AUSTRALIAN SMALL BUSINESS CHAMPION AWARDS 2016

ENTRY FORM

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Become a Small Business Champion!

The ultimate accolade for small business.

Celebrating its 17th year, the Australian Small Business Champion Awards has gained a reputation as the paramount program acknowledging outstanding small businesses throughout Australia. The program has become known as the "Oscars of Small Business", and offers a unique opportunity for businesses to promote the excellent service and business development they provide. Businesses involved in the program will be recognised as some of the best that Australia has to offer, affording opportunities to enhance their business growth.

THE HON KELLY O'DWYER MP

AUSTRALIAN MINISTER FOR SMALL BUSINESS & ASSISTANT TREASURER

A staggering 97 per cent of Australia's businesses are small, contributing more than one in three jobs or around one third of all economic output. These are businesses just like yours. It is you – and your passion – that fuel this country's vibrant small business culture. Entrepreneurs and risk-takers like you, who are prepared to act on ideas, adopt new tools and technologies, and invest your time and resources in a growing business: you are the ones who make our economy tick.

As Small Business Minister, it is my mission and absolute commitment to help create an environment where you can thrive. I commend the Australian Small Business Champion Awards in its acknowledgement of excellence in the field and I encourage you all to nominate for 2016.

STEVE LOE

AWARDS FOUNDER, MANAGING DIRECTOR
PRECEDENT PRODUCTIONS

From their creation in 1999, the Australian Small Business Champion Awards has become the most prestigious and comprehensive program that recognises small businesses throughout the nation.

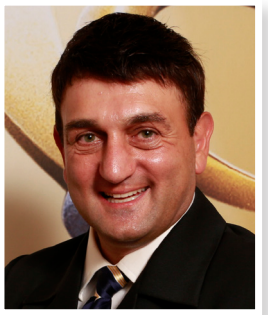
The Awards seek to acknowledge the hard work that business owners contribute to the local community in generating employment for millions of Australians, as well as their contribution to the Australian economy.

The Australian Small Business Champion Awards is the pinnacle of business success. They recognise the values associated with successful small businesses. These values include service, commitment, leadership, endurance, courage, innovation, performance, persuasion and generosity.

I would like to thank our sponsors and encourage you, who own and manage Australian small businesses, to be part of this exciting awards program and celebrate your achievements.

JOHN CHRISTOFORIDIS

2015 SMALL BUSINESS CHAMPION ENTREPRENUER



As the 2015 Champion Entrepreneur it is with pleasure that I congratulate Steve Loe and Precedent Production in recognising the efforts of Australian Small Businesses. After all we are collectively the largest employers in the country!

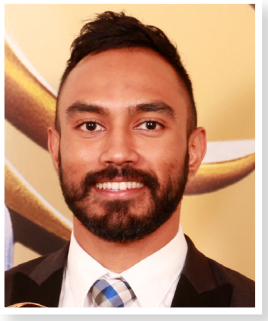
Transcorp Removals & Storage has grown from a one man – one truck operation into a much larger entity. The efforts and loyalty of my staff, suppliers and customers have assisted in our prosperity. I also wish to thank my family and friends for all their support and assistance along this successful journey. It is a great honour to have received the 2015 Award.

I believe to succeed in small business you do not only require a sound business plan, clear objectives and an understanding of your costs but more importantly maintain a healthy and vibrant 'work/family life balance'.

I hope that all small businesses have the opportunity to be rewarded for their hard efforts and I wish you all the best of luck.

JARED FULLINFAW

2015 YOUNG SMALL BUSINESS CHAMPION ENTREPRENUER



It is such an honour to have had the hard work it takes from starting a small t-shirt printing business in a garage and growing that into a national company, recognised in winning the prestigious 2015 Young Small Business Champion Entrepreneur Award. The benefits for my business, The Print Bar, have really stretched beyond the actual trophy as my business has now gained national recognition because of the award. This was a new starting point for my business, enabling Print Bar to grow by winning bigger contracts, media attention and gave me the confidence to launch new products.

Thank you again to Steve Loe and Precedent Productions for rewarding outstanding businesses in Australia and also for encouraging me to lift the bar even further, to be part of a business that continues to grow ethically, sustainably and adds value to Australia.

2016 Official Entry Form

To be eligible to enter the awards, your business must first comply with either of the following:

- Retail or Service Business with 40 employees or less*
- Manufacturing Business with 100 employees or less*

* Eligibility is based on the number of equivalent full-time positions within the business. (30 staff who work half a week each, is equal to 15 full time positions).

Your entry may be completed on this form or online. You are required to fill in the following details and the Awards Criteria questions 1 - 10 as listed in this entry form.

Business Name: .....

Owner / Manager's Name: ☐ Mr ☐ Ms ☐ Mrs .....

.....

Position: .....

Business Address: .....

.....

Suburb: .....

State/Territory: ..... Postcode: .....

Postal Address: ☐ As Above .....

.....

