

## 2008-2009 nomination package

### Overview

The Collaboration Prize recognizes collaborations among two or more nonprofit organizations that each would otherwise provide the same or similar programs or services and compete for clients, financial resources and staff. The Prize also seeks to build an information base of effective practice models that can be studied and used by academics, nonprofit leaders and grantmakers to inspire and advance their work.

The \$250,000 Prize will be awarded based upon a thorough review and selection process that culminates with the selection of up to eight finalists and the recipient of the 2008-2009 Prize. The nomination package consists of two parts: 1) guidelines and 2) forms. Use this package to nominate a nonprofit collaboration that puts cooperation before competition.

#### **Collaboration defined**

For the purposes of the Prize, collaboration means joint programming, administrative consolidations, or mergers among two or more organizations that would otherwise compete.

## 1. Guidelines

### A. Eligibility and selection criteria

To be eligible, a collaboration must:

- Involve two or more nonprofit organizations that each would otherwise provide the same or similar programs or services and compete for clients, financial resources and staff
- Have a structure that is evidenced by a formal agreement that uses the resources of each party in a more effective way; this agreement could be a memorandum of understanding (MOU), a letter of agreement, a contract, or a merger agreement
- Have begun operation at least 18 months prior to nomination and must have been in existence no longer than eight years prior to the date of nomination

For the purposes of the Prize, collaboration means joint programming, administrative consolidations, or mergers among two or more organizations that would otherwise compete.

The collaboration or each participant must be:

- Registered as a 501(c)(3) organization
- Located in the United States
- In good standing with all regulatory authorities

A complete nomination package must include the following:

- Nominee qualifications form
- IRS determination letter(s) for the collaboration or for each organization involved in the collaboration
- Documentation of the collaboration structure (letter of agreement, memorandum of understanding, contract, or merger agreement)
- Nominator information form
- Nominee contact information form
- Letter of nomination

Each collaboration will be judged on the extent to which it:

- Demonstrates significant impact (i.e., achieve exceptional community benefit) through quantifiable means and/or qualitative evidence
- Represents an innovative response to a specific challenge or opportunity, better positions the collaboration as a field/sector leader, or more effectively uses human and financial resources

## **B. The selection timeline**

**June 1, 2008:** Nomination process opens  
Nomination packages will be accepted for The Collaboration Prize 2008-2009.

**July 21, 2008:** Nomination process closes  
Nomination forms will not be accepted after 5 p.m. EDT.

**July 22, 2008 – February 2009:** Nomination review and selection process

- La Piana Associates will conduct initial review for eligibility and quality of the nomination.
- The AIM Alliance will review nominations and select up to 30 semi-finalists.
- Up to eight finalists will be chosen by the Final Selection Panel composed of prominent figures in philanthropy and the nonprofit sector.
- Site visits will be conducted to gather additional information on the finalists.
- A Prize winner will be chosen by the Final Selection Panel.

**March 6, 2009:** The Collaboration Prize award ceremony  
Finalists will be invited to attend an award ceremony held in conjunction with the Spring Forum of the Lodestar Center for Philanthropy and Nonprofit Innovation at Arizona State University in Phoenix, Arizona, where the first recipient of The Collaboration Prize will be announced.

### **C. Nominator instructions**

A nominator must be well acquainted with the collaboration, but may not be an employee of any organization involved in the collaboration. A nominator must be familiar with the collaboration's accomplishments and qualifications for the Prize and must be available to answer follow-up questions as needed. Nominators are encouraged to contact the collaboration(s) that they plan to nominate, enlisting participating organizations' help in presenting a thorough and accurate representation of the collaboration work.

**Nominators must thoroughly complete and submit the requested documentation prior to 5 p.m. EDT on July 21, 2008.** You may complete forms by hand. For your convenience, you may also choose to download the form and complete it electronically, printing it and adding a signature and date in the appropriate place. Submissions must be made in hardcopy. See below for mailing address. All materials submitted become the property of The Lodestar Foundation and The Collaboration Prize.

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#### **Nomination materials should be assembled in a package and mailed to:**

The Collaboration Prize  
c/o La Piana Associates  
6400 Hollis Street, Suite 15  
Emeryville, CA 94608

**Nominations must be received by 5 p.m. EDT on July 21, 2008.** Nominations received after that time and date will not be considered. Please allow enough time to accommodate for standard postal delivery.

