



The 2016 Ohio Nonprofit Excellence Awards

OANO awards Ohio nonprofit organizations with the Ohio Nonprofit Excellence Awards. There are two possible awards available, the Ohio Nonprofit Excellence Award and the Outstanding Ohio Nonprofit Volunteer Award.

The **Ohio Nonprofit Excellence Award** recognizes creativity, execution, achievement, and overall excellence of a specific project or program completed by an Ohio nonprofit.

The **Outstanding Ohio Nonprofit Volunteer Award** recognizes a dedicated volunteer who goes above and beyond to support the success and achievements of an Ohio nonprofit organization. This award will be rewarded to volunteers nominated by their nonprofit organization's staff and board.

The applications for the awards are attached to this document. Nonprofit organizations are **not** required to apply for both, as the awards will be judged separately. An organization does **not** have to be an OANO member to apply for either award. Directions on how to apply for the Ohio Nonprofit Excellence Awards are noted on the applications.

Ohio Nonprofit Programming Excellence Award: pages 2-4
Outstanding Ohio Nonprofit Volunteer Award: pages 5-6



Ohio Nonprofit Excellence Award

The Ohio Nonprofit Excellence Award recognizes creativity, execution, achievement, and overall excellence of a specific project or program completed by an Ohio nonprofit.

Eligibility

Created by OANO, the awards are open to any 501(c)(3) nonprofit organization located in Ohio. There is no fee to apply for the award. Applications are welcome from small, medium and large-sized groups as well as newer or well-established organizations. In reviewing applications, evaluators will consider the management resources such as funding and staff sizes of the applicants.

The Awards- Project or Program

There are six different awards available, two for each region of the state. One for small to mid-size nonprofits (operating budgets \$1million and under); the other for large nonprofits (operating budgets over \$1 million).

Regions are defined as:

Northern (includes the following counties: Ashland, Ashtabula, Columbiana, Crawford, Cuyahoga, Defiance, Erie, Fulton, Geauga, Hancock, Henry, Huron, Lake, Lorain, Lucas, Mahoning, Medina, Ottawa, Paulding, Portage, Putnam, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Wayne, Williams, Wood, Wyandot,)

Central (includes the following counties: Allen, Auglaize, Belmont, Carroll, Champaign, Clark, Coshocton, Darke, Delaware, Fairfield, Fayette, Franklin, Guernsey, Hardin, Harrison, Holmes, Jefferson, Knox, Licking, Logan, Madison, Marion, Mercer, Miami, Morrow, Muskingum, Pickaway, Shelby, Tuscarawas, Union, Van Wert)

Southern (includes the following counties: Adams, Athens, Brown, Butler, Clermont, Clinton, Gallia, Greene, Hamilton, Highland, Hocking, Jackson, Lawrence, Meigs, Monroe, Montgomery, Morgan, Noble, Ross, Perry, Pike, Preble, Scioto, Vinton, Warren, Washington)

The Selection Process

The awards will be granted after an extensive, objective, selection process. The award selection committee is an all-volunteer committee selected by the Ohio Association of Nonprofit Organizations (OANO). No member of the OANO staff serves on the selection committee. All information submitted remains confidential. Finalists for each category will be notified in April. Three finalists from each category will be invited to a luncheon at OANO's annual conference on **May 3rd, 2016** where the winners will be announced. Winners will receive the following: Excellence crystal award, OANO Membership; and three scholarships to attend OANO's annual conference. **If you are a finalist, you *MUST* be able to send a representative to the conference luncheon.** If you cannot send someone, you will forfeit your place as a finalist. The conference will be held at the Columbus State Community College in Columbus Ohio.



Ohio Nonprofit Excellence Award Application
(Applications must be emailed by 5 p.m. March 1st, 2016 info@oano.org)
Please include "Excellence Award" in the subject line

Please read the entire application for directions.
Final application should include: contact form, narrative, Form 990
and program budget.

Contact Form:

Organization: _____
(list formal name of the organization)

Contact Name: _____
(Contact should be someone who can be available for follow-up questions or comments.)

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

Award Category: _____
(include organizational budget & county)

Defining Excellence:

- A specific program or project completed the previous year that had great impact on an organization's constituents and furthered the organization's mission.
(The nonprofit Excellence Award recognizes a **specific** project/program of an organization, not the organization as a whole, so please be **specific**. Organizations that do not nominate a specific project/program will be disqualified.) If you are nominating an ongoing program, use data from 2014 and 2015.
- A program that effectively used board members, staff, and volunteers to achieve success.
- A program that uses a creative and financially sound approach to achieve success.
- A proven formula in which to measure the results/impact of your program or project.

Application Directions:

Keeping in mind the above, please provide one electric copy of a narrative of no more than 1,500 typed words addressing the following. The narrative can be broken down by each bullet point:

- **Overall Program Description** – Describe the program you are nominating for this award.
- **Strategic Objective** – How does the nominated project or program fit into the larger goals/mission of your organization?
- **Outreach Goal** – What did your organization hope to achieve with the project or program? Who was your target audience? Why?
- **Research and Planning** – What market research did you conduct prior to planning the project or program? What types of obstacles did you encounter? How was the project organized and staffed?
- **Production and Implementation** – What was the main message of the project or program? How did the work get done? How did it reach the intended audience?
- **Differentiation** – How is your project or program unique? What creative techniques did you use to make it effective?
- **Results** – Which of the stated goals were achieved and how? What was your measurement for tracking success? What kind of impact did you make?
- **Budget** – What was the budget? What were the sources of funding? What was the total cost? If this is an annual project/program, use financials from 2014 and 2015.
- Include the most recent copy of your organization's Form 990 (Organizations that omit this document **will be disqualified.**)
- **Please address all of the above bullet points in your narrative.** Applications that fail to do so, will receive lower scores.