Suburb: .....

State/Territory: ..... Postcode: .....

Work Telephone: ( ) .....

Mobile: .....

Email: .....

Website: .....

The following 5 questions are for research purposes only and are not part of the assessment

Number of people employed by the business:

☐ 1-5 ☐ 6-10 ☐ 11-20 ☐ 21-30 ☐ 31-40 ☐ 40+

Number of years the business has been in operation:

☐ 1 year ☐ 2 years ☐ 3 years ☐ 4-7 ☐ 8-15 ☐ 15+

Number of years you have been the owner of the business:

☐ 1 year ☐ 2 years ☐ 3 years ☐ 4-7 ☐ 8-15 ☐ 15+

What is the annual turnover of the business?

☐ Under $500,000 ☐ $500,000 - $1.5 million

☐ $1.5 million - $3 million ☐ $3 million - $5 million

☐ $5 million - $10 million ☐ Over $10 million

Where did you hear about this year's Australian Small Business Champion Awards? .....

AWARD CATEGORIES

Select **ONE** category that best represents your business.
(Each business may enter in only one industry category)

- ☐ Accounting Services
- ☐ Agribusiness
- ☐ Automotive Services
- ☐ Bakery/Cake Store
- ☐ Beauty Services
- ☐ Business Services
- ☐ Cafe
- ☐ Child Care Centre
- ☐ Children's Services
- ☐ Educational Services
- ☐ Fashion
- ☐ Fast Food / Takeaway Store
- ☐ Fitness Services
- ☐ Florist
- ☐ Footwear
- ☐ Fresh Food
- ☐ Hairdressing
- ☐ Health Improvement Services
- ☐ Home & Garden Improvement
- ☐ Jewellery Store
- ☐ Manufacturing
- ☐ New Business (less than 2 years)
- ☐ Pet Services
- ☐ Pharmacy
- ☐ Professional Services
- ☐ Real Estate Agency
- ☐ Restaurant
- ☐ Services
- ☐ Specialised Retail Small Business
- ☐ Specialised Small Business
- ☐ Sports & Recreation Retail
- ☐ Tourism
- ☐ Trade Services
- ☐ Wedding Services

ENTREPRENEUR AWARD CATEGORIES (OPTIONAL)

***Tick ONE of the following only if you have completed the Entrepreneur Award questions i - vi on page 6.**

Entrepreneur Name: ..... Age: .....

☐ Small Business Champion Entrepreneur (Over 30 yrs old)

☐ Young Small Business Champion Entrepreneur (30 yrs old & under)

GROWTH AWARD CATEGORY (OPTIONAL)

***Tick the following only if you have completed the Growth Award questions i - vii on page 6.**

☐ Business Growth Champion

INDIGENOUS BUSINESS CATEGORY (OPTIONAL)

***Tick the following only if you have completed Indigenous Business Award questions i - ii on page 6.**

☐ Indigenous Business Champion

PHOTOGRAPHS MUST BE PROVIDED

Entry may not be accepted without photographs.

☐ Included with the entry in a clearly marked envelope.

☐ Emailed to **photos@businesschampions.com.au**

CONFIRMATION

Information may be used for promotional purposes and will be at the discretion of Precedent Productions. I have read and agreed to the Terms and Conditions outlined on **www.businesschampions.com.au.**

I herby certify that the information provided is correct to the best of our knowledge.

Owner / Manager: .....

Signature: ..... Date: .....

Awards Questions

You may either submit your entry online, fill in this entry form or complete your answers as a separate document, ensuring all questions are appropriately answered to enable the judges to evaluate your business **(Official Entry Form must be attached).**

Additional information to support your entry, such as photographs, newspaper articles, testimonials and promotional material should be enclosed in the entry and will be included in the judging process.

HELPFUL HINTS: For assistance in completing your answers or to complete online, visit www.businesschampions.com.au

BUSINESS OUTLINE

1. Describe the products and/or services your business provides: .....

2. Describe the history of the business: .....

BUSINESS FEATURES

3. Describe how your business is promoted: .....

4. Describe the level of customer service and the quality of products your business provides. How does your business manage, monitor and measure customer expectations and satisfaction? .....

5. Describe how your business contributes to the local community: .....

BUSINESS ACHIEVEMENTS

6. Detail the successes of the business during the past two years. This may include business growth, innovations, business technology improvements, awards successes, recognition given by the industry, community, customers or suppliers:

STAFF TRAINING AND INITIATIVES

7. How are staff trained and motivated?

BUSINESS AND ENVIRONMENTAL SUSTAINABILITY

8. Detail your commitment and endeavours in business and/or environmental sustainability:

GENERAL

9. Describe where you see your business in the future:

10. What makes your business a Champions award winner?

Entrepreneur Awards (optional)

These awards honour two individuals who have attained extraordinary business success. To be eligible, answer the Award questions 1 – 10 plus the Entrepreneur questions i – vi. The Entrepreneur questions must be provided as a separate document within your entry.

