

## Instructions for Community of Excellence Assessment

### Step 1

Review the [qualification criteria](#) for the Community of Excellence Assessment. Then download a copy of the [Communities of Excellence framework](#), or email Communities of Excellence 2026 ([info@communitiesofexcellence2026.org](mailto:info@communitiesofexcellence2026.org)) for a copy.

### Step 2

Submit a Request for Community of Excellence Assessment (see page 3) by **July 15<sup>th</sup>, 2019** - 30 days prior to submitting your application. Within 3 days, COE 2026 will provide an approved copy of the Request for Assessment.

### Step 3

Format your application for submission:

<b>Basics:</b> <ul style="list-style-type: none"><li>• Left margin: minimum ¾ inch</li><li>• Right margin: minimum ½ inch</li><li>• Font: minimum size 11 points</li><li>• Columns are okay, but not required</li><li>• Number the pages.</li><li>• Clearly label all figures.</li></ul>	<b>Page Limits:</b> <ul style="list-style-type: none"><li>• Community Profile: 5- 7 pages</li><li>• Responses to Categories 1-7: 28-30 pages</li></ul>
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### Step 4

**Content.** Respond to the questions in the Community Profile and Categories 1-7.

For Categories 1 -6, focus your responses on describing systematic, effective approaches and appropriate deployment as well as evidence of learning and integration among processes.

For Category 7, include text, graphs, and/or tables that document performance levels, trends, comparisons and integration for all key results. At least three data points are necessary for a trend.

Also include a glossary of abbreviations used in your application.

**Format.** For the Profile and Categories 1-6, label each section with its number and title. When possible, use tables and diagrams to make efficient use of space.

#### **Example:**

1.1 Community Leadership

1.1(1) How do your community leaders set your community's shared vision and values?

*Your response would go here.*

For Category 7, Results, label your response as follows. Results may be presented as text, graphs, or tables.

**Example:**

7.1 Community and Process Results

7.1(1) What are your community’s results for its offerings in the areas of health, education, the economy and quality of life?

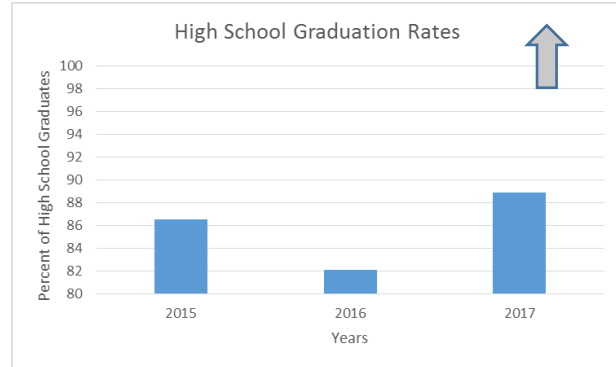
*Your response would go here.*

**[Option 1 - Chart]**

High School Graduation Rates			
Year	2015	2016	2017
Percent Graduated	86.5	82.1	88.9

*Note that chart and graph include data performance levels (i.e. 86.5%) and trend (at least three data points). Arrow on right indicates desired direction of trend.*

**[Option 2 – Graph]**



**Step 5**

Email your completed application to [info@communitiesofexcellence.org](mailto:info@communitiesofexcellence.org) in both Microsoft Word (.doc, docx) and PDF format. In the subject line, include the name of the community as written in your Request for Community of Excellence Assessment, plus “Community of Excellence Application.”

COE 2026 will then assign examiners to conduct an assessment.

**Sample Subject Line:** Hershey, Pennsylvania Community of Excellence Application

**Step 6**

Within 60 days of your submission, you will receive a written feedback report and an opportunity to schedule a one-hour briefing with a Communities of Excellence examiner or staff member.

## Request for Community of Excellence Assessment

- ❖ Community of Excellence is the third level of the Communities of Excellence 2026 Recognition Program.
- ❖ This request form MUST be submitted by July 15<sup>th</sup>, 2019.
- ❖ The full application deadline is August 15<sup>th</sup>, 2019
- ❖ Within 60 days of submitting your application, you will receive (1) a written feedback report; (2) a 1-hour briefing with Communities of Excellence staff or examiners assigned to your assessment; and (3) if selected, the Community of Excellence public recognition.
- ❖ Type or clearly print all information.

**1. Name of Community:**

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**2. Brief Description, including Geographic Area (50 words):**

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**3. Name of Backbone Organization:**

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**4. Official to Represent Community (typically, but not always, from the Backbone Organization):**

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Name	Title	Organization
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Phone Number	Email Address
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**Terms and Conditions:** I understand that we are requesting that a formal assessment be conducted on our community as described above, and that this assessment will be reviewed by Communities of Excellence 2026 staff and volunteers. The formal feedback report is proprietary to our community and will be shared by COE2026 only if authorized in writing by the person listed in question 4 above. Communities of Excellence 2026 may publicize the name of our community if we successfully complete the Community Excellence-level assessment process.

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Signature and Date (agreeing to the terms and conditions)

**5. Email completed form to: [info@communitiesofexcellence2026.org](mailto:info@communitiesofexcellence2026.org)**