**Please note:**

* **This form should be used to enter the following five award categories (Sutton Coldfield Small Business of the Year, Lichfield Small Business of the Year, Tamworth Small Business of the Year, Cannock Chase Small Business of the Year or Sutton Coldfield, Lichfield & Tamworth and Cannock Chase Large Business of the Year)**
* Organisations can only enter one award category based on the location of their organisation’s office (i.e. in either Sutton Coldfield, Lichfield, Tamworth or Cannock Chase) and their employee size (a small business is defined as 1 – 49 employees and a large business is defined as 50+ employees)
* A 90 second video will be accepted as part of the award application, if you would like to submit a video as part of your application please email it alongside your entry form. For ideas on what to include on your video please see our event page
* The rules are at the end of this entry form. Any entries not adhering to the rules will be eliminated
* Please email your entry form to SLTCAwards@birmingham-chamber.com
* The final page is for judging purposes only, but shows the weighting of marks to each question

**The closing date for entries is 5pm Friday 26th November 2021**

Which award category is this submission for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Contact name |  |
| Name of entrant |  |
| Company name |  |
| Company address |  |
| Email address |  |
| Website address |  |
| Office number |  |
| Mobile number |  |
| Business sector |  |
| Nature of business |  |
| Main product/service |  |
| Number of employees |  |
| Who are typically your customers? |  |
| Legal Status of company |  |
| What year did the business start trading? |  |
| Is your business a Chamber member in the Greater Birmingham area (any section)? |  |

1. Please describe: (35 marks)
* Your vision for the business
* How your business sales, turnover and employee retention/ growth have developed over the past three years
* Any specific events/ activities or initiatives that have contributed to your business performance during this time
* The main objectives for the next three years and how these will be achieved
* The effect that these will have on the overall business

(MAX 500 words)

|  |
| --- |
|  |

1. Please describe how your organisation has had a positive contribution to your local community and the local workforce, including details on apprenticeships, skills development programmes, and corporate social responsibility (CSR) activity. (MAX 500 words)

 (35 marks)

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|  |

1. Why do you feel your business should win this award? (MAX 500 words)

 (30 marks)

|  |
| --- |
|  |

**The Rules**

1. The closing date for entries is 5pm on Friday 26th November 2021.
2. The Chamber Awards are free to enter and open to all businesses regardless of whether they are a member of the Greater Birmingham Chambers of Commerce, but must be within the geographical area that the five awards cover.
3. To qualify for entry in the Business of the Year – Sutton Coldfield award, your organisation must be based in a postcode beginning with B72, B73, B74, B75, B76.
4. To qualify for entry in the Business of the Year – Lichfield or Tamworth awards, your organisation must be based in a postcode beginning with B77, B78, B79, WS7, WS8, WS13 or WS14.
5. To qualify for entry in the Business of the Year – Cannock Chase award, your organisation must be based in a postcode beginning with WS6, WS11, WS12, WS15, WV5, WV8, WV9, WV10 or WV11.
6. Entries must be electronic and in one single document in either Microsoft Word or pdf format and in English.
7. All three questions must be answered in the appropriate text box. Text boxes can be expanded if necessary and can include photos, charts, etc.
8. The maximum file size for any entry is 5MB. If your entry exceeds this file size it will be disqualified by the judges.
9. Supporting information should be included within the entry form using the appropriate text boxes. Please be aware that any website links used within your entry will not be activated by the judges.
10. All entries will be automatically acknowledged on receipt. All entries will be treated in confidence and entry forms will become the property of Greater Birmingham Chambers of Commerce. Entries will not be returned.
11. Applicants must be authorised to enter their organisation into the awards.
12. The judges’ decision is final and no correspondence will be entered into.
13. Judges reserve the right to audit any information supplied.
14. Greater Birmingham Chambers of Commerce reserves the right to withdraw an award from any applicant supplying false information within their entry.
15. No employee of the Greater Birmingham Chambers of Commerce shall be entitled to enter.
16. Award winners will be announced at the Sutton Coldfield, Lichfield & Tamworth and Cannock Chase Annual Dinner & Awards 2022 that will be taking place at Drayton Manor Hotel on Friday 4th February 2022.
17. Shortlisted and winning entries will be publicised.
18. By registering and completing an entry for the awards you agree to these terms and conditions.

Judging

All entries received by the deadline will be judged and a final shortlist will be drawn up.

It is anticipated that up to five finalists will be shortlisted in each award category.

Each award category finalist will receive one complimentary ticket to the event on the 4th February 2022 when the winner will be announced.

**For Judging Purposes Only**

|  |  |
| --- | --- |
| **Total Score out of 100:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Comments**  | **Possible Marks** | **Score** |
| **1** |  | 35 |  |
| **2** |  | 35 |  |
| **3** |  | 30 |  |

**Other Comments**