**NOMINATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Address |  | | |
| Website |  | | |
| Business Activity |  | | |
| Contact |  | | |
| Position |  | | |
| Telephone |  | | |
| Email |  | | |
| Trading Since (mm/yyyy) |  | | |
| How many people do you currently employ  (how many are apprentices)? |  | | |
| What is your annual turnover? | 15/16: £ | 16/17: £ | 17/18: £ |
| How many people were employed  (how many were apprentices)? | 15/16: | 16/17: | 17/18: |

Please answer the questions below (no more than 500 words per question). Provide enough information to enable the

judging panel to form a clear picture of your organisation. Use the space below to provide a summary of the business

journey and key highlights (no more than 800 words).

|  |  |
| --- | --- |
| **Micro Business**  **of the Year**  **(1-9 employees)** | Celebrating the contribution of micro businesses to Knowsley’s economy. Judges are looking for sole traders, partnerships and independent businesses that are not part of a larger organisation.  **In shortlisting** **Judges will consider:-**   * The business journey, what makes the business a success * Growth and financial performance to date * Key achievements * Niche markets * Customer, staff, stakeholder engagement and collaboration * Staff/owner development, recruitment and training * Evidence of innovation, effective leadership and management * Future growth plans and contribution to Knowsley |

|  |
| --- |
| Explain the nature of your business, how you differentiate from your competitors, niche markets. |
| Explain your key achievements over the last 12 months. |
| What investment have you made into your business in the last 12 months? |
| What contribution do you consider the business has made to the borough of Knowsley over the last year? E.g. The economy, workforce, residents, education (for example working with schools, colleges, community groups, work placements etc).  Economy:  Workforce:  Residents:  Education: |
| * What plans does the business have for growth/sustainability and/or product development over the next 2 years? |
| How has your business helped to raise the profile of Knowsley as a ‘Place to live, work, visit and invest’? How will you continue to do so in the future? |

**Why Enter?**

Celebrate your business success and achievements. Entering these awards can offer many benefits for your business, including the opportunity to showcase your business and prove to your customers and suppliers how successful you are, opening doors to new opportunities. Not to mention FREE publicity.

**Who Should Enter?**

Nominations are welcome in relation to individuals and businesses based in the borough of Knowsley. Some categories are open to businesses, developers or partners who have made a significant beneficial investment in Knowsley during the last 12 months. Applicants can self-nominate or if you have been impressed by someone else’s performance and feel they deserve wider recognition you can nominate on their behalf (please check they are happy to have their name put forward).

**How to Enter**

It is free to submit a nomination to the Business Awards. Simply choose the category or categories most suitable for your business achievements (maximum 3 categories), complete the relevant nomination form/s and send via email to [irene.johnson@knowsleygrowthhub.co.uk](mailto:irene.johnson@knowsleygrowthhub.co.uk), alternatively post to Irene Johnson, Knowsley Growth Hub, 1st floor Yorkon Building, Archway Road, Huyton L36 9FB. Telephone no. 0151 443 2262. Before and after images can be included for building/refurbishment projects.

**Closing Date**

The closing date for nominations is Friday 07th September 2018.

**Confidentiality**

Financial information will be treated in the strictest of confidence and will not be disclosed to anyone, other than the panel of judges.

**Shortlist**

**Judges will consider the shortlist based on written submissions, applications need to be accurate and provide enough detail for the judges to gain an insight into the business**. Successful applicants will be informed week commencing 24th September 2018.

**Filming**

For all shortlisted companies, a short film will be produced relating to your entry. This will be showcased at the awards ceremony. By submitting a nomination you agree to be filmed as part of the awards process. Filming will commence late September/early October 2018.

**The Awards Ceremony**

The winners of each category will be announced at a prestigious dinner and awards ceremony held at the spectacular grand marquee in the grounds of Knowsley Safari Park on Thursday 22nd November 2018.