

Instructions: How to Apply for an SQA Award



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NEED HELP?

Contact Carl Hansen at the Santa Monica Chamber of Commerce at 310.393.9825 x116.

Sustainable Quality Awards

The Sustainable Quality Awards (SQA) inspire local organizations to adopt sustainable practices and support Santa Monica as a sustainable community. Awards are given for excellence in Sustainable Economic Development, Social Responsibility, and Stewardship of the Natural Environment. If you are interested in applying for all three (3) Excellence Awards, we encourage you to apply for the Grand Prize.

Sustainable Economic Development

Businesses awarded with the Sustainable Economic Development Award are businesses that are able to:

- accommodate changing customer needs,
- maintain economic viability, and
- Encourage sustainable economic development by balancing profits with a consideration for long-term development.

Organizations vying for the Sustainable Economic Development Award are required to provide essay responses to four (4) questions:

- Has your company adopted a mission statement that focuses on how the revenue generated contributes to the wealth not only of its owners and employees but also for its stakeholders and the surrounding community?
- What is your company long-term sustainable economic development strategy and how does your company implement policies to that end?
- How does your company improve the productivity of individual employees, groups of employees and operations?
- How does your company commit to creating quality jobs (jobs of dignity for individuals) as well as job growth in the community?

Your responses should include your company's quality policy, your process for evaluating product and service performance, and your efforts for improvement. Your responses should also encompass your company's contribution to the development of the local economy (creation of jobs and business opportunities), and/or company efforts to increase efficiency and reduce costs in operations.

Social Responsibility

Socially responsible businesses recognize that the long-term viability of a business is dependent on the quality of jobs and the personal and professional development of the people who make up the community. Good business citizenship also necessitates the continuing involvement with and support of activities that contribute to the quality of life in the community.

Organizations vying for the Social Responsibility Award are required to provide essay responses to four (4) questions:

- What work-life and social policies and programs does your company offer to employees?
- What is your company doing to create a positive work environment?
- Does your company offer summer jobs, internships or other programs aimed at developing skills and employability among diverse groups?

- How does your company support local charities and community programs?

Your response should include your efforts to facilitate communications within your organization to improve employee relations and increase opportunities for employees to participate in the development of the organization. Family-friendly and work-life-balance policies and programs should be presented along with employment practices that encourage skill development and career advancement. Programs that encourage employee volunteerism in the community, and programs that support charitable organizations should also be described.

Stewardship of the Natural Environment

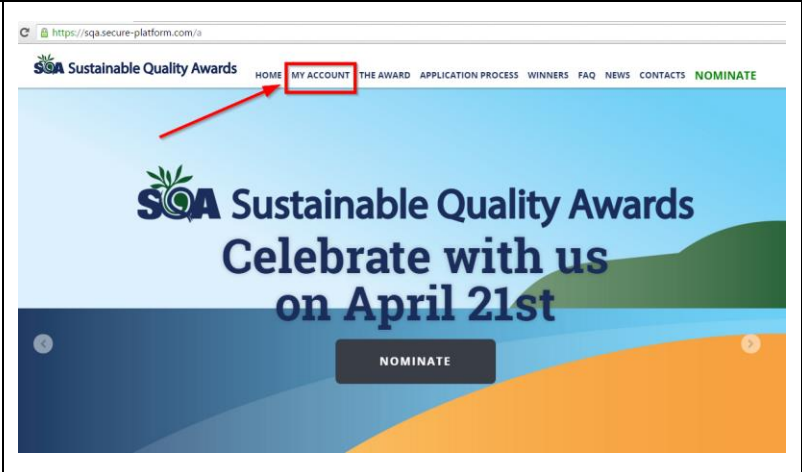
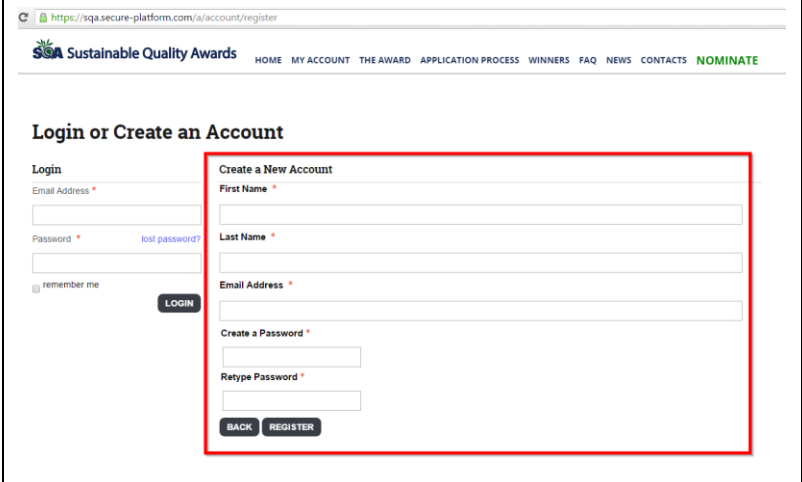

