

Entry Checklist

Please complete your Award Submission consisting of a minimum of four A4 pages to a maximum of 10 describing your business and why you believe your business deserves an award. Your submission should include any additional information required in Q11; also include photos of your business, yourself or staff, products or services. Additional supporting material may include customer testimonials, media articles, awards received, marketing flyers and product brochures. Award Submission Presentation - It is highly recommended to submit your hard copy printed submission with the signed entry application in your own display folder with your additional support material clearly marked.

1. What products and/or services do you provide?
2. What are the three key strengths that make your business successful?
3. Briefly describe your target customers. How do you determine customer satisfaction? For example, do you use observation, customer surveys and/or repeat sales data?
4. Has your business introduced any major marketing ideas, customer service or production methods during the past year? Yes No - If Yes, please provide a brief description and the benefits achieved from their implementation.
5. How do you involve your staff in business improvement? For example, suggestion box, marketing activities and/or improved safety performances.
6. Describe any environmental, energy-saving and/or sustainability program operating in your business? Have you reduced your energy usage in the past year? Yes No
7. Do you have a business plan or strategic plan for your business? Yes No
8. Has your business had financial growth over the past 1-2 years? Yes No
If Yes, what percentage? Less than 25% Greater than 25%
Has your business growth been by Turnover or by Profit
Turnover under \$200k \$200-500k \$500k-1m over \$1m Not For Profit N/A
9. What method does your business use to monitor its performance, and how often do you collect or review these results?
10. Does your business hold current licences/registrations for its operation? Yes No
11. Focusing on your nominated categories, provide additional details as outlined below:
 - **Marketing Award** – provide copies of marketing materials used to promote your business. (note: not open to marketing professionals).
 - **Creative Award** – detail creativity in your business, products or services.
 - **Technology Award** – include details of your technology and innovative IT products or services utilised.
 - **Inspiration Award** – detail challenges you have faced in your life and business.
 - **Volunteer of the Year nominees** – include details of your volunteer activities – contact Belmont BEC for your specific Volunteer Award Entry Kit.
 - **Innovative Enterprise Award** – include your business innovation, inventions and/or commercialisation of your Intellectual Property.
 - **Community Spirit nominees** – detail your community activities.
 - **Achievement Award** – list your achievements and efforts to achieve your business goals
 - **Environment Award** – list your environment and sustainability practices implemented.
 - **Spirit of Australia Award** – outline your achievements that highlight the Aussie spirit in your business.
 - **Young Entrepreneur Award (under-35)** – include your age, birthdate and achievements.
 - **Indigenous Business Award** – include your Indigenous family background.
 - **Fashion Industry Award** – list your achievements in the fashion, textile, clothing, footwear or leather industries.
 - **WA Racing Industry Award** – include your background and past achievements in the Racing Industry.
 - **Migrant Business Award** – include your country of origin and background.
 - **International Trade Award** – include import/export countries, sales and cultural understanding.
 - **Business Person of the Year** – list your personal achievements in business during the past 2 years and include past awards and testimonials.

Are you eligible?

Award categories specify if Belmont, metropolitan or statewide entries are accepted. Entry is free. It is a condition of entry that entrants agree to their business and images being profiled in the media and on the Belmont BEC website.

Entry Form

Complete this section and include it with your completed entry to:

Belmont BEC, 216 Belmont Avenue, Cloverdale WA 6105
PO Box 370, Cloverdale WA 6985

Ph: (08) 9479 3777 Fax: (08) 9479 3888 Email: awards@belmontbec.com

CLOSING DATE FOR ENTRIES
5pm on Tuesday, September 27th, 2016

The Belmont Western Australian Small Business Awards provide recognition and encouragement for the professionalism of small business achievements. By entering the Awards you have the opportunity of gaining publicity for your business as well as increased business opportunities at local, state and national levels.

Business name: _____

Trading as: _____

Address: _____

_____ P/Code: _____

Postal Address: _____

_____ P/Code: _____

Phone No: _____ Fax No: _____ Mobile No: _____

Email: _____ Web: _____

Contact name: _____

Position: _____

Type of business: Manufacturing Trades Professional Services Retail or Wholesale

Home-based Other (Please specify) _____

No. of staff: (including owners - equivalent to full-time) _____

How long has your business been operating? Years _____ Months _____

ABN: _____

Preferred award category of entry

1. _____

2. _____

I have complied with the entry requirements, read and understood the Guidelines relating to the Belmont Western Australian Small Business Awards and I accept the Judges' decision as final.

Signature: _____

Position/Title: _____

Date: (DD/MM/YYYY) _____

How did you become aware of the Belmont Small Business Awards?

(please specify) _____

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WESTERN AUSTRALIAN
SMALL BUSINESS
AWARDS 2016