|  |
| --- |
| This document contains the Application Form and checklist for the 2017 Malcolm Baldrige National Quality Award. Before filling out the form, please read the [*Application Content and Format*](https://www.nist.gov/baldrige/application-content-and-format) guidelines on our website [https://www.nist.gov/baldrige/application-content-and-format]. The form uses text fields (     ) that expand as you type. To enter text, place your cursor in the field, click to highlight the field, and begin typing. Use the Tab key to navigate to the next field.  |

**Paperwork Reduction Act Statement**

This collection of information contains Paperwork Reduction Act (PRA) requirements approved by the Office of Management and Budget (OMB).  Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA unless that collection of information displays a currently valid OMB control number.  Public reporting burden for this collection is estimated to be 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.  Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the National Institute of Standards and Technology, Attn: Robert Fangmeyer, Director Baldrige Program, robert.fangmeyer@nist.gov.

**OMB Control No. 0693-0006**

**Expiration Date: 06/30/2019**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Your Organization

|  |  |
| --- | --- |
| Official name |       |
| Mailing address |       |

2. Award Category and Criteria Used

|  |
| --- |
| a. Award category (Check one.)[ ]  Manufacturing[ ]  Service[ ]  Small business. The larger percentage of sales is in *(check one)* [ ]  Manufacturing [ ]  Service[ ]  Education[ ]  Health care[ ]  Nonprofit |
| b. Criteria used (Check one.)[ ]  Business/Nonprofit[ ]  Education[ ]  Health Care |

3. Official Contact Point Designate a person with in-depth knowledge of the organization, a good understanding of the application, and the authority to answer inquiries and arrange a site visit, if necessary. *Contact between the Baldrige Program and your organization is limited to this individual and the alternate official contact point. If this official contact point changes during the application process, please inform the program.*[ ]  Mr.[ ]  Mrs.[ ]  Ms.[ ]  Dr.

|  |  |
| --- | --- |
| Name |       |
| Title |       |
| Mailing address | [ ]  Same as above      |
| Overnight mailing address | [ ]  Same as above *(Do not use a P.O. box number.)*      |
| Telephone  |       |
| Fax |       |
| Email |       |

 | 4. Alternate Official Contact Point[ ]  Mr.[ ]  Mrs.[ ]  Ms.[ ]  Dr.

|  |  |
| --- | --- |
| Name |       |
| Telephone |       |
| Fax |       |
| Email |       |

5. Release and Ethics StatementsRelease StatementI understand that this application will be reviewed by members of the Board of Examiners. If my organization is selected for a site visit, my organization will* host the site visit,
* facilitate an open and unbiased examination, and
* pay reasonable costs associated with the site visit (see [*Baldrige Award Process Fees*](https://www.nist.gov/baldrige/baldrige-award/award-process-fees) at https://www.nist.gov/baldrige/baldrige-award/award-process-fees/).

If selected to receive an award, my organization will share nonproprietary information on its successful performance excellence strategies with other U.S. organizations.Ethics Statement and Signature of Highest-Ranking OfficialI state and attest that1. I have reviewed the information provided by my organization in this award application package.
2. To the best of my knowledge, this package contains no untrue statement of a material fact and omits no material fact that I am legally permitted to disclose and that affects my organization’s ethical and legal practices. This includes but is not limited to sanctions and ethical breaches.

|  |  |
| --- | --- |
|  |       |
| Signature | Date |

[ ]  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Dr.

|  |  |
| --- | --- |
| Printed name  |       |
| Job title  |       |
| Applicant name |       |
| Mailing address | [ ]  Same as above      |
| Telephone  |       |
| Email |  |

 |

## 6. Fees

Indicate the amounts enclosed. (See the [*Baldrige Award Process Fees*](https://www.nist.gov/baldrige/baldrige-award/award-process-fees) page on our website [https://www.nist.gov/baldrige/baldrige-award/award-process-fees].)

|  |  |
| --- | --- |
| Application fee |       |
| Supplemental section fee (if applicable) |       |
| Total | $ 0.00 |

Indicate your method of payment.

|  |
| --- |
| [ ]  Check (enclosed) [ ]  Money order (enclosed) *Make payable to the* ***Malcolm Baldrige National Quality Award****.* |
| [ ]  ACH payment [ ]  Wire transfer | Checking ABA routing number: 041-000-124Checking account number: 4245714835 |
| *Before sending an ACH payment or wire transfer, notify the American Society for Quality (ASQ; [414] 298-8789, ext. 7205, or asqbaldrige@asq.org). Reference the Baldrige Award with your payment.* |
| [ ]  Visa [ ]  MasterCard [ ]  American Express |
| Card number  |       | Authorized signature |  |
| Expiration date |       | Printed name |       |
| Card billing address |       | Today’s date |       |

### W-9 Request

If you require an IRS Form W-9 (Request for Taxpayer Identification Number and Certification), contact ASQ at (414) 298-8789, ext. 7205.

*Note: Do not include this page (page A-2 of the Application Form) in your PDF file. Instead, submit one paper copy with your award application package.*

## 7. Submission

Include proof of the mailing date. Send the package via

* a delivery service (e.g., Airborne Express, Federal Express, United Parcel Service, or United States Postal Service [USPS] Express Mail) that automatically records the mailing date or
* the USPS (other than Express Mail), and include a dated receipt from the post office.

 If you submit your application after April 28, please send the package via an overnight delivery service.

## 1. Award Application Package

[ ]  I have included 25 individually bound paper copies of my organization’s application (and any required supplemental sections) **and** 1 CD containing the application as a printable PDF file

## 2. Format

[ ]  The application meets all formatting requirements. (See the guidelines listed under “Format” in the [*Application Content and Format*](https://www.nist.gov/sites/default/files/documents/2016/11/08/2017_application_content_and_format.pdf)PDF file.

## 3. Application

The 25 paper copies of the application each contain (and the CD version contains) the following sections, as well as the labeled tabs or divider pages indicated in the guidelines listed under “Content” in the [*Application Content and Format*](https://www.nist.gov/sites/default/files/documents/2016/11/08/2017_application_content_and_format.pdf)PDF:

[ ]  blank front cover

[ ]  title page

[ ]  Table of Contents

[ ]  page A-1 of the 2017 Application Form

[ ]  date-stamped copy of the Eligibility Certification Form received from ASQ or, on the CD, either (1) a scan of the date-stamped Eligibility Certification Form received from ASQ or (2) an electronic version that is not date-stamped, plus one paper copy of the date-stamped document

[ ]  date-stamped copy of the organization chart(s) received from ASQ or, on the CD, either (1) a scan of the date-stamped chart(s) or (2) an electronic version that is not date-stamped, plus one paper copy of the date-stamped chart(s)

[ ]  Glossary of Terms and Abbreviations

[ ]  Organizational Profile

[ ]  Responses Addressing All Criteria Items

[ ]  blank back cover

## 4. Page A-2 of the Application Form

[ ]  I have included one paper copy of page A-2.

## 5. Fees

[ ]  I have indicated my method of payment for the application fee.

[ ]  If paying by check or money order, I have made it payable to the **Malcolm Baldrige National Quality Award** and included it in the award application package.

## 6. Submission

[ ]  I am submitting the award application package no later than May 2, 2017 (on paper and CD). If I am submitting it after April 28, I am sending the package via an overnight delivery service.

[ ]  I have included proof of the mailing date. (See page A-2.)

[ ]  I am sending the complete award application package to

Malcolm Baldrige National Quality Award
c/o ASQ—Baldrige Award Administration
600 North Plankinton Avenue
Milwaukee, WI 53203
(414) 298-8789, ext. 7205