A healthy environment is essential to ensure the long-term economic viability of a business and community. Pollution and overuse of resources can impact everything from the availability of raw materials for manufacturing, to the number of tourists that visit your community and support the local economy.

Businesses competing for the Stewardship of the Natural Environment Award are required to provide essay responses to five (5) questions:

- Regarding your company's use of resources in the areas of energy, water, waste and pollution prevention, what conservation or environmentally-preferred measures does your company implement?
- What procurement policies does your company maintain that specify the purchase of environmentally preferable products such as paper and office supplies, food, cleaning supplies, building materials and furnishings, and energy and water efficient equipment?
- What measures are in place to reduce traffic congestion and the pollution associated with transportation? What policies or programs does your company have in place to reduce greenhouse gas emissions or purchase carbon offsets?
- How does your company offer employee training about environmental policies? How does your company integrate environmental issues and policies into employee manuals and staff meetings?
- How does your company support environmental restoration efforts and environmental organizations?

Your response should not only include efforts you have taken to comply with environmental regulations, but also voluntary measures to address waste reduction, pollution prevention and resource conservation. Examples of these measures may include company-wide purchasing policies specifying recycled content products or products with minimal packaging, operational changes that eliminate the use of toxic chemicals or reduce waste generation, or the implementation of an energy-efficiency, water conservation or recycling program.

All organizations considering entering the SQAs are able to compete for multiple awards simultaneously. Businesses submitting an application for all three awards will be considered for the **Grand Prize**.

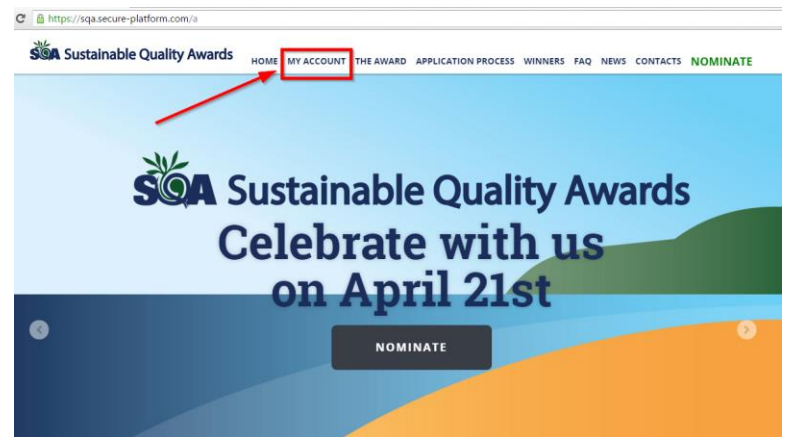
<p>Create an Account</p>	
<p>1. Go to www.smsqa.com 2. Click on “My Account.”</p>	
<p>3. Enter the appropriate information in the corresponding fields under “Create a New Account.” 4. Click “Register.”</p>	

Note: If you receive the error as displayed to the right, it means that an account was already created with the email address that you listed. Login or reset your password if you do not remember it.



