

**VIRGINIA GOVERNMENT FINANCE OFFICERS ASSOCIATION
AWARDS FOR INNOVATIONS IN GOVERNMENT FINANCE**

APPLICATION FORM

Dates of Award Process:

July 15 Application Due
July-August 15 Reviewed by VGFOA Awards & Membership Committee
August 15 Committee makes recommendations to VGFOA Executive Board
September 1 Winners notified
October Award Presented at VGFOA Annual Conference

Title of Entry:

SIZE OF GOVERNMENT SUBMITTING ENTRY (1 award per population category will be given)

- () Less than 30,000 population
- () 30,000-60,000 population
- () 60,000-100,000 population
- () Over 100,000 population

Examples of categories for which award will be presented:

Accounting, Auditing, and Financial Reporting
Budgeting and Financial Planning
Cash Management and Investing
Capital Financing and Debt Administration
Pensions and Benefits
ERP and Financial Systems
e-Government and Technology
Policies and Procedures
Management and Policy Studies
Training and Technical Guides

Name of government/jurisdiction submitting entry:

Name of Person submitting entry: _____

Title of Person submitting entry: _____

Population served by government: _____ Number of employees: _____

Mailing address:

Telephone: _____ Fax: _____

e-mail address: _____

If the person submitting the entry is **not** an active member of VGFOA, an active member must sponsor the entry. If applicable, provide sponsor information below.

Name of sponsor: _____ Title: _____

Jurisdiction: _____ Telephone: _____

Mailing address:

1. If you receive an award, will you attend the VGFOA's annual conference to accept the award?
Yes () No ()

2. Do you grant VGFOA permission to publicize, reproduce, and distribute the documents related to your entry? Yes () No ()

3. If your entry wins an award, how should your organization's name appear on the plaque?
(e.g., city/county name):

4. Name and title of individual(s) who will accept the award at the VGFOA Annual Conference:

Individual: _____ Title: _____

Individual: _____ Title: _____

Please provide simple and direct answers to each question. (If necessary, use additional pages)

A. Local Significance and Value (Background)

1. Please give a brief general description of the project or program being submitted.
2. Describe the local events and/or problems that led to the undertaking of this project/program.
3. Who participated, and how much time did each participant devote to this program/project?
Were outside consultants engaged and for what portion of the project? List the in-house staff and job titles of those who worked on the project.

B. Technical Significance

What financial concepts, standards, or techniques are displayed or advanced by this entry? Why is this important to the profession-at-large?

C. Transferability

How can this project/program be adapted for use by other organizations? Who else might benefit by its adoption? Would significant modifications be required for implementation?

D. Documentation

What documentation describes the entry (e.g., documents, forms, memoranda, software, audiovisual materials, reports, etc.)? Samples must be enclosed.

E. Cost/Benefit

Quantify the total resources (money and time) devoted to this project/program and identify the value added (tangible and/or intangible) as a result of its undertaking.

F. Simplicity/Complexity and Efficiency

Describe the complexity of the problem/system involved. How much training and technical skill is required of employees to make use of the program/project? What was the length of time from planning to actualization?

G. Originality, Creativity and Innovation

Is this the first time the project or program has been developed, documented, or implemented? If not, identify previous work in this area and explain the uniqueness of your approach.

Other distinguishing features (optional)

Use the space below to highlight any other noteworthy features about the project/program.

SEND TO: VGFOA

Attention: **VGFOA Awards for Innovations**

Box 6953

Radford University

Radford, VA 24142

DEADLINE: July 15

*** * * Enclose five (5) copies of all documentation * * ***