



# Top Notch 2023 Contractor of the Year Award

## APPLICATION INSTRUCTIONS

An independent jury comprised of industry users, owners and other representatives will select one Contractor to receive the Top Notch Contractor of the Year Award. ***Please note our applications have been updated. Please read all the instructions before preparing your application.***

### **QUALIFICATION FOR RECOGNITION: Applicants for the Contractor of the Year MUST:**

- Be a Subcontractor or General Contractor signatory to at least one of the Indiana State Building Trade Unions.
- Be financially contributing to Top Notch. (Either via collective bargaining language, through your affiliated union or contractor association or via an annual donation).

**TOP NOTCH CONTRACTOR OF THE YEAR PACKAGE:** Each application should include each of the following:

- 1) AWARD APPLICATION:** A completed Top Notch Contractor of the Year award application.
- 2) MISSION STATEMENT:** Please include a copy of your company mission statement.
- 3) MULTIMEDIA REQUIREMENT:** At a minimum, all application submissions should include five photographs or images to support the text of the application.

All applications are encouraged to consider the use of additional supporting forms of media, including PHOTOS, FLASH DRIVES, or POWERPOINT PRESENTATIONS to respond to the application questions. However, such creative materials must be limited to five minutes in length and should be considered supporting materials to the written submissions. The applicant will not present such materials to the jury. The jury will review the materials independently.

Inclusion of photographs and additional supporting forms of media as part of an application authorizes Top Notch to use the material at the annual awards presentation, as well as in advertisements promoting the awards program.



- 4) REFERENCES:** Please provide a list of references, including five to fifteen field employee references. Please provide accurate email addresses for each reference. Top Notch will forward a separate survey to each reference to be completed immediately following receipt of the reference list. *Failure to include references, or incomplete contact information for references, will result in the disqualification of the application submission.* **Please note, the judges pay particular attention to the response rate of the reference surveys. Top Notch encourages applicants to follow up with references to ensure they are responding in a timely fashion.**

**ADDITIONAL INSTRUCTIONS:**

- All Applications should be limited to activities that have taken place in the past 24 months.
- Applications do not need to remain anonymous. Applicants should feel free to utilize the name of their organization in the submission.
- Each applicant will receive a feedback form completed by the jury outlining what worked well on their application and what could be improved for future cycles.

**APPLICATION PROCESS:**

Please note ALL AWARD APPLICATIONS must be postmarked by April 3, 2023. Applicants can download award applications for each category at the Top Notch website at [www.topnotch.org](http://www.topnotch.org). Applicants must submit all requested reference lists, including email addresses, by the April 3rd deadline.

All applications should be mailed, or hand delivered to Top Notch of Indiana, 1828 North Meridian, Suite 121, Indianapolis, IN 46202.

**AWARDS PROGRAM:**

The award recipients for each of the above awards will be recognized at the Top Notch Standards of Excellence Program to be held May 18, 2023. Prior notice of recognition will not be given to the award recipients prior to the Top Notch Standards of Excellence Program.



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## APPLICATION FORM

Contractor Name:

Contact Name:

Address:

City/State:

Phone:

Email:

Website:

How does your program contribute financially to Top Notch of Indiana?

- We contribute as a result of language in our collective bargaining agreement.
- We belong to a Labor Management Partnership that contributes to Top Notch (also referred to as the Construction Industry Progress Council of Indiana or CIPC.) Partnership name:
- Other:



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## APPLICATION SUBMISSION

Please review the Standards of Excellence for the Top Notch Contractor of the Year Award Category:

A Top Notch Contractor or Subcontractor is driven to maintain a stable and secure environment for both employees and clients/customers/end users. Top Notch contractor values include:

- Top Notch Contractors and Subcontractors are committed to providing an efficient, productive and safe project delivery that exceeds clients/customers/end users' expectations.
- Top Notch Contractors and Subcontractor are committed to providing adequate health care, pension, benefits and fair wages to employees which, in turn, contribute to the overall economic well being of their local community.
- Top Notch Contractors and Subcontractors are continually setting the highest standards that include the most advanced training methods and diversity in contractor participation, as well as workforce participation.
- Top Notch Contractors and Subcontractors demand a substance abuse free workplace and are committed to returning employees to their families at the end of each workday.
- Top Notch Contractors and Subcontractors are the established leaders in construction industry initiatives, which ultimately provide opportunities to improve both the industry and local community around them.

Please describe how your company effectively applies the standards of excellence in this award category to **EACH** of the **THREE** industry categories below. Suggested topics have been provided for the first two categories. These are meant to simply be a guideline, not a requirement.

**Please note that the third question does REQUIRE each of the three listed topics to be addressed.**

Answers should be limited to programming or initiatives that have taken place in the past 24 months. Please limit your response in each category to 500 words or less. Any application not following this guideline will NOT be considered for an award.



**I. TRAINING AND EDUCATION:**

Suggested topics:

- Describe how your company addresses continuous education for all employees.
- Describe your company's culture as it pertains to safety.

**II. OPERATIONS AND INNOVATION:**

Suggested topics:

- What sets your operations apart from your competition?  
What programs or changes have you implemented to reduce costs or overhead?
- (Prefabrication in controlled environment, inventory management, etc.)
- Describe how you capture feedback from customers, vendors, and suppliers.

**III. INDUSTRY AND COMMUNITY INVOLVEMENT:**

Please address **EACH** of the topics below:

- Describe how your company is contributing to the development of a diverse construction industry workforce.
- How is your firm addressing mental health in the construction industry?
- Tell us about your construction industry and community involvement designed to improve your community and elevate our industry.

**END OF APPLICATION**