

**Kentucky Award for Performance Excellence**

**Level One Application Instructions**

Kentucky Center for Performance Excellence

Rev 032020

**Introduction**

Level One participation and recognition in the Kentucky Award for Performance Excellence (KAPE) program is described in the Application Process Overview document, which can be downloaded from the KYCPE web site [this document Link](https://www.kycpe.org/award-application). This document supplements the overview document by providing the detailed instructions and forms required to submit a Level One Application.

First KyCPE needs to know that an organization is interested in submitting a Level One application. Contact with KyCPE can be made by phone or email. 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 must be submitted by 01/04/2021 for recognition at the next annual awards banquet.

**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 dsiders@ibmoore.com

The following options exist for payment. (1) enclosing a check with the application (2) entering credit card information on a separate file with the application (a separate file enables better security) or (3) checking a box indicating that they have paid through the website at <https://www.kycpe.org/award-application>.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

*c/o Danny Siders*

212 Clinton Road

 Lexington, KY 40502

**For answers to your questions**

Please check our Website at [www.KYCPE.org](http://www.KYCPE.org) or call Ken Maxik (859) 608 – 2189 kmaxik@insightbb.com

**Instructions for Completing the
Level 1 Application Form**

**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 www.census.gov/naics.

**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.

**Level One Application Form**

1. Applicant

*Organization Name*

*City County Zip*

Total # of employees (full-time equivalent) \_\_\_\_\_\_\_\_\_\_\_

Total # of sites \_\_\_\_\_\_\_\_\_\_\_

2. Industry Sector

Please check the sector that best describes your organization

( ) Manufacturing ( ) Education ( ) Service

( ) Government ( ) Health Care ( ) Nonprofit

3. Industrial Classification

List up to three of the most descriptive 3 or 4 digit NAICS codes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Official Contact

*Name*

*Title*

*Mailing address*

*Street address (no PO Box)*

*City County Zip*

*Telephone Fax*

*E-mail*

5. Application Fee

Enter the application fee being remitted ...…. $

Application fees are determined by organizational size and membership status:

 Member Non-Member

1-99 Employees $250 $250

101-249 Employees $350 $420

250-499 Employees $400 $550

500 + Employees $450 $625

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

7. Release Statement and Signature of Highest Ranking Official

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name*

*Title*

*Address*

*City County Zip*

*Telephone Fax*

*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?

 North American Industry Classification System (NAICS) Codes

Code Sector

111 Crop Production

112 Animal Production

113 Forestry and Logging

115 Support Activities for Agriculture and Forestry

211 Oil and Gas Extraction

212 Mining (except Oil and Gas)

213 Support Activities for Mining

221 Utilities

236 Construction of Buildings

237 Heavy and Civil Engineering Construction

238 Specialty Trade Contractors

311 Food Manufacturing

312 Beverage and Tobacco Product Manufacturing

313 Textile Mills

315 Apparel Manufacturing

316 Leather and Allied Product Manufacturing

321 Wood Product Manufacturing

322 Paper Manufacturing

323 Printing and Related Support Activities

324 Petroleum and Coal Products Manufacturing

325 Chemical Manufacturing

326 Plastics and Rubber Products Manufacturing

327 Nonmetallic Mineral Product Manufacturing

331 Primary Metal Manufacturing

332 Fabricated Metal Product Manufacturing

333 Machinery Manufacturing

334 Computer and Electronic Product Manufacturing

335 Electrical Equipment, Appliance and Component Manufacturing

336 Transportation Equipment Manufacturing

337 Furniture and Related Product Manufacturing

339 Miscellaneous Manufacturing

423 Merchant Wholesalers, Durable Goods

424 Merchant Wholesalers, Nondurable Goods

425 Wholesale Electronic Markets and Agents and Brokers

441 Motor Vehicle and Parts Dealers

442 Furniture and Home Furnishings Stores

443 Electronics and Appliance Stores

444 Building Material and Garden Equipment and Supplies Dealers

445 Food and Beverage Stores

446 Health and Personal Care Stores

447 Gasoline Stations

448 Clothing and Clothing Accessories Stores

451 Sporting Goods, Hobby, Book and Music Stores

452 General Merchandise Stores

453 Miscellaneous Store Retailers

454 Nonstore Retailers

481 Air Transportation

482 Rail Transportation

483 Water Transportation

484 Truck Transportation

485 Transit and Ground Passenger Transportation

486 Pipeline Transportation

487 Scenic and Sightseeing Transportation

488 Support Activities for Transportation

491 Postal Service

492 Couriers and Messengers

493 Warehousing and Storage

Code Sector

511 Publishing Industries (except Internet)

512 Motion Picture and Sound Recording Industries

515 Broadcasting (except Internet)

516 Internet Publishing and Broadcasting

517 Telecommunications

521 Monetary Authorities — Central Bank

522 Credit Intermediation and Related Activities

523 Securities, Commodity Contracts and Other Financial Investments and Related Activities

524 Insurance Carriers and Related Activities

525 Funds, Trusts and Other Financial Vehicles

531 Real Estate

532 Rental and Leasing Services

533 Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)

541 Professional, Scientific and Technical Services

551 Management of Companies and Enterprises

561 Administrative and Support Services

562 Waste Management and Remediation Services

611 Educational Services (select one of the following)

6111 Elementary and Secondary Schools

6112 Junior Colleges

6113 Colleges, Universities and Professional Schools

6114 Business Schools and Computer and Management Training

6115 Technical and Trade Schools

6116 Other Schools and Instruction

6117 Educational Support Services

621 Ambulatory Health Care Services (select one of the following)

6211 Offices of Physicians

6212 Offices of Dentists

6213 Offices of Other Health Practitioners

6214 Outpatient Care Centers

6215 Medical and Diagnostic Laboratories

6216 Home Health Care Services

6219 Other Ambulatory Health Care Services

622 Hospitals

623 Nursing and Residential Care Facilities

624 Social Assistance

711 Performing Arts, Spectator Sports, and Related Industries

712 Museums, Historical Sites and Similar Institutions

713 Amusement, Gambling and Recreation Industries

721 Accommodation

722 Food Services and Drinking Places

811 Repair and Maintenance

812 Personal and Laundry Services

813 Religious, Grantmaking, Civic, Professional and Similar Organizations

814 Private Households

921 Executive, Legislative and Other General Government Support

922 Justice, Public Order, Safety Activities

923 Administration of Human Resource Programs

924 Administration of Environmental Quality Programs

925 Administration of Housing Programs, Urban Planning and Community Development

926 Administration of Economic Programs

927 Space Research and Technology

928 National Security and International Affairs

999 Unclassified Establishments