

2003 President's Quality Award Program Frequently Asked Questions

What is the due date for the 2003 applications?

September 5, 2003

Is there a preferred format for the application?

No, the only format requirements are noted in the application guidelines on page 5.

Specifically, applications:

- must not exceed ten pages per category (this does not include the nomination form and organization background),
- must be submitted on 8 ½ x 11" paper,
- must have no less than 1" margins, and
- must be submitted in no less than 12 point type (text in graphs may be smaller but must be legible.)

NOTE: An electronic version of the application must also be submitted with the nomination package on either a 3 ½" disk or on a cd-rom. Please use standard Microsoft software applications.

Can we include graphs and charts in our application?

Yes, graphs and charts can be used in the application; however, please ensure that the text is still clearly legible if the graphs and charts are reduced. **They are included in the 10-page maximum nomination length.**

Is there a page limit on the Organization Background?

No, there is no specified page limit on the Organization Background; however, we suggest no more than 1 – 2 pages if possible. The background should give enough information to the evaluator to have a basic understanding of the organization and help them understand why the initiatives in the application is important to accomplishing the organization's mission.

Are small agencies eligible to apply?

Yes, any organization that is part of the executive branch of the Federal Government is eligible to apply. If in doubt, refer to the United States Government Manual.

Is there a limit on the number of awards that will be given?

No.

Program points of contact:

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Must applications be signed by the Agency Head or his or her designee?

Yes, applications signed at a lower level will be returned.