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**AWARDS ENTRY FORM**

**ENTRY DETAILS:**

* This is the official form that should be used for all entries into the ***2019 East Staffordshire and South Derbyshire Business Awards***
* Businesses and organisations are encouraged to enter themselves and any of their employees into any of the categories (except *Business of the Year*, which is chosen by the judges from all the entries).
* Please make sure you indicate below which category or categories you are entering.
* You can use this same form to enter more than one category, but make sure you include enough information in each section to cover all category entries.
* Entries will be accepted from Monday 15th July until Friday 27th September 2019. All entries forms must be completed electronically and emailed before **5pm on Friday 27th September 2019.**
* All completed entry forms should be emailed to Dave Bryon:

**entries@business-awards.co.uk**

**ENTRY CRITERIA:**

* All companies and organisations with a significant presence within East Staffordshire or South Derbyshire are encouraged to enter (they may be required to justify their entry if deemed necessary by the Steering Committee).
* Local and regional offices within a larger organisation may also enter, as long as they can justify their entry based on criteria and performance specific to their office. This will be the only criteria used by the Steering Committee to assess entries.
* Entries are welcomed and encouraged from businesses, educational institutions, and public bodies of all sizes and business sectors. Likewise, entries for the categories recognising individuals are encouraged from all sectors and industries.
* The entry form below includes general information about the business or individual, as well as criteria that should be specific to the individual category or categories entered.

**JUDGING PROCESS:**

* The Business Awards has a Steering Committee which includes representatives from East Staffordshire Borough Council, South Derbyshire District Council, Burton & District Chamber of Commerce, Burton & South Derbyshire College, Dains Accountants, Else Solicitors & Hardy Signs.
* In the first instance all entries will be reviewed by the Steering Committee, with the objective of identifying three Finalists in each category (w/c 30th Sept 2019)
* Judging Panels will be established for each category which will include members of the Steering Committee and the category sponsor. The Judging Panels will then arrange to visit each of the category finalists to further review their entries and discuss any other supporting information (during October).
* The Judging Panels will recommend a Winner and Highly Commended for each category, and this will be reviewed and ratified by the Steering Committee
* The three Finalists for each category will be given priority to attend the Gala Awards Evening which is being held at the Pirelli Stadium on **Thurs 7th November** (ticket information will be finalised in Sept).
* All Finalists will be honoured at the Awards evening, where the Judges will announce the results (Commended, Highly Commended, and Winner).
* Supporting information should be referenced but not included in this application (it may be requested at a later date or viewed during the Judging Panel visits).

1. **CATEGORIES & JUDGING CRITERIA:**

* The Steering Committee and Judging Panels will be looking at all aspects of the business or organisation. This will include general information such as financial performance, business development & growth, customer satisfaction, leadership & management, staff development & training, social responsibility, community engagement, and long term business sustainability.
* In addition there will be a focus on the specific category criteria as detailed below. Please select which categories you wish to enter below, and make sure you include all relevant information in each section to cover all entered categories.
  1. **Employer of the Year:** Showcasing human resource and staff engagement strategies. This includes recruitment, training, development, communication, employee working practices (including work-life balance), environment, community outreach & corporate social responsibility.

[do you wish to enter this category?]

* 1. **Young Employee / Apprentice of the Year:** Recognising individuals who are under the age of 25 (on 15th July 2019) and have been working within a company for more than 12 months. Includes personal development through study, training, qualifications, and a proven contribution to the business as a whole.

[do you wish to enter this category?]

* 1. **Rising Star Award:** Recognising an outstanding employee over the age of 25 who has progressed significantly over the past 12-24 months. This may include professional development, management responsibility, innovation, or any other performance criteria relevant to their role within the organisation.

[do you wish to enter this category?]

* 1. **Most Promising New Start-Up:** New businesses that have started within the past three years (after July 2016). Includes Innovation (identification of an opportunity and development of a product/service), Launch (successful delivery to market), and Growth (strategy for expansion and further development).

[do you wish to enter this category?]

* 1. **Small Business of the Year (1-20 FTEs):** Excellence within a business of less than 20 employees (including FTE contractors). Covers all aspects of the business including, leadership, management, staff development and training, innovation, social responsibility, financial performance, future growth plans, and business sustainability.

[do you wish to enter this category?]

* 1. **Medium Business of the Year (21-100 FTEs):** Excellence within a business with 21-100 employees (including FTE contractors). Covers all aspects of the business including, leadership, management, staff development and training, innovation, social responsibility, financial performance, future growth plans, and business sustainability.

[do you wish to enter this category?]

* 1. **Technology & Innovation Award:** Utilising technology or innovation within the past 3 years (since July 2016) to enhance an aspect of business performance. This should be new to the business and preferably to the sector too. The benefits should be clearly evident within some aspect of business performance.

[do you wish to enter this category?]

* 1. **Customer Service Performance:** Outstanding customer service for clients and/or customers over the past 12 months. Includes surveys and feedback from customers and clients (especially where unprompted), and where above and beyond that expected relative to the service, product and sector.

[do you wish to enter this category?]

* 1. **Leisure & Hospitality Award:** Recognising excellence in a consumer facing business that operates in the entertainment, tourism, leisure, or food and beverage sectors. The business can be independent or part of a national chain, but in all cases the entry should relate to local activity in East Staffordshire or South Derbyshire, including product and service, commercial performance, staff development, sales & marketing initiatives, and future plans.

[do you wish to enter this category?]

* 1. **Manufacturer of the Year:** Targeting businesses that have excelled in this sector over the past 3 years (since July 2016). Covers all aspects including product design, testing, development, production, marketing & sales, & performance. Can relate to a new product, product range, or modification of a product.

[do you wish to enter this category?]

1. **BACKGROUND INFORMATION**

2.1. Name of nominated business and/or individual:

[insert text here]

2.2. Name of person submitting entry:

[insert text here]

2.3. Relationship to business: e.g. co-owner / director / employee / customer / supplier

[insert text here]

2.4. Address of business (use local address if part of a larger business):

[insert text here]

2.5. Contact phone and email:

[insert text here]

2.6. Sector & main business activities:

[insert text here]

2.7. Background details of business:

[insert text here]

2.8. How long has the business been trading:

[insert text here]

2.9. How many employees does the business have:

[insert text here]

1. **SPECIFIC INFORMATION:**

3.1. Provide an overview of the business performance over the past 18 months (and/or the performance of the individual if the entry is also for an individual category):

[insert text here]

3.2. What are the highlights of the business / individuals that define suitability for each of the entered categories:

[insert text here]

3.3. What differentiates the business / individuals from other others in this sector:

[insert text here]

3.4. How does the business manage and develop its staff:

[insert text here]

3.5. What are the plans and strategy for the next 18 months, specifically in regard to the areas which have been highlighted as important to the entered categories:

[insert text here]

3.6. What other information is relevant in support of the application for this award? Please list any supporting material that the Judges might like to reference or see at a later date (don’t submit at this stage):

[insert text here]

Date:

[insert date here]

Print name:

[insert name here]