### 2021 Operations & Technology Excellence Award Application

The electronic submission form may be found here: <https://forms.gle/zERjpHp3Lp2k2mX4A>

If you are not able to access the electronic form, please use this document for submission.

Please complete the 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 2021 Award consideration:

* + Nominees may self-nominate or be nominated by others.
	+ The project or initiative completion date must be within 12 months prior to application deadline.
	+ Nominees must be equipment finance organizations and current members (as defined by the ELFA) at the time of application submission.
	+ Nominees must fully complete an award application and submit by the deadline.

**Part I. Project Contacts**

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| **ELFA Member Finance Organization** |
| **ELFA Membership Status** | [ ] Current ELFA Member |
| **Legal Name:** |  |
| **Headquarters Address:** |  |
| **Parent (if any):** |  |
| **Website URL:** |  |
| **Year Founded:** |  |
| **Total Employees:** |  |
| **Primary Market Served:** |  |
| **Contact Name:** |  |
| **Contact Title:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |

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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:** |  |

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| **Please indicate your submission type:** |
| \_\_\_\_ Operations & Technology Excellence Award | \_\_\_\_\_ COVID-19 Specialty Project Excellence Award |

**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 compatible attachment and an email subject of “**O&TE Award Application**”.

Applications must be received no later than 11:59 PM Eastern Time, **Monday, July 12, 2021**.

*Please Note: Once an application is received via email, a confirmation email reply will be sent within 24 hours. If you do not receive this reply within 24 hours of submission, please contact Heather Staverman at 202-238-3427.*