



REVISED CRITERIA APPLICATION FORM

SUBMIT: Submit this form and any required supporting materials to budgetaward@gfoa.org.

INSTRUCTIONS: This application is organized around the primary criteria questions from GFOA's revised award criteria. For each question, provide a response that both identifies where the information can be found in your budget communication (e.g., page numbers, section titles, website links, video timestamps) AND explains, substantively and concisely, how that content answers the question; a location reference alone is not sufficient. You are not required to submit materials for every category.

SCORING OVERVIEW: Reviewers score each response on Completeness (0–2) and Quality (0–3) for a maximum of 5 points per question. Total points = (Score/5) × Points Possible for that category. Content categories total 150 points; Material Type categories total 50 points. Scoring more than 100 points overall is required to receive the award.

APPLICANT INFORMATION

Name of Entity:

Government Type:

Select Type

Government Member ID#:

Submitting Department:

Contact Name:

Contact Title:

Contact Phone Number:

Contact Email:

Full Address (No PO Boxes):

Previous Participation:

No, we have not previously submitted

Fiscal Period Type:

Select Fiscal Period

Fiscal Period Start Date:

Fiscal Period End Date:

PART 1: CONTENT CRITERIA | 150 points possible

1. Community Priorities and Organizational Challenges/Opportunities (20 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- What are the major challenges facing the organization and/or the community?
- How does this budget address those challenges?
- Are results expected to improve within the budget period?

2. Value (20 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- What is the public getting from the government?
- How much does the government cost?

3. Long-Term Outlook (20 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- How do the current budget decisions impact the long-term fiscal outlook for the government?
- How does the current budget impact reserve levels?
- Are any expenses deferred to future budgets (operating or capital)?
- Does the budget create any long-term spending obligations?
- What were trends from prior years and their impact on the future outlook?

4. Revenue Budget (20 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- How much revenue is anticipated?
- Where does your revenue come from?
- How much control or discretion does the government have over revenue?
- How is the revenue burden distributed among the community?

5. Personnel Budget (15 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- How many total staff are budgeted?
- How have personnel costs changed from the prior year?
- What are the major drivers impacting personnel costs?

6. Department Budget (15 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- What services does each department provide?
- What are the costs for each department?
- What are the goals for each department?

7. Program / Services Budget (15 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- What are the major programs / services?
(Note: Program or service is defined as a grouping of activities or resources with intent to achieve specific outcome.)
- What are the costs for each major program / service?
- What are the goals or expectations for each major program / service?
- How much revenue does each major program / service generate, if any?

8. Capital Budget (15 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- How is capital spending defined?
- What is the level of capital spending?
- How are capital projects prioritizes?
- How is the capital budget funded?
- What are the major projects that are included in the capital budget?

9. Budget Process (10 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- How is the budget developed?
- Who is involved in preparing the budget?
- How are community priorities considered?
- When are budget decisions made?
- When can the public engage in the budget process?

PART 2: MATERIAL TYPE CRITERIA | 50 points possible

10. Budget Document (10 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- Is the budget document accessible from the government's website?
- Is the budget document well-organized?
- Does the budget document provide a clear budget message that summarizes main themes?
- Does the budget document effectively use graphics and images?

11. Budget-in-Brief / Newsletter (10 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- Does the budget-in-brief provide a concise overview of the budget?
- Is the budget-in-brief free from any non-relevant information?
- Was the budget-in-brief distributed to citizens?
- Is the design of the budget-in-brief attractive?

12. Budget Website / Dashboard (10 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- Is the budget website easily accessible from the government's primary website?
- Is the budget website interactive?
- Is the budget website updated in a timely manner?

13. Videos (10 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- Does the budget video highlight major budget messages?
- Does the budget video explain key budget terms or provide basic understanding of the importance of the government's budget?
- Does the budget video reflect the priorities, preferences, or characteristics of the local community?

14. Other / Media Campaign (social media, etc.) (10 points possible)

Submission Material(s):

Material Type	Link (if Applicable)	Page / Section Title / Timestamp
Select type		
Select type		
Select type		
Select type		
Select type		

Primary Questions:

- What other creative tools or strategies were used to communicate the budget?
- How to you measure the success of these strategies and tools?