Login to your Account

1. Go to www.smsqa.com
2. Click on "My Account."



3. Login with your email address and password.

Login or Create an Account

Login

Email Address *

Password *

[lost password?](#)

☐ remember me

LOGIN

Create a New Account

First Name *

Last Name *

Email Address *

Create a Password *

Retype Password *

BACK **REGISTER**

Lost Password? How to Recover a Password

1. Click "lost password?"

Login or Create an Account

Login

Email Address *

Password *

☐ remember me

LOGIN

Create a New Account

First Name *

Last Name *

Email Address *

Create a Password *

Retype Password *

BACK

REGISTER

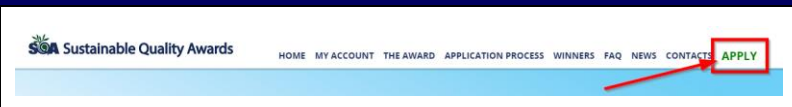
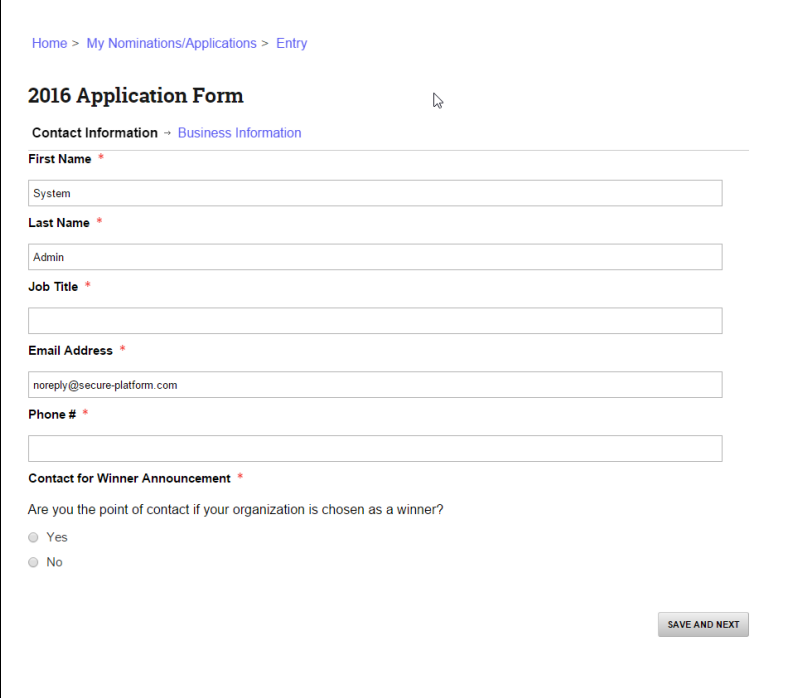
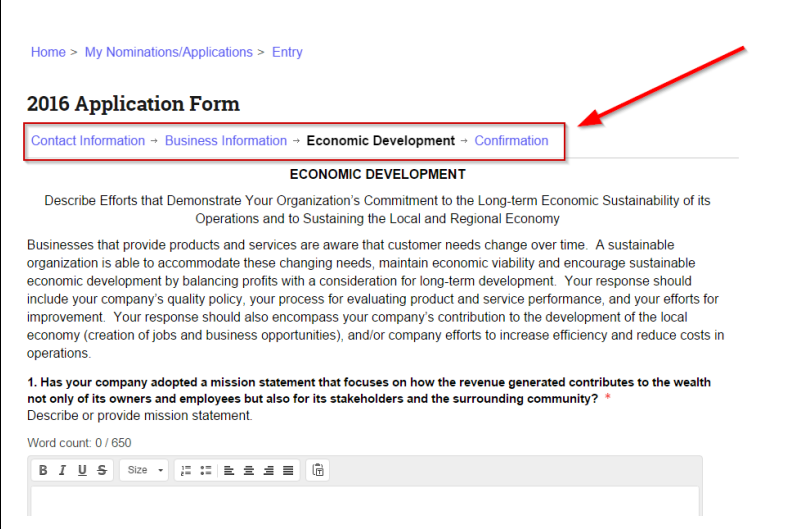
2. Enter your email address and click "Send."
3. You will receive an email with a link where you can setup your new password.

