

Gold Application Submission Checklist



The following is a list of tasks to complete throughout the application process, as well as recommended timeframes. While application deadlines are once a year, applicants at all award levels are encouraged to work on their applications year round. Applicants should check back in August and September for updated materials for the next program cycle.

With the exception of bolded deadlines, the timeframe for each task will be unique to each organization (single center) and may vary for each award level. Please review this list carefully to understand the application process.

Gold Applicants

Task	Suggested Time Frame or Deadline ¹	Completed?
Review the policies and eligibility located in the application packet to ensure your organization meets all requirements.	All year round	
Assemble an application team to complete the application; consider including staff members with the following qualifications: <ul style="list-style-type: none"> - Experience with reporting data - Experience with Microsoft Office including producing graphs and charts - A strong writer and editor 	All year round	
Verify your organization's access to comparative/competitive data. If your organization does not have access, consider signing up for LTC Trend Tracker .	All year round	
Download and review the Gold Excellence in Quality application packet.	August	
Purchase the Criteria from the Baldrige Website .	August	

¹ Bolded dates represent program deadlines. The program will not accept any late submissions for any reason.

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Mark your calendar with program deadlines – Intent to Apply (11/17/16 at 8 p.m. EST) and application deadline (1/26/17 at 8 p.m. EST).	August-September	
Confirm your organization’s access to comparative/competitive data such as access to LTC Trend Tracker .	September	
Submit the \$300 Intent to Apply fee.	Deadline: November 17, 2016, 8 p.m. EST	
Collect and analyze data and write responses to the Criteria .	September-January	
Complete the first draft of the application.	December	
Review and edit the application.	January	
Carefully verify that the final application meets all technical requirements and submission format listed in the application packet.	January	
Visit the Quality Award website , for instructions on submitting your completed application (will be available December 1).	December - January	
Complete the online application process and pay the fee. <i>Important: a successful submission of your application payment will generate two separate confirmations – one on screen and one email.</i>	Deadline: January 26, 2017, 8 p.m. EST	