



Awards for Excellence in Government Finance



2006 APPLICATION INSTRUCTIONS

The GFOA Awards for Excellence program recognizes outstanding contributions to the field of government finance, with particular emphasis on transferability, creativity, technical significance, and overall value to the profession. Within this program are two special recognition awards:

The Small Government Awards are given to organizations with less than 200 full-time employees.

The Louisville Award for Financial Innovation is given to governments that introduce a new concept or technique with enduring value to the government finance profession. The Louisville Award is presented in recognition of an exceptional accomplishment and is only awarded after nomination from the panel of judges.

GFOA invites you to participate in this year's Awards for Excellence competition. Below are the program requirements and the instructions for filling out the application form. If you have any questions, please contact either Peter Christensen (312-578-2282) or Karen Utterback (312-578-2260).

ELIGIBILITY

All GFOA members are eligible to participate in the Awards for Excellence program. Nonmembers may also submit entries, but their application must be sponsored by an active GFOA member. There are no fees or charges associated with the Awards for Excellence program; however, winners must be present at GFOA's annual conference to accept the award in person. The 2006 conference will be held in Montreal, Quebec, May 7-10, 2006.

HOW TO SUBMIT AN APPLICATION

To apply, complete the official Awards for Excellence application form available on GFOA's Web site at www.gfoa.org under "Forms." Please respond to all of the application questions, adding additional pages as needed. You may attach supporting documents to your application form.

Each application must specify the category and subcategory in which it will be judged. To help you determine which category and subcategory are most appropriate for your entry, we have provided descriptions for each at the end of these instructions. The bullet points under each category are intended to serve as examples only—they are not intended to be all inclusive.

To be considered for the award, your application form and any supporting documentation must be postmarked by December 16, 2005. Please send five (5) copies of your entry to the following address:

Government Finance Officers Association
Awards for Excellence Program
203 N. LaSalle Street, Suite 2700
Chicago, IL 60601

JUDGING

GFOA will review all of the applications to make sure that they are in the appropriate categories and subcategories. GFOA reserves the right to reassign submissions to a more appropriate category. An Award for Excellence will not necessarily be awarded in each category and subcategory.

Applications are reviewed by a panel of experienced government finance professionals. Each panel member is assigned to review applications in a category in which he or she has expertise. Applications are reviewed using standard evaluation criteria that include such things as technical significance, transferability, documentation, and cost effectiveness.

WINNERS

Award winners will be notified on or around March 1, 2006. Winning entries will be displayed at GFOA's annual conference, providing an opportunity for finance professionals to learn from the successes and innovations of their peers. Winners will also be asked to provide a one-page information sheet about their entry for posting on GFOA's Web site.

CATEGORIES

Accounting, Auditing, and Financial Reporting:

- Financial and cost accounting
- Interim and annual financial reporting
- Internal control and financial auditing

Budgeting and Financial Planning:

- Operating and capital budgeting
- Financial forecasting
- Multi-year budgeting
- Long-range financial planning
- Revenue and cost analysis
- Fiscal trend monitoring

Cash Management and Investments:

- Public funds investing policies and practices
- Cash forecasting, monitoring, and control

E-Government and Technology:

- Citizen portals and links to back-office systems
- E-commerce/e-procurement
- Inter-jurisdictional cooperation on systems
- Data warehousing and business intelligence

Economic Development:

- Projects that have been completed and show a positive demonstrated economic impact
- Economic development planning, policies, and procedures that provide groundwork for future development initiatives

ERP and Financial Systems:

- Outstanding RFPs
- Technology for budgeting
- Innovative system procurement and contracting methods
- Implementation methodology
- Change management programs (e.g., training, end-user documentation)

Management and Service Delivery:

- Innovative service delivery (e.g., privatization, vouchers, franchises)
- Purchasing, risk management, and grants administration
- Quality and productivity tools relevant to finance officers
- Performance measurement

Pensions and Benefits:

- Retirement and health benefits and other employment and post-employment benefits, such as family leave, childcare, and wellness programs.

SUBCATEGORIES

Policies and Procedures includes financial and administrative policies and procedures governing state, provincial, and local finances or financial practices.

Management and Policy Studies includes publications, projects, and consulting studies describing new management tools and/or policy analysis methodologies.

Communications and Reporting includes publications, reports, or other media designed to improve the understanding or awareness of the finances and operations of the organization. Documents eligible for the Certificate of Achievement for Excellence in Financial Reporting, the Distinguished Budget Presentation Award, or the Popular Annual Financial Reporting Award are not eligible for the Awards for Excellence.

Training and Technical Guides includes any program or document designed to instruct or guide others in the implementation or use of financial systems, procedures, or techniques.