

ENTRY FORM

BUSINESS

OF THE YEAR
2022

Please fill in the form below and submit along with your supporting documentation to complete your entry into the awards. Please note entry **deadline is 5.00pm, 30 November 2021.**

Legal Name of Business:			
Trading Name of Business:			
Contact Person:			
Job Title:			
Address:			
		Post Code:	
Work Phone:		Mobile Phone:	
Email:			
Website:			
Award being applied for: (select one option)	<input type="radio"/> Excellence In Primary Industries Award	<input type="radio"/> Excellence in Technology & Innovation	
	<input type="radio"/> Excellence In Export Award	<input type="radio"/> Future Business Leader Award	
	<input type="radio"/> Excellence In Tourism Award	<input type="radio"/> People's Choice Award for Retail	
	<input type="radio"/> Excellence in Manufacturing Award	<input type="radio"/> Supreme Business Excellence Award	
	<input type="radio"/> Excellence in Not for Profit Award		

Supporting documentation

1. Business Bio (**150 words**) for the sole purpose of providing information for promotion, should you be chosen as a finalist.
2. Executive Summary (**500 words**)
 - An introduction to the business
 - Business ethics, aims and objectives
 - Description of your uniqueness, successes, vision
 - What is the ownership structure
 - How long has the business been trading
 - How many employees do you have
3. Outline and explanation of significant achievements for your organisation during the last two years (include graphs and charts). What would you attribute these significant achievements to (**500 words**)
4. What is the organisation-wide philosophy and how does this culture create excellence in service delivery (**250 words**)
5. How do you identify the requirements of your community/ customers/clients to meet their needs (**250 words**)
6. How do you ensure that the whole team is able to deliver a high standard of service (**250 words**)
7. How do you measure the success of your organisation (**500 words**)
8. How do you acknowledge diversity and inclusion (**250 words**)
9. Why do you deserve this recognition (**150 words**)
10. Only **Excellence In Export Award** category - What are the unique obstacles, risks or challenges you face and how have you overcome/ managed these (describe trade barriers, cultural challenges or other risks)
11. Only **Excellence In Export Award** category - Demonstrate your understanding of the off-shore markets/industries that you deal with.

Terms & Conditions

- I agree to the terms & Conditions of the Ashburton District Council Business of the Year Awards.
(These can be found on the reverse or in our website ashburtondc.govt.nz)

Signed

TERMS & CONDITIONS

1. The awards are not open to employees or officers of Ashburton District Council or judges but are open to CCO's.
2. Category sponsors cannot enter the category they sponsor.
3. Ashburton District Council place high value on the Awards. Entrants must disclose any issues that may compromise the integrity of the Awards or cause the business to discontinue in the next year. These issues may include legal action, law changes, possible loss of funding, or other risks.
4. Judges will select up to five entrants in each category to interview to help with their selection process. Each of these judges will have signed a confidentiality agreement to ensure the confidentiality of all entrants information
5. All entries must be received by 5.00pm on Tuesday 30 November 2021.
6. Three category finalists will be selected and announced in December 2021 and will receive finalist certificates on the night of the awards. The overall category winner will be announced on the evening. In relation to the People's Choice Award for Retail there will be two finalists selected and announced in December 2021 and will receive finalist certificates on the night of the awards, the winner will be announced on the evening. The Supreme Business Excellence Award will be chosen from the award category winners.
7. By entering these awards, you agree to Ashburton District Council and award sponsors having access to your contact details.
8. You need to include a statement of financial viability to show that your business is sound and/or growing.
9. You can enter multiple categories however the judges have the right to judge you in all you enter, some or one of the categories only.
10. By entering the awards you agree to your business and its representatives being photographed/filmed/ interviewed for promotional purposes, including promotion at the Ashburton District Council Business Awards ceremony. Exception may be made to this condition if advised in writing to Ashburton District Council.
11. All entries must include a brief business biography which includes a history of your business and highlights of what it does (150 words maximum). You agree that this biography may be used for promotional purposes in relation to the Ashburton District Council Business Awards.
12. All entries are judged against the individual award category criteria.
13. There is no cost to enter the Ashburton District Council Business Awards.
14. Any business of any size located in the Mid Canterbury is eligible to enter.
15. Entrants must have been trading for 12 months or more as at 31 March 2021.
16. If your organisation is part of a larger organisation you must be able to demonstrate that you function as a separate business unit.
17. A franchise will be judged on its own individual/ independent merit and business success not as part of the franchisor.
18. All entries will be securely held until after the awards gala dinner. If Entrants have not requested to have their entries returned they will be destroyed using the councils secure document destruction processes.

Submissions

Email, courier or deliver your completed entry to: **Events Coordinator**
Please note entry **deadline is 5.00pm, 30 November 2021.**



POST TO

Ashburton District Council
PO Box 94,
Ashburton 7740,
5 Baring Square



IN PERSON

Dropping it off at:
Ashburton District Council
reception – 5 Baring Square West



EMAIL TO

economicdevelopment@adc.govt.nz



ONLINE AT

ashburtondc.govt.nz