Password recovery

Fill out the form below to begin the password reset process.

My Email *

SEND

Start an Application	
1. Click "Apply."	
2. You will then be directed to the application.	
<p>Notes:</p> <ul style="list-style-type: none">As noted in the first section of this guide, each award requires applicants to provide essay responses to award specific questions. As a result, additional fields and pages will appear on your application as soon as you select which award you are applying for.	

- You are able to skip around the application before completing and saving your application. Click on the page titles to skip from one page to another.
- You are also able to save your application and return to it at a later time.
- You are able to submit an application into multiple Excellence Awards. We will review this in a later section.
- If you are interested in all three Excellence Awards, we encourage you to submit an application for the Grand Prize.

[Home](#) > [My Nominations/Applications](#) > [Entry](#)

2016 Application Form

[Contact Information](#) → [Business Information](#) → [Economic Development](#) → [Confirmation](#)

ECONOMIC DEVELOPMENT

Describe Efforts that Demonstrate Your Organization's Commitment to the Long-term Economic Sustainability of its Operations and to Sustaining the Local and Regional Economy

Businesses that provide products and services are aware that customer needs change over time. A sustainable organization is able to accommodate these changing needs, maintain economic viability and encourage sustainable economic development by balancing profits with a consideration for long-term development. Your response should include your company's quality policy, your process for evaluating product and service performance, and your efforts for improvement. Your response should also encompass your company's contribution to the development of the local economy (creation of jobs and business opportunities), and/or company efforts to increase efficiency and reduce costs in operations.


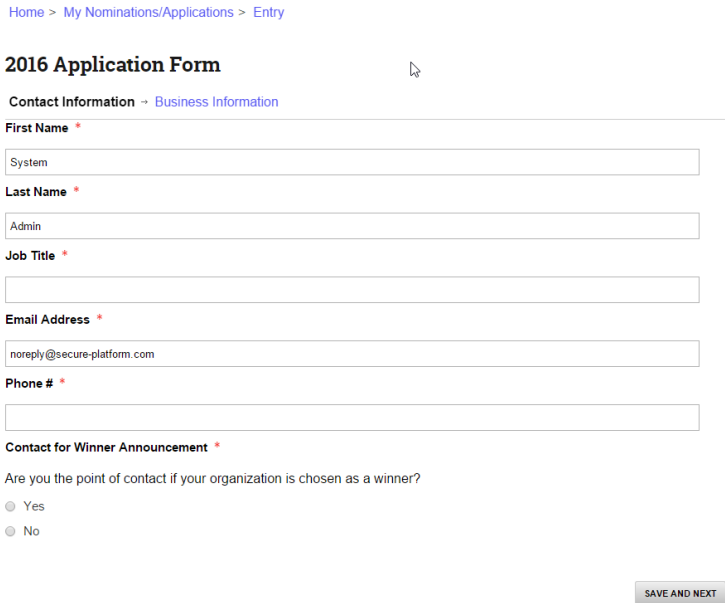


1. Has your company adopted a mission statement that focuses on how the revenue generated contributes to the wealth not only of its owners and employees but also for its stakeholders and the surrounding community? *

Describe or provide mission statement.

