

GFSB BUSINESS AWARDS: Information

Who is eligible to be nominated for this award?

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the Gibraltar, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to GFSB House. 122 Irish Town. Gibraltar.

What is the deadline for nominations?

All nominations / applications must be postmarked or hand delivered to the GFSB Office no later than 31st January, 2011.

What are the selection procedures for this award?

Winners will be selected by a panel of judges.

Nomination packages for each winner will be sent to the GFSB offices and prepared for transmittal to the GFSB's Office and board members for review. The GFSB awards will be selected by the GFSB based on the recommendations of the panel of judges.

The winner will be announced during the Annual GFSB Dinner.

Non-Board members serving as judges must sign a conflict of interest/non-disclosure certification

GFSB BUSINESS AWARDS: CRITERIA

Innovation and Achievement

What are the evaluation/selection criteria for the GFSB innovation and achievement award?

Successful entrants will need to show excellent and outstanding achievement in all aspects of their organisation. Judges will be looking to give this award to a business who has demonstrated enterprise, vision, innovation and entrepreneurial spirit either in setting up of a successful new small business or the successful development of an existing small business or social enterprise.

Your submission will be judged on:

- Imaginative / unique quality of service / company
- Adaptability for other future business
- Enhancement of customer service
- What have you achieved and in what time period/ time-frame?
- What was your business idea and start up process?
- Innovativeness of product or service offered —.
- Specific description of uniqueness of product or service.
- Explanation of how product or service fits a niche not being adequately addressed by the competition.
- Evidence of success as measured by sales and profits.
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

GFSB BUSINESS AWARDS: CRITERIA

Quality Standards and Business Improvement

What are the evaluation/selection criteria for the GFSB Quality standards and Business Improvement award?

Successful entrants will need to show excellent and outstanding achievement in all aspects of their organisation. The judges will be looking for strong growth, innovation and leadership as well as a clear vision.

The judges are looking for evidence of:

- Demonstrate how you have improved business performance
- How has your business progressed in line with your business plan
- How is performance maintained to move the organisation forward?
- Significant business improvement: ie: through the training and development of its workforce.
- Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
- A sound business plan and Sales and Marketing strategy.
- A demonstrable commitment to customers.
- Strong leadership with the ability to drive the business forward.
- Profit growth backed up with sound financial controls.
- Evidence that the current strategy is delivering sustainable growth and increasing job creation.
- Any supporting documentation. Ie: ISO 9001:2008 Standard
- Customer satisfaction. What were the needs of the business and what system(s) have been put in place.
- Which resources were needed and the effectiveness of existing processes with staff. .
- What targets were set to contribute to the success of business goals.
- Do you have a quality manual containing documentation on how processes should be followed.

STEP 1:

Please fill in the details below:

Nominators name (if applicable): _____

Company Nominated/ applying: _____

Contact Name: _____

Job Title: _____

Business Address: _____

Contact Tel No: _____

E-mail: _____

Web site: _____

Business activity: _____

Year established: _____

Number of staff: _____

Which Category are you applying/ nominating? (please tick)

Quality Standards & Business Improvement

Innovation and Achievement

Gibraltar Federation of Small Businesses



GFSB House, 122 Irish Town, Gibraltar
Tel: +350 200 47722 | Fax: +350 200 47733 | Email: gfsb@gfsb.gi
Web: www.gfsb.gi



Please complete each step:

STEP 2:

Please detail a concise statement of the qualities and performance that merit the award? (not to exceed 2 pages)

Why do you believe your company should be shortlisted? Tell us about your market: how you service it and the way you have adapted to meet the current economic situation and the needs of your customers.

It's your story we want to hear, so make it compelling tell us about where you see your future and what gives you a buzz about your business and its potential. (Refer to the awards Criteria)

STEP 3:

Please give a brief biography of your company or the company being nominated. Not to exceed one page.

The history/ background of the company and how you got to where you are today

STEP 4:

Please include a business profile. Not to exceed one page.

An overview of your business and what you have to offer

STEP 5:

Do you have any other supporting documentation deemed significant. Not to exceed 10 pages

This can include news clips, letters of recommendation, Awards/ achievements/ certificates/ surveys and other evidence of the appropriateness of the nomination.

STEP 6:

What is your percentage increase in turnover and profit over the last 3 years: Not to exceed one page.

A) Percentage increase in turnover:

Year 1:

Year 2:

Year 3:

B) Percentage increase in profit:

Year 1:

Year 2:

Year 3:

STEP 7:

The GFSB Award Nomination Consent Form. Please complete the following:

Declaration:

I confirm that i am the person submitting this entry, and that, to the best of my knowledge and belief, the information provided is true and complete. I understand that the information from my application may be used for press and publicity purposes (unless stated otherwise)

I agree, on behalf of the organisation, to abide by the rules of teh GFSB Business Award and accept that the decisions of the GFSB Panel are final. I accept that the GFSB has the right to reject applications that do not meet the rules of the scheme.

Signature:

Name:

Date:

Please submit your entry to one of the following:

Post the entry form and supporting documentation to:

GFSB House, 122 Irish Town. Gibraltar

Or Email: gfsb@gfsb.gi

Deadline for application extended to : 31st January 2012

Gibraltar Federation of Small Businesses



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