



A U S T R A L I A N
S M A L L B U S I N E S S

C H A M P I O N

A W A R D S 2 0 1 2

ENTRY FORM

Presented by



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DEFENCE RESERVES SUPPORT

Success
**Women's
Network**
Connecting local business women

Become a Small Business Champion!

Created in 1999, the Australian Small Business Champion Awards has emerged as the largest and most prestigious small business awards program in Australia.

The aims of the Champions program are to assist small business operators with their development and provide marketing opportunities to enhance and grow their business. The program also acknowledges the vision, dedication and outstanding level of customer service of successful small businesses.

The Australian Small Business Champion Awards is the ultimate accolade for Small Business.

STEVE LOE

Managing Director, Precedent Productions

Innovation, entrepreneurialism and great Aussie service have been the backbone of this country's economic development for many years. The role of small businesses in Australia deserves to be promoted, so that the hard working people are fully recognised for their contribution to the nation.

As the founder of the Australian Small Business Champion Awards, I have a genuine desire to recognise small business owners, encourage them, and help them to make the most of their businesses. I encourage you to celebrate your achievements by entering this unique Awards program, and I look forward to meeting as many finalists as I can at the National Presentation Evening.



GINA FIELD

2010 Small Business Champion Entrepreneur

Being named the Australian Small Business Champion Entrepreneur in 2010 was a great honour for me. The award is an empowerment tool on both a personal and professional level. The exposure that this award has given this company has been invaluable, and the continued growth of Nepean Regional Security. I have always said this is because of Precedent Productions and award programs like this.

This shiny gold statue sits proudly forward on a shelf in the office and as I enter daily it affirms the fact that I am doing something very right.



JASON PILGRIM

2010 Young Small Business Champion Entrepreneur

Being named the Young Australian Small Business Entrepreneur has been a great honour for me and has brought much prestige to my businesses. Receiving this award has enabled me to extend my professional alliances and has significantly increased the profile of my businesses - In2 Motion and IRS Australia, and my personal credibility. It has been a great thrill to hold this title for twelve months and one of the best business moves I have made to enter the champion awards.

Thanks to the managers of the Champion Awards for the opportunity. My last twelve months wouldn't have been as successful without you.



2012 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. (80 staff who work half a week each, is equal to 40 full time positions).

To complete your entry, 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
 Over \$5 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)

- | | |
|---|--|
| <input type="checkbox"/> Aged Care Services | <input type="checkbox"/> Jewellery Store |
| <input type="checkbox"/> Agribusiness | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Automotive Services | <input type="checkbox"/> New Business
(less than 2 years) |
| <input type="checkbox"/> Bakery / Cake Store | <input type="checkbox"/> Not-for-profit Organisation |
| <input type="checkbox"/> Beauty Services | <input type="checkbox"/> Online Small Business |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Pet Services |
| <input type="checkbox"/> Café | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Child Care Centre | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Real Estate Agency |
| <input type="checkbox"/> Fashion | <input type="checkbox"/> Recruitment Services |
| <input type="checkbox"/> Fast Food / Takeaway Store | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Florist | <input type="checkbox"/> Services |
| <input type="checkbox"/> Fresh Food | <input type="checkbox"/> Specialised Retail Small Business |
| <input type="checkbox"/> Gift Services | <input type="checkbox"/> Specialised Small Business |
| <input type="checkbox"/> Hairdressing | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Health & Fitness Services | <input type="checkbox"/> Trade Services |
| <input type="checkbox"/> Home & Garden Improvement | <input type="checkbox"/> Wedding Services |
| <input type="checkbox"/> Information Technology | |

ENTREPRENEUR AWARD CATEGORIES (OPTIONAL)

Tick **ONLY ONE** of the following only if you have completed the Entrepreneur Awards Criteria questions i - vi on page 7.

Entrepreneur Name:

- Small Business Champion Entrepreneur
 Young Small Business Champion Entrepreneur

Age:..... (must be under 30 years old)

GROWTH AWARD CATEGORY (OPTIONAL)

Tick the following only if you have completed the Growth Awards Criteria questions i - vii on page 7.

Name:.....

- Business Growth Champion

PHOTOGRAPHS MUST BE PROVIDED

- 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 hereby certify that the information provided is correct to the best of our knowledge.

Owner / Manager:.....

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



Awards Criteria

You may either 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, visit www.businesschampions.com.au

BUSINESS OUTLINE

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

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

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BUSINESS FEATURES

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

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

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

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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?

Photographs

- It is essential that you provide three different photographs of your business to be used for the presentation evening. Photos should include you and your staff, 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.
- Email photos in high resolution .jpg to photos@businesschampions.com.au, making sure to use your business & category name in the subject line.



Awards Process

The 2012 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 receive a National Participant Certificate
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 – 11.
- Included additional supporting information.
- Included photographs (in separate envelope or email).
- Completed Entrepreneur & Business Growth categories (optional) and provided 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, 22nd February 2012

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

Entrepreneur Awards (optional)

These awards are to honour two individuals who have attained extraordinary business success. To be eligible, answer the Award Criteria questions 1 – 10 plus the Entrepreneur Criteria questions i – vi. The Entrepreneur Criteria questions must be provided as a separate document within your entry. This will enable the judges to appropriately evaluate your answers. The two categories are Small Business Champion Entrepreneur, and Young Small Business Champion Entrepreneur (under 30 years old)

The questions for both Entrepreneur categories are:

ENTREPRENEUR CRITERIA

- 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 Criteria questions i – vii. The Business Growth Criteria questions must be provided as a separate document within your entry. This will enable the judges to appropriately evaluate your answers.

Every well-run business will naturally tend to grow, driven by satisfied clients/customers, increasing market recognition, combined with hard-earned reputation and credibility. Being a “growth business” does not necessarily mean getting bigger. Increasing the value of your business is the result of focussing on dealing with the right customers and generating more profitable business through product innovation.

The questions for the Business Growth category are:

BUSINESS GROWTH CRITERIA

- 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?

*It is essential that you provide a photo as part of your business growth submission.



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, 22nd February 2012

National Presentation Evening:

Saturday, 21st April, 2012
The Westin Sydney



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