### 2024 Operations & Technology Excellence Award Application

The electronic submission form may be found here: [**https://www.elfaonline.org/OTEAward**](https://www.elfaonline.org/OTEAward)

Electronic submissions are preferred; however, if you are not able to access the electronic form, please use this document for submission.

Complete this application in Microsoft Word. The cells within the tables will automatically adjust to accommodate your text. **Please complete all sections of Parts I, II & III of the application**. Areas II & III will be judged individually and will contribute to the overall scoring of your application.

**To qualify for 2024 Award consideration:**

* Nominees can self-nominate or be nominated by others.
* The project or initiative completion (go-live/in production) date must be within 12 months of the application deadline *(June 2023 – June 2024)*.
* Nominees must be equipment finance organizations and current regular ELFA members *(as defined by the ELFA)* at the time of application.
* Recognition is measured by project or initiative. Therefore, multiple submissions from the same organization are acceptable.
* Joint submissions (i.e. service provider and equipment finance organization) are acceptable (however, only the equipment finance organization will receive the award).
* The O&TE Award sub-committee *may request* to meet with each nominee as part of the judging process to obtain more information about each project.
* Applicants will be notified during the week of July 22-26, 2024, via email from ELFA regarding their status.
* Winner(s) must be willing to participate in an in-person session at the 2024 Operations & Technology Conference.
	+ 2 Complimentary Attendee Registrations will be provided to the winning company.
* Winner must be willing to participate in an in-person session at the 2024 ELFA Annual Convention if session is chosen.
	+ 1 Complimentary Attendee Registration will be provided to the winning company.

**Part I. Project Contacts**

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| **ELFA Member Finance Organization** |
| **ELFA Membership Status** | [ ] Current ELFA Member [ ] Not an ELFA Member |
| **Legal Name:** |  |
| **Headquarters Address:** |  |
| **Parent (if any):** |  |
| **Website URL:** |  |
| **Year Founded:** |  |
| **Primary Market Served:** |  |
| **Contact Name:** |  |
| **Contact Title:** |  |
| **Contact Email:** |  |
| **Contact Phone:** |  |

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| **Service Provider/Vendor** *(as appropriate if they played a role in the project)* |
| **Company Name:** |  |
| **Headquarters Address:** |  |
| **Website URL:** |  |
| **Year Founded:** |  |
| **Total Employees:** |  |
| **Primary Market Served:** |  |
| **Contact Name:** |  |
| **Contact Title:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |

**Part II: Problem and Solution**

**Please use this section to describe the problem and proposed solution. Limit responses for each of the following sections to 500 words or less.**

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| **Problem or Opportunity Statement:**Please describe the problem you were trying to solve, the new opportunity and any associated business drivers of your project. |
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| **Solution Statement:**Please describe the innovative nature of your solution to the problem or opportunity mentioned above. |
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**Part III: Implementation and Results**

**Please use this section to describe the approach for implementing your technology or business solution. Articulate responses with specific or measurable examples and quantify results where possible. Limit responses for each of the following sections to 1000 words or less.**

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| **Project Milestones/Timeline:**Please describe the project milestones and associated project timeline. Did the project meet the projected timeline and if not, why? |
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| **Success Criteria/Measurements/Results:**Please describe the success criteria set at the start of the project, the metrics used to determine project success and the results realized at the completion of the project or initiative. |
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| **Solution Adoption:**Please describe the approach and results for adoption of your solution by those impacted (change management, knowledge transfer, training, forced or incented acceptance, innovative introduction, approach or solution, etc.). |
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| **Lessons Learned:**Describe any unexpected obstacles encountered during your project, how you overcame them, and please share any wisdom gained from the experience that your company might apply to a future project. |
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Applications must be submitted via email **only** to Heather Staverman at **hstaverman@elfaonline.org** with a maximum of **ONE** MS Office/PDF compatible attachment *(not to exceed 10mb)* with an

email subject of “**O&TE Award Application**”.

Applications must be received no later than 11:59 PM Eastern Time, **Monday, June 17, 2024**.

*Please Note: Once a word document application is received via email, a confirmation email reply will be sent within 24 business hours.*