## 2. Forms

### A. Nominee qualifications

#### Collaboration name

Please assign a name to the nominated collaboration. This name should be consistent with the name submitted in the nominator and nominee contact information forms. The name will be used for internal tracking purposes only.

#### Year collaboration was established

The collaboration must have begun operations at least 18 months prior to nomination and must have been in existence no longer than eight years prior to the date of nomination.

#### Structure of collaboration (check applicable box)

- Joint programming  
 Merger  
 Administrative consolidation  
 Other (describe):

#### Collaboration structure is evidenced by (check applicable box)

- Contract  
 Merger document  
 Memorandum of understanding (MOU)  
 Other (describe):

Please submit copy of relevant documentation with this nomination form.

#### Nonprofit 501(c)(3) status

Tax ID#:

Please submit a copy of IRS letter of tax exemption for the collaboration, if incorporated, or for each organization involved in the collaboration, if not.

#### Identify those with significant involvement in the process of forming this collaboration (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Board members             | <input type="checkbox"/> Parent organization | <input type="checkbox"/> Founders/donors              |
| <input type="checkbox"/> Clients/users of services | <input type="checkbox"/> Consultants         | <input type="checkbox"/> Other community stakeholders |
| <input type="checkbox"/> Paid staff                | <input type="checkbox"/> Volunteers          | <input type="checkbox"/> Other: <input type="text"/>  |

#### Factors that best describe why this collaboration was formed (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Achieve administrative efficiencies     | <input type="checkbox"/> Maximize financial resources         |
| <input type="checkbox"/> Serve more clients/audiences            | <input type="checkbox"/> Reach new clients/audiences          |
| <input type="checkbox"/> Expand range of services/programs       | <input type="checkbox"/> Improve quality of services/programs |
| <input type="checkbox"/> Improve program outcomes                | <input type="checkbox"/> Response to funder interest/advice   |
| <input type="checkbox"/> Response to parent organization request | <input type="checkbox"/> Other: <input type="text"/>          |

**B. Nominator information**

Your name

Organizational affiliation (if applicable)

Title

<input type="text"/>	<input type="text"/>
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**Mailing address**

Street

City

State

ZIP

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Contact information**

Phone

Fax

Email

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Collaboration name**

Please assign a name to the nominated collaboration. This name should be consistent with the name submitted in the nominee qualifications and contact information forms. The name will be used for internal tracking purposes only.

**Your association with the nominated collaboration**

Submitted by:

**Nominator signature**

Date

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### C. Nominee contact information

Please duplicate this form if the collaboration involves more than two organizations.

#### Collaboration name

Please assign a name to the nominated collaboration. This name should be consistent with the name submitted in the nominee qualifications, nominator information and nominee contact information forms. The name will be used for internal tracking purposes only.

#### Organization #1

Organization name

Street	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact name	Title
<input type="text"/>	<input type="text"/>

Phone	Fax	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Organization #2

Organization name

Street	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact name	Title
<input type="text"/>	<input type="text"/>

Phone	Fax	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

## **D. Letter of nomination**

**Part 1.** *Please address each of the following items in a narrative that totals no more than three pages.*

- *Origins:* What motivating factors led to this collaboration? When and how did it begin? What organizations were involved in the development of the collaboration? Were any other organizations added, and for what purpose?
- *Structure:* What is the organizational structure of the collaboration? Why was this structure chosen? How does this approach contribute to the success of the collaboration?
- *Management:* How is the collaboration managed? What operating efficiencies have been achieved? How have decisions concerning management and operation of the collaboration created greater impact?
- *Impact:* How has working in collaboration benefited the community—especially the constituency that is served? How has the collaboration’s value to community been measured?
- *Community response:* How have others in the community responded to the collaboration?
- *Sector model:* In what ways is this collaboration a worthy model for others to learn from and/or emulate?
- *Challenges along the way:* What “bumps in the road” were encountered during the formation of the collaboration? How did we address these challenges?

**Part 2.** *Please address the following items in no more than one page.*

Summarize the financial and operating efficiencies that have been achieved by the collaboration. What methodologies has the collaboration used to track these changes? Over what period of time were these results obtained?

## **Questions?**

Visit the FAQs section of [www.thecollaborationprize.org](http://www.thecollaborationprize.org) or email [info@thecollaborationprize.org](mailto:info@thecollaborationprize.org).