Word count: 0 / 650

B
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S

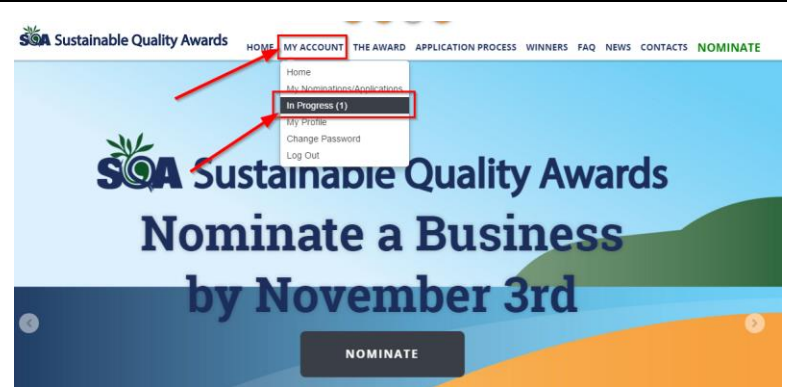
Size

Start an Application for the Grand Prize	
1. Click "Apply."	
2. You will then be directed to the application.	
3. At the bottom of the Business Information page, you will be able to select the award that you want to apply for.	
<p>4. Once you select Grand Prize, additional pages will appear on your application. Each award will have its own page listing the essay prompts accordingly.</p> <p>5. You are required to complete each page to be considered for the Grand Prize.</p>	

Save an Application	
1. Click “Save and Next” at the bottom of each page of the application.	<div><div>Phone # *</div><div>8585551234</div><div>Contact for Winner Announcement *</div><div>Are you the point of contact if your organization is chosen as a winner?</div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div><div>SAVE AND NEXT</div></div>
2. You will then be directed to the next page and a pop up box will appear letting you know that the information entered in the previous page was successfully saved.	<div><div>Home > My Nominations/Applications > Entry</div><div>2016 Application Form</div><div>Contact Information - Business Information - Economic Development - Social Responsibility - Stewardship of the Natural Environment - Confirmation</div><div>ECONOMIC DEVELOPMENT</div><div>Describe Efforts that Demonstrate Your Organization's Commitment to the Long-term Economic Sustainability of its Operations and to Sustaining the Local and Regional Economy</div><div>Businesses that provide products and services are aware that customer needs change over time. A sustainable organization is able to accommodate these changing needs, maintain economic viability and encourage sustainable economic development by balancing profits with a consideration for long-term development. Your response should include your company's quality policy, your process for evaluating product and service performance, and your efforts for improvement. Your response should also encompass your company's contribution to the development of the local economy (creation of jobs and business opportunities), and/or company efforts to increase efficiency and reduce costs in operations.</div><div>1. Has your company adopted a mission statement that focuses on how the revenue generated contributes to the wealth not only of its owners and employees but also for its stakeholders and the surrounding community? *</div><div>Describe or provide mission statement.</div><div>Word count: 0 / 650</div><div><div>Success</div><div>Information Saved</div></div></div>

Return to an Application in Progress

1. If you are not already logged in, log in to your account.
2. Hover over "My Account."
3. Click on "In Progress."



4. Click "Edit."

Incomplete

These Submissions must be finalized before they can be considered

Last Updated	Program	#	Category	Title	Action
N/A	2015 Application Fo...	2067	General		Remove Edit

Showing 1 to 1 of 1 entries

Complete and Submit an Application

1. Fields with red asterisk are required fields. These fields must be completed in order for you to complete your application.

First Name *

Theresa

Last Name *

Delgado

Job Title *

Test

Email Address *

test3290@test.com

Phone # *

8585551234

2. Once you select which award you're applying for, additional fields and pages will appear accordingly.
3. Each award requires that you provide essay responses to the prompts given. Each essay response is limited to 650 words. A word count ticker is available to provide you with the number of words you have entered so far.
4. If you would like, you can upload supporting materials. This is optional and not required.

5. The last page of the application is a confirmation page stating that you have entered accurate information. You will need to enter your name and the date which you're submitting your application in the fields provided.
6. Click "Save and Finalize."
7. A pop up message will appear providing you with further information. If you are ready to submit, click "Ok." If not, click "Cancel." As indicated by the message, you are not able to make edits to your application after you have submitted it.

wards HOME

WINNERS FAQ NEWS CONTACTS **NOMINATE**

Home > My N

2016 App

Contact Inform

ment - Confirmation

To the best of my knowledge, the information provided in this application is accurate.

