

## Page: Applicant Information

- Former Cafritz Awards finalists and winners working as part of a team are eligible for the Team Award
- Any work unit, group or team (3-10 individuals) within one or multiple DC Government agencies may apply for the Team Award
- Initiatives that involve other organizations, private sector and/or community-based organizations are also eligible, but only if the initiative is sponsored by a DC Government organization

**NOTE:** Eligible initiatives can be large in scale, and impact the entire District/agency/organization, or they can be small-scale, focusing on a specific problem.

**Please provide contact information for the TEAM LEAD in the Applicant Information field below.**

**Only one Application Portfolio per team is required.** Team members do not submit Application Portfolios unless they have been nominated or choose to self-nominate for an Individual Award.

### **Applicant Information \***

First Name:

Last Name:

### **Official Job Title \***

### **Agency/Office of Employment \***

### **Address \***

Street:

Line2:

City:

State:

Zip:

### **Unit**

### **Work Phone \***

### **Home Phone**

### **Applicant Email \***

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## Page: Team Members

### Team Members \*

Please list the following information for each team member who participated in this project:

E.G. Jane Doe, Procurement Director, Organization Name, 202-555-1212, j.doe@dc.gov

- First name, Last Name
- Job Title
- Organization/Agency
- Phone
- Email

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## Page: Team Contributions

### Team Roles & Contributions \*

Please provide a brief description of each team member's role and contribution to the initiative.

#### EXAMPLE:

- **[Name:]** Jane Smith
- **[Team Role:]** Strategic Oversight and Stakeholder Management Support
- **[Description:]**  
Guided the City's policy and advocacy on complex health care reform and an expansion of health care coverage to uninsured residents. Passage resulted in health care coverage for 2,000 uninsured children and 5,000 uninsured adults and approximately \$2 million in savings for the City.

Worked with numerous stakeholders ranging from other local governments, renewable energy firms, labor unions, and non-profit advocacy organizations to protect access to business energy tax credits; resulted in legislative changes that maintained access to the City's energy tax credits.

Please be sure to keep your response to **5000 CHARACTERS** (approx. 825 words) or less.

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## Page: Recommendations

### Recommendation Guidelines

We suggest you contact your references *as early as possible* to give them enough time to respond when they receive the request from this system.

**RECOMMENDATION REQUESTS THAT YOU ENTER BELOW ARE SENT WHEN YOU FINALIZE YOUR APPLICATION PORTFOLIO.**

Your reference will be sent an email with a link to upload their letter into the system to accompany your Application Portfolio at that time.

When submitting a request for a recommendation, please provide the referee with any materials or links they might find relevant as they write their recommendation letter. The importance of recommendation letters for this award process cannot be overstated; they are the most important items in the application portfolio outside of the essay that you write.

**TEAM APPLICANTS:** You only need 2-3 recommendations in total, you do not need recommendations for each team member.

From past experience, it is helpful to follow up with your referee individually, and provide them with the following information:

- [Sample Recommendation Letter](#)
- Program background, including Selection Criteria and Eligibility Requirements [www.cafritzawards.org](http://www.cafritzawards.org)
- Information about the former winners [www.cafritzawards.org](http://www.cafritzawards.org)

If you have any questions about what your referees are asked to provide, please do not hesitate to contact us.

#### **Recommendation 1 \***

Full Name:  
Email:

#### **Recommendation 2 \***

Full Name:

Email:

### **Recommendation 3**

Full Name:

Email:

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## **Page: Essay**

The Team Innovation Award is designed to honor the achievements of work units, groups, and teams of 3-10 individuals in one or multiple DC Government agencies. Teams must demonstrate that they are able to develop and implement an ongoing customer-focused initiative that drives innovation in the public sector and produces *measurable and sustainable results*. Teams would need to have met one or more of the Selection Criteria.

Using the Selection Criteria as a guideline, please describe your team's key accomplishments in the service to the DC Government and the impact that you have had on the residents of Washington, DC.

- Specific examples of accomplishments and the resulting positive impact
- Data to qualify impact and results, when applicable
- Clear connection to the Selection Criteria

The Cafritz Award selection committee is specifically seeking initiatives that:

- *Introduce a unique concept, idea, policy, or a distinctively new approach to a problem in the context of given agency mission(s)*
- *Build government capacity to serve its constituents, using innovative methods, tools and techniques that are applied to themes such as: modernization, change of organizational culture, and administrative reforms*
- *Encourage partnerships between the public sector, civil society and the private sector in the design and implementation of the innovation initiative*
- *Improve access and promote equity by extending service delivery to vulnerable groups (e.g. the poor, women, minorities, the youth, elderly, the disabled and others) and/or extend service delivery to a wider population than before, particularly through mechanisms that promote social inclusion*
- *Provide high quality service delivery through improvement in timeliness, effectiveness, and client-orientation in public service delivery*

### **Accomplishments \***

It is recommended that you first draft your statement in a Word document and then copy and paste it into the field below. Please be sure to keep your response to **6000**

**CHARACTERS** (approx. 1000 words) or less.

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## **Page: Additional Files**

You may upload 3 files that help to demonstrate the impact of the team's accomplishments. PDF, JPG, DOC, PNG formats accepted

**Supplemental Material 1**

**Supplemental Material 2**

**Supplemental Material 3**

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## **Page: Finalize**

**How did you hear about the awards program? \***

(Please check all that apply)

Select one or more options

- DC Government Email
- GWU-CEPL Email
- Social Media: Facebook
- Social Media: LinkedIn
- Social Media: Twitter
- Website: GWU-CEPL
- Website: DC Gov
- Word of Mouth
- Poster
- Other

**Other**

Please provide information on how you heard about the awards program if you chose "Other" in the options above.

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## **BACKGROUND CHECK CONFIRMATION FOR TEAMS \***

### **Read carefully before you sign**

The responsible party understands that any information given may be investigated. The responsible party consents to the release of any information regarding suitability for The Morris & Gwendolyn Cafritz Foundation Awards for Distinguished Government Employees by the members of the Cafritz Awards Screening Committee and the Selection Panel. Please note that typing your (Team Lead's) name below will count as your electronic signature on the behalf of your team.

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**Date \***

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At any point in the process you may save and exit. You may return and continue as often as needed. When you are satisfied with all your responses you will click on the **Finalize** button to submit your Application Portfolio.

**You will not be able to edit your responses or add any additional information to your submission after you have clicked on the *Finalize* button.**