

# Application Form

## Distinguished Budget Presentation Awards Program Government Finance Officers Association

Please submit the following items to the GFOA: application, response to reviewer comments from prior period's submission, criteria location guide, official operating budget, and appropriate fee. The complete application must be sent within ninety (90) days of legal adoption of the final operating budget or submission of the proposed operating budget to the governing body.

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 the government's budget: Proposed  Legally Adopted

3a. Enter the date on which the proposed budget was submitted to your governing body: \_\_\_\_\_

3b. Enter the date on which the legally adopted budget was approved by your governing body: \_\_\_\_\_

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

5. Has your government previously received the Distinguished Budget Presentation Award?  Yes  No  
If yes, what was the last year the award was received? \_\_\_\_\_

6. If the entity receives the Budget Award, a Certificate of Recognition for Budget Preparation 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 \_\_\_\_\_

7. 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 (with suite#) \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

8. To whom would you prefer that GFOA mail the formal announcement of award (e.g., mayor, county administrator)? Detailed technical comments and suggestions for improvements are automatically mailed confidentially to the official requesting the review.

Name  Mr.  Ms.  Dr. \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address (with suite#) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

9. 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 Distinguished Budget Presentation Award that can be found in the "Award Programs" area of GFOA's Web site, [www.gfoa.org](http://www.gfoa.org). GFOA has a best practice encouraging governments to place its budget document on its Web site.

http://www. \_\_\_\_\_

10. GFOA member?  Yes  No If yes, please provide the entity's membership number. \_\_\_\_\_

11. Is an application fee enclosed?  Yes  No Amount: \$ \_\_\_\_\_

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. Please reference check information in a cover letter).

11a. Method of payment:  Check Check Number: \_\_\_\_\_

11b.  Credit Card Type: \_\_\_\_\_ Account Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

12. 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.

13. The budget document is provided in only the following format:  Hardcopy OR  CD OR  Flash drive OR  Email

**Hardcopy:** 4 copies of the budget document, 5 copies of the application, 5 copies of the completed detailed criteria location guide, 5 copies of the previous year's reviewer comments and responses to those comments, and payment.

**CD:** 4 CD's, 5 copies of the application, 5 copies of the completed detailed criteria location guide, 5 copies of the previous year's reviewer comments and responses to those comments, and payment.

**Flash drive:** 4 flash drives, 5 copies of the application, 5 copies of the completed detailed criteria location guide, 5 copies of the previous year's reviewer comments and responses to those comments, and payment.

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

14. Specify how the budget document has been made available to the public. \_\_\_\_\_

I hereby submit our organization's operating budget for consideration in the GFOA's Distinguished Budget Presentation Awards Program, and I agree to comply with the rules and procedures of the program.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of official requesting review)

Send all necessary items to: Government Finance Officers Association or budgetawards@gfoa.org  
Distinguished 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](http://www.gfoa.org) for an application.

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