By entering my name here, I acknowledge that this acts as my signature. *

test

Date *

11/4/2015

PREV SAVE **SAVE AND FINALIZE**

The page at https://sqa.secure-platform.com says:

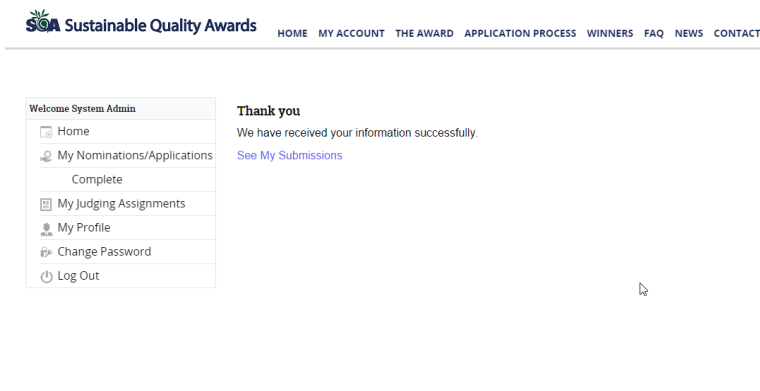
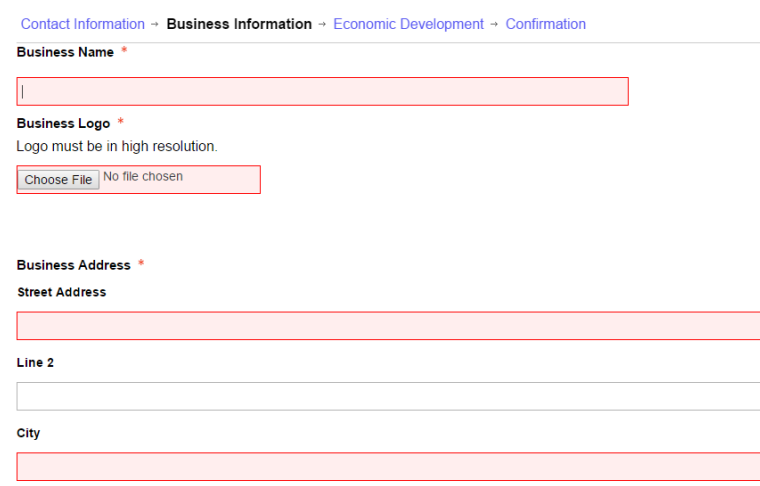
Press OK to Submit your application. You will not be allowed to make changes after submitting.

Press Cancel to return to the application.

You may also press 'Save' instead of 'Save and Finalize' to save and return later.

☐ Prevent this page from creating additional dialogs.

OK Cancel

<p>8. Once successfully submitted, you will be directed to the confirmation page. You will also receive a confirmation email.</p>	
<p>Note: You will not be able to submit your application if there are required fields that are incomplete. You will receive an error and the system will direct you back to the incomplete required field. The incomplete required field will be highlighted in red as shown in the screenshot.</p>	

Confirm Submitted Application

1. Once an application has been successfully submitted, you will receive a confirmation email.

We have received your application for the 2016 Sustainable Quality Awards! Inbox x



SQA Awards noreply@secure-platform.com [via](#) sendgrid.info
to noreply (v)

Dear System:

We have received your application for the 2016 Sustainable Quality Awards! Thank you for your participation.

Sincerely,


Sustainable Quality Awards

This email is a service from Santa Monica Sustainable Quality Awards.

Edit a Submitted Application

1. Once you submit your application, your application will be locked prohibiting you from making further edits to your application.
2. To regain edit capabilities, you will need to reach out to [insert contact information].
3. Once your request is approved and processed, you will receive an email informing you that your application has been re-opened.

