assets in the state from which the organization is applying. _____%

17. Has the organization existed for at least one year? Yes No

18. Is the organization headquartered in the same state from which the organization is applying?
 Yes No

19. Is the organization a subsidiary of a larger organization? Yes No

20. If applicant answered "Yes" to being a subsidiary, complete the following:

a. Parent Organization _____

b. Address _____

c. Highest Official of Parent Organization _____

d. Title _____

e. Does Applicant comprise over 50% of parent organization? Yes No

21. Confidentiality Considerations:

a. Applicant waives the right to bring suit against the Southwest Alliance for Excellence, from any claims, actions, 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 applications, 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.

22. The applicant submits the following required and potential, additional Examiner candidates:

(Please contact the SWAE if you have questions or concerns, or if you are unable to provide an examiner.)

Necessary Examiner: _____ Email: _____

Potential Examiner: _____ Email: _____

Potential Examiner: _____ Email: _____

Potential Examiner: _____ Email: _____

Note: (Examiner Applications can be found at www.swae.org go to [What We Do](#) on the top Navigation bar of the home page then click on [Examiners](#), or you can request one from the SWAE at kshepard@swae.org.)

Release Statement

We agree to all terms stated above and attest to the validity and truth of all information we have provided. We understand that by applying for the Performance Excellence Program, we accept all the requirements of the Performance Excellence Program process. The application fee is non-refundable. We agree to host a site visit and to facilitate an open and unbiased examination. We understand that our organization must reimburse the Southwest Alliance for Excellence (SWAE) for reasonable costs and expenses associated with a site visit and the team of examiners. Additionally, we understand that our organization must provide one examiner per application, to support the program.

The SWAE may request additional information concerning our organization if issues are identified that could affect the credibility and valuation of the Performance Excellence Program. This information must be supplied, if requested, to the SWAE. We agree to make SWAE aware upon inquiry of any current or pending regulatory, criminal, or civil action that could damage the reputation of the Performance Excellence Program process.

If our organization is selected to receive an Award, we agree to share non-proprietary information on our successful performance and quality strategies with other organizations. This includes participation in conferences, workshops or other events sponsored by SWAE.

By applying to the Performance Excellence Program, the applicant agrees to provide an electronic application and 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.

By applying to the Performance Excellence Program, the applicant agrees to provide to SWAE an electronic copy of the original application edited for general public consumption. The applicant also agrees to allow SWAE to use this edited application as well as the organization's name as a recipient of an award in educational, marketing and promotional materials for the Performance Excellence Program and the SWAE. However, our organization will continue to own the information.

Signature, Contact Person of Applicant

Title

Date

Signature, CEO or Other Official)

Title

Date

Please sign where indicated, email pages 31-34 of this document to kshepard@swae.org, and provide a minimum of 50% of the application fee and 100% of the admin fee to SWAE.

via Credit Card (+ 5% service fee), electronic payment or check to:

Southwest Alliance for Excellence
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