

Application Form

Best Practices in Community College Budgeting Awards Program Government Finance Officers Association

Please submit the following items to the GFOA: application, official operating budget, supplementary materials, and appropriate fee. **The complete application must be sent within one hundred twenty (120) days of legal adoption of the final operating budget or submission of the proposed operating budget to the governing body, unless an extension has been granted.**

Please type or print legibly.

1. Name of entity _____ State/Province _____
(Provide name as you would like it to appear on the award plaque.)

2. What is the fiscal period covered by the budget? Annual Biennial Triennial

2a. For the fiscal year or biennium/triennial beginning: Month _____ Day _____ Year _____

3. Is this your government's first submission to the awards program? Yes No

4. Has your government previously received a GFOA Budget Award? Yes No
If yes, what was the last year the award was received? _____

If yes, is this your **second** submission and the award was **not** granted in the immediate prior budget period? Yes No

5. If the entity receives the Budget Award, a Certificate of Recognition will be prepared for the individual or department noted below as primarily responsible for the entity's success in earning the Award.

Individual's or Department's Name _____

Individual's Title _____

6. Official who requests review (please use your street address; no post office box numbers).

Name Mr. Ms. Dr. _____ City _____
Title _____ State/Province _____
Name of entity _____ Zip/Postal Code _____
Street Address (required) _____ Telephone (____) _____
E-Mail Address _____

7. To whom would you prefer that GFOA mail the formal announcement of award (e.g., CFO, chancellor, board president)? Detailed technical comments and suggestions for improvements are automatically mailed confidentially to the official requesting the review.

Name Mr. Ms. Dr. _____
Title _____
Street Address (required) _____
City _____ State _____ Zip/Postal Code _____

8. Please provide the **precise** hyperlink address to the **specific** page which contains the budget document(s). This link will be on the list of award winners of the Best Practices in Community College Budgeting Award that can be found in the "Award Programs" area of GFOA's Web site, www.gfoa.org. GFOA has a best practice encouraging governments to place its budget document on its Web site.

http://www. _____

9. Please provide the **entity's** membership number. _____

10. A fee is required **unless** this is your **second** submission and the award was **not** granted in the immediate prior budget period. (Failure to enclose a fee will delay processing.)

10a. Method of payment: Check Amount: \$ _____ Check Number: _____

10b. Credit Card Type: _____ Account Number: _____ Expiration date: _____

11. **Include total projected operating, capital, and debt service expenditures in the upcoming budget year _____** (in dollars). For a biennial or triennial submission, it would be the first year of the two or three-year budget cycle. Note that transfers are not included as expenditures.

Please check the appropriate fee category and send the payment at the same time as your submission. (Remit all fees in U.S. dollars)

Total expenditures/expenses	GFOA member*	Nonmember
Under \$10 million	\$185 <input type="checkbox"/>	\$370 <input type="checkbox"/>
\$10-25 million	\$280 <input type="checkbox"/>	\$560 <input type="checkbox"/>
\$25-50 million	\$330 <input type="checkbox"/>	\$660 <input type="checkbox"/>
\$50-100 million	\$425 <input type="checkbox"/>	\$850 <input type="checkbox"/>
\$100-300 million	\$550 <input type="checkbox"/>	\$1,100 <input type="checkbox"/>
\$300-500 million	\$635 <input type="checkbox"/>	\$1,270 <input type="checkbox"/>
Over \$500 million	\$690 <input type="checkbox"/>	\$1,380 <input type="checkbox"/>

*A government may join GFOA at the time of its submission to qualify for member rates.

12. The budget document is provided in **only** the following format: Hardcopy **OR** CD **OR** Flash drive **OR** Website/PDF

Hardcopy: 3 copies of the budget document, 2 copies of the application, 3 copies of the completed detailed criteria location guide, 3 copies of the previous year's reviewer comments **and** responses to those comments, and payment.

CD: 3 CD's, 2 copies of the application, 3 copies of the completed detailed criteria location guide, 3 copies of the previous year's reviewer comments **and** responses to those comments, and payment.

Flash drive: 3 flash drives, 2 copies of the application, 3 copies of the completed detailed criteria location guide, 3 copies of the previous year's reviewer comments **and** responses to those comments, and payment.

Website/PDF: Email budget document, application, completed detailed criteria location guide, the previous year's reviewer comments **and** responses to those comments, and credit card information.

We hereby submit our organization's operating budget for consideration in the GFOA's Best Practices in Community College Budgeting Awards Program, and we agree to comply with the rules and procedures of the program.

(Date)

(Signature of academic official requesting review)

(Date)

(Signature of financial official requesting review)

Send all necessary items to: Government Finance Officers Association or budgetawards@gfoa.org
 Community College Budget Awards Program
 203 North LaSalle Street, Suite 2700
 Chicago, IL 60601
 Phone: 312-977-9700

Information about becoming a Budget Reviewer (optional)

If you would like information about becoming a budget reviewer, please provide the following information and an application will be e-mailed to you, or visit the "Award Programs" section on GFOA's Web site www.gfoa.org for an application.

Name: _____
 Title: _____ E-Mail: _____
 Address: _____
 City: _____ State _____ Zip Code: _____
 Phone: _____

Application Form

Addendum: Required Responses

As part of the application process for the Award for Best Practices in Community College Budgeting, please complete the following questions. The numbering of each question references the relevant portion of the Best Practices that require a written response from the applicant. For more information and context regarding each question, please see the GFOA Award for Best Practices in Community College Budgeting Applicant and Judge's Guide or visit <http://www.gfoa.org/cc-budget>.

1.B.1 Cost Structure Analysis:

Explain particular analytical techniques utilized and insights gained

1.B.4 Student Performance Data Analysis Overview:

Explain approach in using student achievement data to monitor performance.

2.B.1 : Root Cause Analysis

Describe more generally how root cause analysis was conducted.

3.B.2 Accepted by Administration:

Indicate if Action Plan was formally adopted/accepted.

4.A.1 Sunset Programs:

Explain approach in evaluating the potential for sunseting a service.

4.A.2 Finding Efficiencies:

Describe the process used to present options under consideration and also engage stakeholders.

6.A.2 Criteria for Success of the Budget Process:

Describe measures to evaluate the timeliness, cost, and quality of the budget process

6.A.3 Budget Post-Mortem:

Describe measures to evaluate the timeliness, cost, and quality of the budget process.

6.A.4 Adjusting the Budget Process for Next Year:

Describes plans for what will be done differently next year based on post-mortem.

6.B.2 Allocation Rationale:

Describe how allocation strategy supports a strategic approach to budgeting.
