**ABOUT THE CATALYST BREAKOUT PROGRAM AWARD**

The Catalyst Breakout Program award is designed to recognize innovative and inspiring programs that drive inclusion at work by increasing opportunities for all employees.

Programs that win the Catalyst Breakout Program award illustrate unique approaches to organizational issues and demonstrate positive impact on employee outcomes. Catalyst believes that inclusive workplaces work for women and everyone. As a result, programs that increase opportunities across genders are given preference, though programs that benefit other identity dimensions are also welcome.

Examples of a specific, individual program that may be nominated for the award include: a mentoring or sponsorship program; a community-based effort to ensure suppliers have an equal chance to work with your company regardless of demographics or background; a training program for recruiters that has increased the diversity of your pool of candidates. There are many other possibilities, and we invite you to think outside the box.

**Evaluation Criteria**

Each program is evaluated against the following criteria:

* Integration and accountability
* Impact
* Innovation

**Eligibility Requirements**

A company may only nominate one program per year, and a given program may only be nominated once unless it has undergone substantive changes. However, you are welcome to nominate different programs in future years. You must be able to show measurable results for one year. *You may not apply if you are a current nominee for the Catalyst Award.*

**YOUR APPLICATION**

Before writing your application, please note the eligibility requirements on the first page of this document. In 3 pages or less, describe the **specific program and/or activity** you are nominating. In your nomination, please be sure to follow the format below and answer the following questions.

Application Sections:

1. **Integration and Accountability**

History and Context

* **Why was the program started?** What problem does it solve? Describe any unique barriers/challenges that employees face in your industry, region, or organization type. How does this program help address the challenges and/or barriers your company faces? How does this program promote inclusion?
* **How was the need for this program identified?** For example, was this an idea that started with employees? Did it come from an analysis of disparities in an engagement survey?
* **How did the program begin?** For example, who was involved in establishing it? How was leadership buy-in acquired?

Elements of the Program and Participation Rates

* **Who participates in the program?** What are the eligibility criteria? How are participants selected?
* **What are the details of the program?** Please be specific. What do participants do in the program? How is the program managed or maintained? Who is involved in executing the program? Who is responsible for its success, and how are they held accountable? Has the program evolved over time? If so, how?
* Be sure to include the date it began and participation rates for each year it has been in place, split by gender and race/ethnicity as able.

Communication

* **How is the program communicated both internally and externally?** How do eligible employees find out about the program?
1. **Impact**
* **What impact has the program had?** What outcomes have arisen from this program? For example, equal promotion rates across gender, increases in employee engagement/satisfaction, improvements in customer experiences across identity?
1. **Innovation**
* **What is unique or innovative about this program?** What about this program stands out in your industry or region? What can other companies learn from your program?

**Additional Information**

Evaluation Process and Key Dates

* Please submit applications by email to Emily Shaffer (eshaffer@catalyst.org) no later than **July 18, 2025**.
* Applicants must provide Catalyst with the name of a contact person who has in-depth knowledge about the program.
* Members of the Catalyst Breakout Program award evaluation team will review your application and compile a list of follow up questions no later than August 8, 2025.Responses to follow up questions are due **August 22, 2025**.
* Catalyst Breakout Program award winners will be notified by **October 20, 2025**. Public announcements will be made in January 2026.
* Winners of the award will be celebrated at the Catalyst Awards Conference and Dinner in **March 2026** (date TBD).

Celebrating Catalyst Breakout Program Award Winners

* Your CDO/CHRO or an individual in a comparable role must agree to accept the award in person at the Catalyst Awards Dinner in New York City.
* Potential ways in which winners will be celebrated (not limited to):
	+ Public announcement posted on Catalyst’s website and social media platforms
	+ Promotional video highlighting the winning programs at the Catalyst Awards Dinner
	+ Virtual exhibit booth space featuring award winners
	+ Description of the winning programs featured on Catalyst’s website