

2010  
**Erin Hardwick Award  
For Excellence in Nonprofit  
Management**

**Submission Form  
and  
Instructions**

The South Carolina Association of Nonprofit Organization's Erin Hardwick Award for Excellence in Nonprofit Management is presented annually to member nonprofits for exemplary management of their organization and excellence in adoption or utilization of SCANPO's [\*Guiding Principles & Best Practices\*](#).

**This 2010 award is sponsored by:  
Blackbaud**



***South Carolina Association of Nonprofit Organizations***

## **THE AWARD**

SCANPO's Erin Hardwick Award for Excellence in Nonprofit Management may be presented to one organization in each of the following categories:

1. A nonprofit organization with an annual budget of no more than \$499,999
2. A nonprofit organization with an annual budget of \$500,000 or more

Recipients will receive a distinguished award to proudly display in their organization's office, registration for two at SCANPO's 2010 Annual Conference, state-wide recognition through SCANPO communications with nonprofit, business and foundation sectors and local recognition through the organization's newspaper media outlets. Additionally, recipient organization's names will be listed on SCANPO's Erin Hardwick Excellence in Nonprofit Management plaque displayed at the SCANPO office in Columbia. Each recipient organization will receive a \$500 voucher in the form of "**SCANPO Bucks**" that may be used towards the following SCANPO services: registration to attend SCANPO's 2010 Annual Conference, SCANPO trainings and publications. However, the "SCANPO Bucks" may not be used towards SCANPO membership.

Recipients will receive the award during SCANPO's 2010 Annual Nonprofit Conference in Hilton Head Island on March 10-11, 2010.

## **SELECTION PROCESS**

The awards will be given after extensive review of the applications by the award selection committee. The award selection committee is an all-volunteer committee comprised of SCANPO members. The organizations represented on the committee will not be eligible to apply for the award in 2010. SCANPO board member organizations are ineligible to apply for the Erin Hardwick Award for Excellence in Nonprofit Management. No member of the SCANPO staff will serve on the selection committee. All information submitted for consideration will remain confidential to the selection committee members.

## **DEFINING EXCELLENCE IN NONPROFIT MANAGEMENT**

Included with this application form is SCANPO's *Guiding Principles & Best Practices* document. When a nonprofit aspires to these principles and best practices, they are striving for excellence in nonprofit management. Please review the entire document, which includes each of the following categories:

- Mission & Planning
- Governance
- Accountability, Transparency & Legal Compliance
- Operational Planning & Evaluation
- Financial Management & Stewardship
- Human Resources
- Fundraising
- Marketing & Communications
- Information Management

The *Guiding Principles & Best Practices* can also be found on SCANPO's Web site - [www.scanpo.org](http://www.scanpo.org).

## **DEADLINE FOR SUBMISSION**

**February 12, 2010**

## **QUESTIONS?**

Questions regarding the Erin Hardwick Award for Excellence in Nonprofit Management can be directed to Beth Singletary in the SCANPO office at 803.929.0399 or [Beth@scanpo.org](mailto:Beth@scanpo.org).

**In order to be eligible for this award, the organization has to be a member of SCANPO and you must provide one copy of each of the following:**

- Mission statement
- List of current board members and their professional affiliations/occupations
- Latest audited (or un-audited) financial statements
- A copy of **page one** of your past year Form 990 tax return
- A copy of your budget for the current fiscal year
- A copy of the IRS letter stating that your organization is a tax-exempt 501(c)(3) nonprofit organization
- Verification of D&O insurance

## **EVALUATION CRITERIA**

In reviewing the application materials, evaluators will consider the overall management (not programmatic) achievements in the following three areas to tally a total of 100 points.

**Section I (carries a possible 10 points- you MUST have at least 8 out of the 10 to be considered.)**

I. Please answer each of the following questions:

(The committee may request to review any of the documents listed below during their evaluation.)

- Yes \_\_\_ No \_\_\_ Do you have a volunteer handbook?
- Yes \_\_\_ No \_\_\_ Do you have a board manual?
- Yes \_\_\_ No \_\_\_ Do you have board job descriptions?
- Yes \_\_\_ No \_\_\_ Does your organization have a current strategic plan?
- Yes \_\_\_ No \_\_\_ Do you have a conflict of interest policy?
- Yes \_\_\_ No \_\_\_ Do you have a whistle blower policy?
- Yes \_\_\_ No \_\_\_ Do you have personnel policies?
- Yes \_\_\_ No \_\_\_ Do you provide orientation for your board members?
- Yes \_\_\_ No \_\_\_ Do you provide ongoing training for staff members?
- Yes \_\_\_ No \_\_\_ Do you evaluate staff members annually?

**Section II (carries a possible 35 points.)**

II. Describe how your organization **excels** in nonprofit management in each of the nine Guiding Principles illustrated in the attached document. Focus on the best practices that your organization has adopted. Please limit your response to no more than 100 words per principle).

**Section III (carries a possible 55 points.)**

III. **In relation to one of the Guiding Principles**, describe how your organization applied **exemplary** management practices to address a particular challenge or issue in the past year that strengthened the organization *and* describe how the organization was impacted or changed because of your exemplary action (for example, a major issue identified in your strategic plan, or an unforeseen challenge or opportunity of some magnitude that arose). Provide quantitative and qualitative data to support your description of the outcomes.

The application is designed to give considerable flexibility and creativity for organizations to tell their management stories. In formulating responses, applicants should be aware that the award focuses on best practices in management instead of programs. Any discussion of programs should be minimal and mentioned only in support of excellent managerial examples.

Sections II and III must be typed single-spaced with one-inch margins to exceed no more than a total of four pages. The font size must be no less than 12-point size. **Send the original signed completed application plus 2 copies to the address below. Send only 1 copy of the documents above Section I.** The deadline for the application is **February 12, 2010.**

**Send the completed application and documents to:**

Beth Singletary  
SC Association of Nonprofit Organizations  
2711 Middleburg Drive, Suite 201  
Columbia, SC 29204

**AWARD CATEGORY:** (check one)

A nonprofit organization with an annual budget of no more than \$499,999

A nonprofit organization with an annual budget of \$500,000 or more

Organization Name:

\_\_\_\_\_

Executive Director/CEO Name:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: SC

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Number of Paid Staff Members: Full time # \_\_\_\_\_ Part-time # \_\_\_\_\_

Number of Volunteers (excluding board members) \_\_\_\_\_

Number of Volunteer Hours per year \_\_\_\_\_

Organization Began Operations In (year) \_\_\_\_\_

Most recent Fiscal Year Ended (year) \_\_\_\_\_

Total Revenue for last Fiscal Year \_\_\_\_\_

Sources of revenue:

\_\_\_\_\_ % fees for services

\_\_\_\_\_ % grants

\_\_\_\_\_ % donations

\_\_\_\_\_ % other \_\_\_\_\_

Amount of surplus/deficit after subtracting expenses during the most recent fiscal year:

\_\_\_\_\_

**Certification of Board Chair and Executive Officer:**

We certify that the information provided in this application is accurate.

Board Chair: \_\_\_\_\_

(please print Name)

\_\_\_\_\_  
(Signature)

Executive Officer: \_\_\_\_\_

(please print Name)

\_\_\_\_\_  
(Signature)

**DEADLINE FOR SUBMISSION: February 12, 2010**