Submission Tips:

- Any organization that submits more than the narrative, budget, and their Form 990, will be disqualified. Please do not send videos, CDs, etc.... (Photos that are actually inserted into the narrative will be allowed.). **Please send these documents separately and not saved as one large document.**
- Provide precise budget data so that judges may evaluate a cost/benefit relationship for the project or program. Submissions with non-responsive information on cost and budget will receive lower scores.
- Be specific about your measurable results. How did you determine the return on investment (ROI)? What metrics did you use to judge the success of the project or program?
- Incomplete or late entries will be disqualified.

Additional Information:

- Applications must be emailed to info@oano.org by 5 p.m. Tuesday, March 1st, 2016
- Please send all of the required materials as .pdf documents attached to the email.
- You will receive a confirmation email confirming receipt of your application. If you do not receive a confirmation email, we may not have received your application & you need to contact our office.
- Mailed, faxed, or hand-delivered applications will not be accepted.
- Applicants who do not complete all of the application requirements will be disqualified.
- Finalists will be notified in April
- Finalists will be recognized at a luncheon at the OANO conference on May 3rd, 2016
- Questions? Contact OANO 614-280-0233, 888-480-6266, info@oano.org.



Outstanding Ohio Nonprofit Volunteer Award

The Outstanding Ohio Nonprofit Volunteer Award recognizes contribution, commitment, and overall dedication of a volunteer on behalf of an Ohio nonprofit.

Eligibility

Created by OANO and nominated by an organization's staff or board member, the awards are open to any volunteer of a 501(c)(3) nonprofit organization located in Ohio. There is no fee to apply for the award. Applications are welcome from small, medium and large-sized groups as well as newer or well-established organizations.

The Awards- Volunteer

There are three different awards available, one for each region of the state.

Northern (includes the following counties: Ashland, Ashtabula, Columbiana, Crawford, Cuyahoga, Defiance, Erie, Fulton, Geauga, Hancock, Henry, Huron, Lake, Lorain, Lucas, Mahoning, Medina, Ottawa, Paulding, Portage, Putnam, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Wayne, Williams, Wood, Wyandot,)

Central (includes the following counties: Allen, Auglaize, Belmont, Carroll, Champaign, Clark, Coshocton, Darke, Delaware, Fairfield, Fayette, Franklin, Guernsey, Hardin, Harrison, Holmes, Jefferson, Knox, Licking, Logan, Madison, Marion, Mercer, Miami, Morrow, Muskingum, Pickaway, Shelby, Tuscarawas, Union, Van Wert)

Southern (includes the following counties: Adams, Athens, Brown, Butler, Clermont, Clinton, Gallia, Greene, Hamilton, Highland, Hocking, Jackson, Lawrence, Meigs, Monroe, Montgomery, Morgan, Noble, Ross, Perry, Pike, Preble, Scioto, Vinton, Warren, Washington)

The Selection Process

The award selection committee is an all-volunteer committee selected by the Ohio Association of Nonprofit Organizations (OANO). No member of the OANO staff serves on the selection committee. All information submitted remains confidential. The organization's staff or board member will be notified if their volunteer is a finalist in April. Three finalists from each category will be invited to a luncheon at OANO's annual conference on **May 3rd, 2016** where the winners will be announced. Winners will be recognized at the conference and receive an Excellence crystal award. **If your volunteer is a finalist, someone from your organization, ideally your volunteer, must be present to accept the award.** If you cannot send someone, you will forfeit your place as a finalist. The conference will be held at Columbus State Community College in Columbus, Ohio.



Outstanding Ohio Nonprofit Volunteer Award Application
(Applications must be emailed by 5 p.m. on March 1st, 2016 to info@oano.org) Please include
"Volunteer Award" in the subject line.

Please read the entire application for directions. Final application should include: contact form and narrative

Contact Form:

Volunteer's Name: _____

Organization: _____
(list formal name of the organization)

Contact Name: _____
(Contact should be someone who can be available for follow-up questions or comments.)

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

Award Category: _____
(include organizational budget & county)

Application Directions:

Please provide one electronic copy of a narrative of no more than 1,000 typed words addressing the following:

- **Background**- Why your nominee has volunteered for your organization.
- **Volunteer Leadership**- How have they demonstrated leadership through events, fundraising, etc.?
- **Impact on the Organization**- Demonstrated real impact; Examples include number of volunteer hours served, amount of money raised, number of supporters recruited, number of tickets sold for an event, etc.
- **Impact on the Community** - How has this person impacted the community through volunteering with your organization.
- **Excellence**-In what ways has your volunteer gone above and beyond? What sets them apart from the rest? Why should your volunteer receive this award?

Additional Information:

- Applications must be emailed to info@oano.org by **5 p.m. on Tuesday, March 1st, 2016**.
- Please send all of the required materials (Application and Narrative) as .pdf document attached to the email.

- You will receive a confirmation email confirming receipt of your application. If you do not receive a confirmation email, we may not have received your application & you need to contact our office.
- Mailed, faxed, or hand-delivered applications will not be accepted.
- Applicants who do not complete all of the application requirements will be disqualified.
- The finalist's organization will be notified in April.
- Finalists will be recognized at a luncheon at the OANO conference on May 3rd, 2016
- Any Questions? Contact OANO 614-280-0233, 888-480-6266, info@oano.org