



# **Kentucky Award for Performance Excellence**

## **Level One Application Instructions**

Kentucky Center for Performance Excellence

Rev 4/4/2026

KENTUCKY CENTER FOR PERFORMANCE  
EXCELLENCE LEVEL ONE APPLICATION

## Introduction

First, KyCPE needs to know that an organization is interested in submitting a Level One application. Contact with KyCPE can be made by email ([ericneill@kycpe.org](mailto:ericneill@kycpe.org) cc: conleysalyer@email.com). With a little information KyCPE can determine if continuing with a Level One application is the right next step. KyCPE and the applicant need to agree and choose to schedule an engagement.

Once the applicant is contacted by KyCPE to start the engagement and the applicant decides to proceed, Level One applicants must complete and submit a Level One Application Package. The completed package includes:

- 1) Level One Application Form
- 2) Simplified Organizational Profile
- 3) Application Fee

The Level One application package can be submitted anytime, and will be recognized at the awards banquet following evaluation.

## INSTRUCTIONS FOR PREPARING AND SUBMITTING YOUR LEVEL ONE APPLICATION

### Preparing your Application

- 1) Complete the Level One application form (instructions and form included below)
- 2) Complete the Simplified Organizational Profile (instructions and form included below)
- 3) Type the Application Form and Profile forms, using a 10 point font size, or greater using MS Word or equivalent
- 4) Prepare your application payment
- 5) Submit your Application package in a PDF attachment (Microsoft Word allows you to "save as" a PDF document when working within Word) to [ericneill@kycpe.org](mailto:ericneill@kycpe.org), cc: conleysalyer@kycpe.org

The following options exist for payment. (1) enclosing a check with the application (or 2) entering credit card information on a separate file with the application (a separate file enables better security). You may include your credit card information in this email. If not, mail your credit card information (name, number, expiration date, address for credit card, CV number) to:

Kentucky Center for Performance Excellence  
710 East Main Street  
Lexington, KY 40502

### For answers to your questions

Please check our Website at [www.KYCPE.org](http://www.KYCPE.org) or email [ericneill@kycpe.org](mailto:ericneill@kycpe.org) to set up a ZOOM call.

KENTUCKY CENTER FOR PERFORMANCE  
EXCELLENCE LEVEL ONE APPLICATION

**1. Applicant**

- Organization Name – enter the official name of your organization as it might appear on any award.
- City, County, Zip – enter the city, county and zip of the organization (generally the location where your senior leadership resides).
- Total # of Employees – enter the number of full-time equivalent employees working at the organization.  
Note: Full-time equivalent employees are defined as those who regularly work 40 or more hours a week and are entitled to benefits such as paid vacation, sick leave and insurance coverage. Each instance where multiple employees fulfill the responsibilities of a single position that requires 40 or more hours per week, is counted as a full-time equivalent.
- Total # of Sites – enter the number of sites to be included in the application.

**2. Industry Sector**

- Please check the sector that best describes your organization.

**3. Industrial Classification (NAICS) Codes**

- Enter the NAICS codes that are most relevant to your organizations' products and/or services. You may find the NAICS code online at [https://www.naics.com/search-naics-codes-by-industry/?gad\\_source=1&gad\\_campaignid=23196653742&gbraid=0AAAAAD9gFf44YonI7blWhlYgfDM0Y3GRg&gclid=Cj0KCQjw7cLOBhDmARIsAGsuA0mMQGc6b6F5LuQHku9eQ25fUo7K\\_58ZNXjl1bqw\\_w6o\\_9P9OTax5lgaAh0wEALw\\_wcB](https://www.naics.com/search-naics-codes-by-industry/?gad_source=1&gad_campaignid=23196653742&gbraid=0AAAAAD9gFf44YonI7blWhlYgfDM0Y3GRg&gclid=Cj0KCQjw7cLOBhDmARIsAGsuA0mMQGc6b6F5LuQHku9eQ25fUo7K_58ZNXjl1bqw_w6o_9P9OTax5lgaAh0wEALw_wcB)

**4. Official Contact**

- Enter the contact information for the person at the organization KYCPE should work with in processing the application. Be sure to use a street address to facilitate courier deliveries.

**5. Application Fee**

- Indicate the application fee being remitted with the application from the table on the application form below. Application fees may be paid via check or credit card and are submitted with the application.

**6. One-Sentence Description of Your Organization**

- Provide a brief description of your organization. This description will be used in conjunction with the Kentucky Award for Performance Excellence Awards Banquet and for publicity purposes.

**7. Release Statement and Signature**

The applicant's highest-ranking official must sign in the space provided to indicate agreement to the terms and conditions outlined in the Release Statement. This signature attests that no untrue statement of a material fact is contained in the Application Package or Organizational Profile and that no omission of a material fact that is legally disclosable and affects organizational ethical and legal practices has occurred.



KENTUCKY CENTER FOR PERFORMANCE EXCELLENCE  
2020-2021 LEVEL ONE APPLICATION  
PACKAGE

**6. Enter a one-sentence description of your organization:**

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**7. Release Statement and Signature of Highest Ranking Official**

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*Name*

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*Title*

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*Address*

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*City County Zip*

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*Telephone Fax*

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*E-mail*

**Please read and sign:**

I state and attest that:

I have reviewed the information supplied in this Application and related Organizational Profile. To the best of my knowledge, no untrue statement or omission of a material fact has been made in this application package. Based on the information herein and the current eligibility requirements for the Kentucky Center for Performance Excellence Award, my organization is eligible to apply. I understand if information is found that disqualifies our organization from participation in the Award Process at any time during the cycle, we will no longer receive consideration for the Award and will only receive a Feedback Report.