Entrepreneur Categories:

- Small Business Champion Entrepreneur (Over 30 years)
- Young Small Business Champion Entrepreneur (30 years and under)

ENTREPRENUER AWARDS QUESTIONS

i. What has it taken for you to build a successful business?

ii. What motivated you to embark on the development of this business?

iii. Explain your business philosophy and values.

iv. Describe any challenge which you have conquered – the context of the challenges, the actions and the risks taken to address those challenges and the results achieved.

v. Explain what sets your business apart from your competitors and other entrepreneurs.

vi. What has been your personal contribution that has resulted in your business success?

IT IS ESSENTIAL THAT YOU PROVIDE A PHOTO OF THE NOMINATED ENTREPRENEUR

Business Growth Award (optional)

The Business Growth Award recognises small businesses that have achieved excellence in small business growth. To be eligible, answer the Award Criteria questions 1 – 10 plus the Business Growth Award questions i – vii. The Business Growth Criteria questions must be provided as a separate document within your entry.

BUSINESS GROWTH AWARD QUESTIONS

i. What are the key things that make your business more valuable?

ii. What does your business stand for?

iii. Describe your long term business vision. What plans do you have in place to grow and realise the value of your business?

iv. Describe how your business has grown since it started – consider areas such as systems, staff, locations and profitability.

v. How has your business changed internally to support growth – examples might include introduction of manuals, processes or systems. Give some examples where you have overcome challenges that have contributed to the growth of your business.

vi. Describe the process of planning inside your business.

vii. How has innovation contributed to the growth of your business?

Indigenous Business Award (optional)

This category aims to celebrate outstanding businesses operated by, or servicing Indigenous people within Australia. Businesses must either be owned by Indigenous people, or must provide products and services for the benefit of Indigenous people. To be eligible, answer the Award Criteria questions 1 – 10 and the questions below. The Indigenous Business Criteria questions must be provided as a separate document within your entry.

INDIGENOUS BUSINESS AWARD QUESTION

i. What initiatives does your business undertake for the benefit of the Australian Indigenous people?

ii. What are the results created by your business that have benefited the Australian Indigenous people?

Important Information

PHOTOGRAPHS

Your entry may not be accepted without photographs.

- **Three different** photographs of your business must be provided to be used for the presentation evening. Photos should include you and your team, integrating with your products and/or services.
- All photos must be clearly marked with your business name and selected category.

You may either:

- Provide printed photos as part of your entry in a clearly marked separate envelope.
- Provide photos on a USB, disc or similar device.
- Email photos in high resolution .jpg to photos@businesschampions.com.au, making sure to use your business & category name in the subject line.

Photo Examples:

AWARDS PROCESS

The 2016 Australian Small Business Champion Awards is conducted as one national program.

1. Entries are accepted for each category.
2. National finalists are selected based on the awards criteria.
3. Judges may eliminate entries due to incomplete entry form, inability to meet the awards criteria or unsuitable eligibility requirements.
4. There will be no set number of National Finalists for each category.
5. All businesses will be notified by mail of their awards status.
6. Successful businesses will receive a National Finalist Certificate and will be invited to the Presentation Evening in Sydney.
7. Unsuccessful businesses will be notified by mail.
8. Selected representatives from a variety of industries judge the National Finalists to select the category winners.
9. Judging is based on the award criteria questions, supporting documentation and the overall presentation of the entry.
10. National Category Winners will be presented with a Champion statuette at the Presentation Evening.
11. Champion winners will be highlighted through targeted media releases.

Awards Checklist

- ☐ Completed Official Entry Form.
- ☐ Selected ONE business category.
- ☐ Completed Awards Criteria questions 1 – 10.
- ☐ Included additional supporting information.
- ☐ Included photographs (in separate envelope or email).
- ☐ Completed Entrepreneur, Business Growth and Indigenous Business categories (optional) and provided separate photographs of nominees.
- ☐ Enclosed a stamped & self addressed envelope, ensuring the envelope size and value of stamps is suitable for your entry. (This is optional, however, must be included for the return of your entry).
- ☐ Send your entry, including the official entry form (page 3) to Precedent Productions. (All submissions are treated in confidence).

ENTRIES CLOSE: Wednesday, 17th February 2016

Visit www.businesschampions.com.au for awards full terms and conditions, 'Helpful Hints' and further information.

ONLINE ENTRY:
www.businesschampions.com.au

POST TO:
Australian Small Business Champion Awards
Precedent Productions
PO Box H211, Hurlstone Park, NSW 2193

OR DELIVER TO:
Precedent Productions
1st Floor, 30 Floss Street, Hurlstone Park, NSW 2193

ENTRIES CLOSE:
Wednesday, 17th February 2016

National Presentation Evening:
Saturday, 23rd April, 2016
The Westin Sydney

Precedent PRODUCTIONS

For further information:
www.businesschampions.com.au
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Tel: (02) 8577 5060