An Administrator has Re-Opened your Application to Add More Information Inbox x

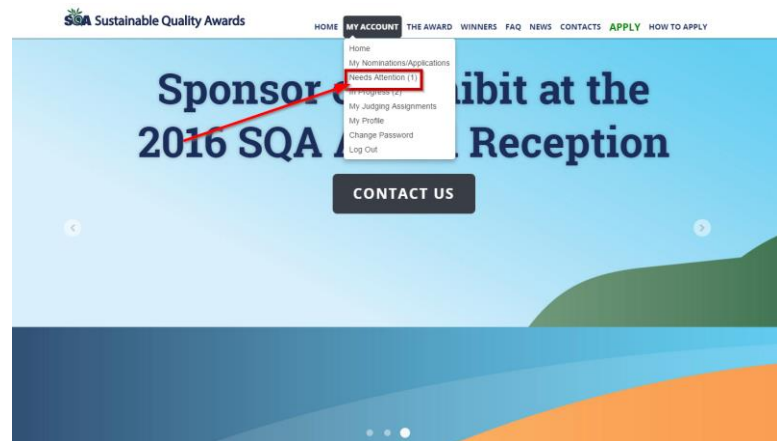
 SQA Awards noreply@secure-platform.com via sendgrid.info
to noreply

Please use the link below to add more data to the application test:
<http://sqa.secure-platform.com/a/organizations/main/submissions/details/2085>.

This message has been automatically generated

This email is a service from Santa Monica Sustainable Quality Awards.

4. Click on the link in the email to access your re-opened application.
5. When you've completed your edits, click "Save."
6. If you need to return to your re-opened application at a later time, hover over "My Account" and click on "Needs Attention."



Note: If you are not logged in when you click on the link to access your re-opened application, you will receive an error message. Log in prior to clicking on the link to edit your application.

 SQA Sustainable Quality Awards

HOME MY ACCOUNT THE AWARD WINNERS FAQ NEWS CONTACTS **APPLY** HOW TO APPLY

You do not have access to this Submission. Click [here](#) to begin a new Submission for 2016 Application Form

Duplicate an Application

1. This is only applicable if you are applying for two (2) Excellence Awards.
2. If you are interested in all three Excellence Awards, we encourage you to submit an application for the Grand Prize.
3. Hover over "My Account."
4. Click on "My Nominations/Applications."



5. Click on "Complete."

[Home](#) > [My Nominations/Applications](#)

[In Progress](#)

Submissions that you have started but not yet finished / submitted.

[Complete](#)

Submissions that have been received for review.

6. Click on "Copy Application."

Complete

Program	#	Category	Title	Action
2016 Application Form (Main)	1026	Grand Prize > Medium (16-99 Em...	Phelps (TEST)	Print View Copy Application
2016 Application Form (Main)	1037	Grand Prize > Medium (16-99 Em...	Tiata Kitchen TEST	Print View Copy Application

7. Enter the Program Password and click on "Next."

This Program is closed to the general public. Please enter the Program password to start a submission.

Program Password

8. Select the additional Excellence Award that you want to submit an application for.
9. Click on "Make a Copy."
10. You will then be able to complete an application for the additional Excellence Award.

Copy Submission

Save time and copy your Submission for 2016 Application Form.

Submission to Copy: Tiato Kitchen TEST

Category: Grand Prize > Medium (16-99 Employees)

Business Name *

Tiato Kitchen TEST

Which award are you applying for? *

Grand Prize

Includes all categories (Economic Development, Social Responsibility, Stewardship of the Natural Environment)

Medium (16-99 Employees)

MAKE A COPY

Download PDF Copy of Application

1. Hover over "My Account."
2. Click on "My Nominations/Applications."



3. Click on "Complete."

[Home](#) > [My Nominations/Applications](#)

[In Progress](#)

Submissions that you have started but not yet finished / submitted.

[Complete](#)

Submissions that have been received for review.

4. Click on "Print."
5. A PDF copy will then be downloaded according to your browser settings.

Complete

Program	#	Category	Title	Action
2016 Application Form (Main)	1026	Grand Prize > Medium (16-99 Em...	Phelps (TEST)	Print View Copy Application
2016 Application Form (Main)	1037	Grand Prize > Medium (16-99 Em...	Tiato Kitchen TEST	Print View Copy Application
Nomination Form (Main)	1073	General	Bru's Waffle Waffle	Print View Copy Application