*Signature*

*Date*

THE SIMPLIFIED ORGANIZATIONAL PROFILE FOR LEVEL 1

Simplified Organizational Profile Questions:

***a. Organizational Environment***

**(1) Product Offerings**

What are your main product offerings?

What is the relative importance of each to your success?

**(2) Mission, Vision, and Values**

What are your stated mission, vision, and values?

**(3) Workforce Profile**

What is your workforce profile?

**(4) Assets**

What are your major facilities, technologies, and equipment?

***b. Organizational Relationships***

**(1) Organizational Structure**

What are your organizational structure and governance system?

**(2) Customers and Stakeholders**

What are your key market segments, customer groups, and stakeholder groups, as appropriate?

<u>Code</u>	<u>Sector</u>	<u>Code</u>	<u>Sector</u>
111	Crop Production	511	Publishing Industries (except Internet)
112	Animal Production	512	Motion Picture and Sound Recording Industries
113	Forestry and Logging	515	Broadcasting (except Internet)
115	Support Activities for Agriculture and Forestry	516	Internet Publishing and Broadcasting
211	Oil and Gas Extraction	517	Telecommunications
212	Mining (except Oil and Gas)	521	Monetary Authorities — Central Bank
213	Support Activities for Mining	522	Credit Intermediation and Related Activities
221	Utilities	523	Securities, Commodity Contracts and Other Financial Investments and Related Activities
236	Construction of Buildings	524	Insurance Carriers and Related Activities
237	Heavy and Civil Engineering Construction	525	Funds, Trusts and Other Financial Vehicles
238	Specialty Trade Contractors	531	Real Estate
311	Food Manufacturing	532	Rental and Leasing Services
312	Beverage and Tobacco Product Manufacturing	533	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)
313	Textile Mills	541	Professional, Scientific and Technical Services
315	Apparel Manufacturing	551	Management of Companies and Enterprises
316	Leather and Allied Product Manufacturing	561	Administrative and Support Services
321	Wood Product Manufacturing	562	Waste Management and Remediation Services
322	Paper Manufacturing	611	Educational Services (select one of the following)
323	Printing and Related Support Activities	6111	Elementary and Secondary Schools
324	Petroleum and Coal Products Manufacturing	6112	Junior Colleges
325	Chemical Manufacturing	6113	Colleges, Universities and Professional Schools
326	Plastics and Rubber Products Manufacturing	6114	Business Schools and Computer and Management Training
327	Nonmetallic Mineral Product Manufacturing	6115	Technical and Trade Schools
331	Primary Metal Manufacturing	6116	Other Schools and Instruction
332	Fabricated Metal Product Manufacturing	6117	Educational Support Services
333	Machinery Manufacturing	621	Ambulatory Health Care Services (select one of the following)
334	Computer and Electronic Product Manufacturing	6211	Offices of Physicians
335	Electrical Equipment, Appliance and Component Manufacturing	6212	Offices of Dentists
336	Transportation Equipment Manufacturing	6213	Offices of Other Health Practitioners
337	Furniture and Related Product Manufacturing	6214	Outpatient Care Centers
339	Miscellaneous Manufacturing	6215	Medical and Diagnostic Laboratories
423	Merchant Wholesalers, Durable Goods	6216	Home Health Care Services
424	Merchant Wholesalers, Nondurable Goods	6219	Other Ambulatory Health Care Services
425	Wholesale Electronic Markets and Agents and Brokers	622	Hospitals
441	Motor Vehicle and Parts Dealers	623	Nursing and Residential Care Facilities
442	Furniture and Home Furnishings Stores	624	Social Assistance
443	Electronics and Appliance Stores	711	Performing Arts, Spectator Sports, and Related Industries
444	Building Material and Garden Equipment and Supplies Dealers	712	Museums, Historical Sites and Similar Institutions
445	Food and Beverage Stores	713	Amusement, Gambling and Recreation Industries
446	Health and Personal Care Stores	721	Accommodation
447	Gasoline Stations	722	Food Services and Drinking Places
448	Clothing and Clothing Accessories Stores	811	Repair and Maintenance
451	Sporting Goods, Hobby, Book and Music Stores	812	Personal and Laundry Services
452	General Merchandise Stores	813	Religious, Grantmaking, Civic, Professional and Similar Organizations
453	Miscellaneous Store Retailers	814	Private Households
454	Nonstore Retailers	921	Executive, Legislative and Other General Government Support
481	Air Transportation	922	Justice, Public Order, Safety Activities
482	Rail Transportation	923	Administration of Human Resource Programs
483	Water Transportation	924	Administration of Environmental Quality Programs
484	Truck Transportation	925	Administration of Housing Programs, Urban Planning and Community Development
485	Transit and Ground Passenger Transportation	926	Administration of Economic Programs
486	Pipeline Transportation	927	Space Research and Technology
487	Scenic and Sightseeing Transportation	928	National Security and International Affairs
488	Support Activities for Transportation	999	Unclassified Establishments
491	Postal Service		
492	Couriers and Messengers		
493	Warehousing and Storage		