

This document contains the Application Form and checklist for the 2013 Malcolm Baldrige National Quality Award. Before filling out the form, please read the *Application Content and Format* guidelines on our Web site (<http://www.nist.gov/baldrige/enter/format.cfm>).

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

Notwithstanding any other provision 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 Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The reason for collecting this information is to allow organizations to apply for the Malcolm Baldrige National Quality Award (award). The information obtained will assist in determining the award recipients. Responses to the collection of information are required for organizations to be considered for the award. Confidentiality of the submitted information is covered under the Freedom of Information Act to the extent possible under the law.

The public reporting burden for this collection is estimated to average 100 hours for the initial response of the first-time applicant (this includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the relevant data, and completing and reviewing the collection of information). As the organization reapplies for the award in future years, this burden may change, in either direction, based on the feedback the respondent gains from its first application.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to

Dr. Harry Hertz, Director  
Baldrige Performance Excellence Program  
National Institute of Standards and Technology  
Administration Building, Room A600  
100 Bureau Drive, Stop 1020  
Gaithersburg, MD 20899-1020

and to

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503



**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 the official contact point changes during the application process, please inform the program.*

- Mr.  Mrs.  Ms.  Dr.

Name	
Title	
Mailing address	<input type="checkbox"/> Same as above
Overnight mailing address	<input type="checkbox"/> Same as above ( <i>Do not use a P.O. box number.</i> )
Telephone	
Fax	
E-mail	

**4. Alternate Official Contact Point**

- Mr.  Mrs.  Ms.  Dr.

Name	
Telephone	
Fax	
E-mail	

**5. Release and Ethics Statements**

**Release Statement**

I understand that this application will be reviewed by members of the Board of Examiners.

If my organization is selected for a site visit, I agree that the organization will

- host the site visit,
- facilitate an open and unbiased examination, and
- pay reasonable costs associated with the site visit (see the *Award Process Fees* page on our Web site [[http://www.nist.gov/baldrige/enter/award\\_fees.cfm](http://www.nist.gov/baldrige/enter/award_fees.cfm)].)

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 Official**

I state and attest that

- (1) 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	<input type="checkbox"/> Same as above
Telephone	
Fax	

**6. Fees**

Indicate the amounts enclosed. (See *Award Process Fees* page on our Web site [[http://www.nist.gov/baldrige/enter/award\\_fees.cfm](http://www.nist.gov/baldrige/enter/award_fees.cfm)].)

Application fee	
CD processing fee (\$1,250, if applicable)	
Supplemental section fee (if applicable)	
Total	\$ 0.00

Indicate your method of payment.

<input type="checkbox"/> Check (enclosed) <input type="checkbox"/> Money order (enclosed) <i>Make payable to the <b>Malcolm Baldrige National Quality Award</b>.</i>			
<input type="checkbox"/> ACH payment <input type="checkbox"/> Wire transfer		Checking ABA routing number: 075-000-022 Checking account number: 182322730397	
<i>Before sending an ACH payment or wire transfer, notify the American Society for Quality (ASQ; [414] 298-8789, ext. 7205, or <a href="mailto:mbnqa@asq.org">mbnqa@asq.org</a>). Reference the Baldrige Award with your payment.</i>			
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> 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 on paper after May 7, please send the package via an overnight delivery service.

**If you are unable to respond to any item, call (877) 237-9064, option 3, before submitting your award application package.**

## 1. Award Application Package

- I have included 15 individually bound paper copies of my organization's application (and any required supplemental sections) **and** a CD containing the application as a printable PDF file **OR**
- I have included a CD only 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* PDF file on our Web site at [<http://www.nist.gov/baldrige/enter/upload/2013-Application-Content-and-Format.pdf>].)

## 3. Application

The 15 paper copies of the application each contain (and/or 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* PDF file on our Web site at [<http://www.nist.gov/baldrige/enter/upload/2013-Application-Content-and-Format.pdf>]:

- blank front cover
- title page
- Table of Contents
- 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)
- page A-1 of the 2013 Application Form
- 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.
- If submitting the application on a CD only, I have included the \$1,250 processing fee.

## 6. Submission

- I am submitting the award application package no later than May 14, 2013 (on paper and CD), or April 30, 2013 (on CD only). If I am submitting it after May 7, 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

**Award package due May 14, 2013 (April 30 on CD only)**

Milwaukee, WI 53203  
(414) 298-8789, ext. 7205

**If you are unable to respond to any item, call (877) 237-9064, option 3,  
before submitting your award application package.**