

## BEST BUSINESS AWARDS 2011 NOMINATION FORM

The Best Business Awards are designed to recognise commercial excellence and achievement throughout the local business community from the sole trader to the largest enterprise.

(please tick)



### NatWest Best Small Business Award

For companies with 7 or fewer full-time personnel *(as of 2 November 2011)*



### BWCI Best Medium Business Award

For companies with 8-30 full-time personnel *(as of 2 November 2011)*



### Healthspan Best Large Business Award

For companies with more than 31 full time personnel *(as of 2 November 2011)*

Company Name:

Contact Name:

Company Address:

Post Code:

Telephone:  Fax:  Email:

The purpose of this entry form is for your company to demonstrate its successes and challenges during 2011 using the questions on the following pages as the criteria against which your submission will be judged by the independent judging panel. Your entry should provide information that you believe may assist the judges in making their decision and, as a guide, you should **keep each answer to 200 words**. This guidance on the number of words is to ensure that a level playing field is afforded to all companies entering the Best Business Awards.

**It is important you read the guidance notes**, which give you more information as to what the judges are looking for, the definition of each criteria and some tips and suggestions. Also included are details and short profiles on each of the judges who comprise the independent judging panel. This form, guidance notes, top tips, the judges and much more can be found on the Guernsey Awards for Achievement web site at [www.guernseyachievementawards.com](http://www.guernseyachievementawards.com)

Closing date for all entries is strictly **12 noon on Wednesday 2 November 2011**.

Please note you must complete all sections of this form

**Company Profile:**

Please write a description of what your company does, when it was established, how many people it employs (as of Wednesday 2 November 2011) and what your company's core products and/or services are.

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**1. Business Performance:**

How has your business responded to the current challenging economic climate? How has it been innovative within its field in order to remain competitive?

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**2. Management Effectiveness:**

How does the management of the company or organisation contribute towards its success?

Please also give one example of strong management leadership that has “made a difference” to your organisation during the past year.

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**3. Relationship with the Community:**

Many excellent companies play an active role in their communities. Please provide examples of how your company/ organisation interacts with the Guernsey community (or a relevant element of it)

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**4. Corporate and Social Responsibility:**

Does the company or organisation have a corporate and social responsibility policy? Please provide examples to demonstrate how you are a responsible business citizen within the community.

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**5. Customer / Client Services:**

What is your company's strategy to successful customer/ client relationships and how accessible and responsive is the organisation to its clients and customers?

Please also provide a "best practice" example of where a good customer/ client relationship had a positive impact on your business.

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**6. Staff Training and Development**

What approach do you take to encourage the professional career development of your employees?

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**7. Strategy, Enterprise and Innovation:**

Successful organisations constantly develop and evolve stakeholder and customer focussed strategies that take account of the market and sector in which they operate. Often, enterprise and innovation form part of this strategy.

Please give examples of where the development and deployment of enterprise, innovation and initiative have helped your business to grow.

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**Is Your Company an Award Winner?**

In no more than 200 words, please describe why you think your company should win the Best Business Award in the category that you have entered. Judges will be looking for brevity and clarity of reasoning.

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**APPENDIX:**

Please provide details of what additional documentation you are submitting with this completed entry form. In the interests of the judges being able to read and absorb all entries and appendices, please limit your attachment to **one document or item only**.

Item Description:

1. ....  
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**CHECKLIST:**

- Have you completed **all sections** of the form?
- Have you included an appendix if you wish to?
- Have you made six copies of both the entry form and appendix to send to the Judges Panel?
- Have you signed the form?

Please note, for confidentiality reasons, all submission items will be destroyed unless you request their return.

**THE CLOSING DATE FOR ALL ENTRIES IS STRICTLY 12 NOON, WEDNESDAY 2 NOVEMBER 2011**

**YOUR NAME:** .....

**SIGNATURE:** .....

**DATE:** .....

**Please return your entry form to:  
The Judges' Panel 2011 Guernsey Awards for Achievement  
Commerce and Employment Department  
Raymond Falla House  
Longue Rue  
St. Martins  
Guernsey GY1 6AF**

For further information, advice or guidance please call Ms Sam Collins at the Commerce and Employment Department on (01481) 233524 or email Sam at [sam.collins@commerce.gov.gg](mailto:sam.collins@commerce.gov.gg)