



Names of individuals providing signed testimonies:

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I affirm that the information contained here is true, that the nominated NCLR Affiliate organization is currently operational, and that the organization is in good standing as an NCLR Affiliate. The applicant organization is willing to share information about its mission and services with the NCLR Affiliate Network and to cooperate with NCLR in creating written materials and videos highlighting the organization's achievements should the organization become the Affiliate of the Year or a Regional Honoree.

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President/CEO Signature

Date

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President/CEO Printed Name

# APPLICATION MATERIALS

## Application Narrative



**Please write a narrative that answers ALL of the following questions.** Write each question before the corresponding answer in the narrative. Limit the total response to ten numbered pages, double-spaced, 11-point type, with one-inch margins on all sides. Recommendation letters and testimonies should follow this narrative, not to exceed six pages, and follow the same format guidelines. Please note that judges will use a scoring rubric and programmatic indicators to assign points to the answers provided by the nominee. As indicated below, each question is eligible to receive a particular amount of maximum points. The total number of possible points is **100**.

1. What is the Affiliate's mission? Please list and provide a short description of the major programs the applicant administers to effectively carry out the mission. Please include staff size and unduplicated number of clients served. Please limit your response to two pages. (10 points)
2. How does the Affiliate currently measure organizational success and outcomes? Please provide specific examples and relevant quantitative data (e.g., institutional strategic plan goals, how success/achievement is measured against these goals, and specific outcomes). How many evaluation cycles has the Affiliate conducted? (10 points)
3. How has the Affiliate organization improved the effectiveness of its mission over time? Please provide the most significant quantitative and qualitative results of the organization's self-evaluation process and note improvements over time in the quantity and quality of services delivered. How have you used outcome data to make improvements and changes? How do the services provided effectively meet the needs of the Hispanic community served? (15 points)
4. How does the organization publicly promote/communicate its affiliation with NCLR? How has the nominee supported NCLR programs and policy efforts? Please be as specific as possible (e.g., In what NCLR projects or

initiatives have you been engaged or on what projects have you collaborated with NCLR?). How often have representatives attended the NCLR Annual Conference, regional meetings, and trainings in the past three years? Please provide the names of the organization's representatives, the NCLR event, and the approximate dates of the event attended. (15 points)

5. How often has the organization collaborated with other NCLR Affiliates and/or community-based organizations in their region to achieve common goals or overcome a defined challenge? Please cite specific examples. (10 points)
6. What is the reputation of the Affiliate organization within its community? List and briefly describe any awards or positive media coverage the affiliate organization has received within the past three years, including the dates of the award or press release. Please do not attach press releases or provide videos. (15 points)
7. How many years has the organization been in operation? Describe how the Affiliate has achieved sustainability over time and its long-term fundraising strategy. Please include the applicant's total operating budget using the attached Annual Budget Form (Attachment 1) and identify the percentage of funding streams below. Please also attach an audited copy of **current** financial statements. (10 points)
  - Foundations \_\_\_\_%
  - Local Government \_\_\_\_% (offices/departments:\_\_\_\_\_)
  - State Government \_\_\_\_% (offices/departments:\_\_\_\_\_)
  - Federal Government \_\_\_\_% (offices/departments:\_\_\_\_\_)
  - Corporations/Banks \_\_\_\_%
  - Events \_\_\_\_%
  - Other \_\_\_\_%
8. How do the organization's Executive Director and Board of Directors foster an environment that encourages commitment to the mission and the improvement of services provided to the Hispanic community? Please provide two examples of instances in which the Executive Director or Board of Directors' leadership has helped the organization overcome significant challenges. (15 points)