



# GUIDELINES AND APPLICATION FOR 2014 SMALL BUSINESS AWARDS

## Application Guidelines

Applications are now being accepted for the Hale County 2014 Small Business of the Year Awards. The awards will be presented in conjunction with the SBA Business Expo lunch on September 5, 2014 at the Ollie Liner Center in Plainview.

Completing this application is an educational exercise in reviewing the strengths of your business. The process may help you identify some marketable assets within your organization that you had not previously considered. Participation in this awards program is a positive experience not only for you as the business owner, but for your employees as well. In addition, valuable marketing exposure through a variety of opportunities is granted to each applicant.

To continue in this prestigious awards program you must complete the following application form, and **submit it no later than Friday, August 15, 2014** to:

Enactus  
1700 W 7<sup>th</sup> St CMB 1268  
Plainview, TX 79072

OR FAX TO: (806) 291-1957

### OBJECTIVE

To recognize and honor businesses who have demonstrated exemplary "Best Practices."

### CRITERIA

- ★ Any for-profit business headquartered in Hale County
- ★ The applicant must be the owner, partner or major shareholder of the business, and active in its day-to-day operations
- ★ The business must be financially stable and operational for a minimum of three years with the exception of the Emerging Business which is less than three years

### CATEGORIES

There will be four awards presented in the following categories:

- ★ **Emerging Business** (start-up company in business less than three years)
- ★ **1-10 Employees** (in business three or more years)
- ★ **11-50 Employees** (in business three or more years)
- ★ **51-150 Employees** (in business three or more years)

## **JUDGING ELEMENTS**

- ★ Business Growth and Performance
- ★ Sound Business Strategies and Practices
- ★ Customer Service Strategies and Practices
- ★ Business Challenges
- ★ Unique and Innovative Approaches
- ★ Community Involvement and Contribution
- ★ Employee Relations

## **AWARD WINNERS RECEIVE:**

- ★ Small Business of the Year Award to display in your place of business
- ★ A Small Business of the Year Award winner banner to keep and display
- ★ Recognition throughout Hale County

# Application

Along with this application, plus **ONE** company brochure (if available).

**APPLICANTS NOT FOLLOWING STATED INSTRUCTIONS WILL BE DISQUALIFIED!**

***PLEASE TYPE ALL INFORMATION***

## **BUSINESS INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: State: Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Owner/Principal's Name: \_\_\_\_\_

Owner/Principal's Title: \_\_\_\_\_

Owner/Principal's Phone: \_\_\_\_\_

Owner/Principal's E-mail: \_\_\_\_\_

## **PERSON COMPLETING APPLICATION INFORMATION (if different from above)**

Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

This application is a submission for the following category: (check only one)

**Emerging Business** (start-up company in business less than three years)

**1-10 Employees** (in business three or more years)

**11-50 Employees** (in business three or more years)

**51-150 Employees** (in business three or more years)

***"Employee" is defined as:** one full-time employee; multiple, part-time employees, equivalent to one full-time employee; and independent contractors.*

*Must be a standalone for-profit business not associated with or owned by any non-profit entity.*

**Information provided will be kept confidential. Only selected Chamber Staff and the specially selected Judges will view the information. SBA Lubbock staff reserves the right to verify any information provided in this application.**

I, \_\_\_\_\_, acknowledge the information provided in this application  
(print name)

is true and factual to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_

## General Information:

Year Established : \_\_\_\_\_ SIC or NAISC Code(s) \_\_\_\_\_

Type of Business (i.e. Manufacturing, retail, service, etc.) \_\_\_\_\_

Main Product(s) and/or Service(s) \_\_\_\_\_

*\* Data below should be based on information relevant to the conclusion of the businesses' most recent fiscal year prior to December 31, 2013.*

# of Employees

2011 \_\_\_\_\_ 2012 \_\_\_\_\_ 2013 \_\_\_\_\_

What percentage of your current business comes from the following areas:

Hale County \_\_\_\_\_ State \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_

### Employee Relations:

#### Benefits (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Health Insurance Policy               | <input type="checkbox"/> Dental Insurance                      |
| <input type="checkbox"/> Life Insurance                        | <input type="checkbox"/> Disability Insurance                  |
| <input type="checkbox"/> Personal Time/Sick Time/Vacation Time | <input type="checkbox"/> Employee Handbook                     |
| <input type="checkbox"/> Cafeteria Plan                        | <input type="checkbox"/> Flexible Work Schedule                |
| <input type="checkbox"/> 401(k) Employee Assistance Program    | <input type="checkbox"/> Stock Option/ Profit Sharing Programs |
| <input type="checkbox"/> Company Car                           | <input type="checkbox"/> Other _____                           |

#### Training and Empowerment

- |   |  |
|---|--|
| <input type="checkbox"/> Leadership Training            | <input type="checkbox"/> Team Bonus                        |
| <input type="checkbox"/> Computer Training              | <input type="checkbox"/> Company Loans for Education       |
| <input type="checkbox"/> Skill Set Training             | <input type="checkbox"/> Tuition Reimbursement             |
| <input type="checkbox"/> Diversity/Sensitivity Training | <input type="checkbox"/> Customer Relations Training Other |

#### Other Personnel Benefits

- |   |   |
|---|---|
| <input type="checkbox"/> Loan Forgiveness Program | <input type="checkbox"/> Personal Concierge Service for employees |
| <input type="checkbox"/> On-site Daycare Services | <input type="checkbox"/> Employee Recognition Program             |

### Operations:

Does your company utilize the services of an attorney for legal advice and counsel? \_\_\_\_\_

Does your company utilize the services of an accountant for tax preparation? \_\_\_\_\_

Does your company utilize the services of an accountant or bookkeeper for preparation of monthly financials? \_\_\_\_\_

Does your company the services of a personal banker? \_\_\_\_\_ a Financial advisor? \_\_\_\_\_

**Instructions for Narratives:**

**APPLICANTS NOT FOLLOWING STATED INSTRUCTIONS WILL BE DISQUALIFIED!**

- ☑ **All narrative information must be typed.**
- ☑ **Minimum type size is 10 pt.**
- ☑ **Spacing must be at least 1.5 or double spaced.**

**Business Profile:**

In **100 words or less**, please describe your business, including but not limited to its history, its products and/or services offered. Consider including what makes your business stand out, what about your business makes you proud, what awards and recognitions your company has received and what you attribute the success of your business to. By submission of the Business Profile you authorize its use in future marketing initiatives, such as luncheon and breakfast programs, print ads, etc.

**In addition to the application, use ONE SEPARATE PAGE for each of the following six judging elements.**

**Business Growth and Performance:**

Describe growth and/or stability for the business, number of employees, sales volume, location (possible expansion), revenue, expanded or enhanced services to clients. Give Examples.

**Sound Business Strategies and Practices:**

Describe the strategic vision and management philosophy. Give Examples.

**Customer Service Strategies and Practices:**

Describe your approach to customer service, both internal and external, giving innovative and creative examples. Give Examples.

**Business Challenges:**

Describe challenges your business has faced and how they're being addressed. Give Examples.

**Unique and Innovative Approaches:**

Describe innovation and creativity in areas of product development, marketing, etc. you use in your business. Give Examples.

**Community Involvement and Contribution:**

Describe your business' community involvement and corporate citizenship. Give Examples.