**NOMINATION FORM**

**Micro Business of the Year (1-9 Employees)**

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| --- | --- | --- | --- |
| Company Name |  | | |
| Address |  | | |
| Website |  | | |
| Business Activity |  | | |
| Main Contact |  | | |
| Position |  | | |
| Telephone |  | | |
| Email |  | | |
| Trading Since (mm/yyyy) |  | | |
| At the time of your application how many people are employed?  How many are apprentices? |  | | |
| What is your annual turnover? | 19/20: £ | 20/21: £ | 21/22: £ |
| How many people were employed between the following years?  How many were apprentices? | 19/20: | 20/21: | 21/22: |

**Celebrating the contribution of micro businesses to Knowsley’s economy, the Judges are looking for sole traders, partnerships and businesses (that are not part of a larger organisation) that can demonstrate outstanding success and/or a positive impact the business has on the community.**

**In shortlisting** **Judges will consider the evidence provided for the following:**

The business journey, for example what makes the business a success, how the businesses has adapted and flourished during the pandemic

* Growth and financial performance to date
* Key achievements, for example operating in niche or new markets
* Engagement, commitment, and collaboration with customers, staff, and stakeholders
* Approach to recruitment, retention, the development and health and wellbeing of staff, managers, and directors
* Innovation and creativity, including effective leadership and management
* Demonstrating social value, for example apprenticeships (created/sustained), supporting young people into work, use of local suppliers, use of local skills/labour, bringing other businesses into the supply chain, community engagement/involvement
* Corporate Social Responsibility
* How the business is tackling and contributing to achieving net zero
* Future growth plans and contribution to Knowsley

**Provide a pen portrait of the business/organisation.**

**Provide enough detail to enable the judging panel to form a clear picture of your business/organisation, describe who you are, what you do, the business journey, where you are today - no more than 800 words.**

**In shortlisting the judges will consider the bullet points above. (Photographs can be included - no more than 3).**

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|  |

**Please answer the following questions below (no more than 500 words per question).**

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| Explain the nature of your business, and how you differentiate your company from your competitors. |
| Explain the key outcomes that have been achieved over the last 2 years during the pandemic. |
| What investment(s) have been made into the business in the last 2 years? |
| What contribution do you consider the business has made to the borough of Knowsley over the last 2 years in terms of Corporate Social Responsibility and Social Value? For example, apprenticeships (created/sustained), supporting young people into work, use of local suppliers, use of local skills/labour, bringing other businesses into the supply chain, community engagement/involvement, Staff/owner development, recruitment and training, health and wellbeing.  Economy (including Local Supply Chain):  Workforce:  Residents/Community:  Education/Young People:  Staff: |
| * What plans does the business have over the next 2 years, for example growth, investment, sustainability, innovation, or product development (*this list is non-exhaustive).* |
| Knowsley Council has worked closely with local strategic partners, residents, businesses and other stakeholders to co-produce the [Knowsley 2030 strategy](https://councillors.knowsley.gov.uk/documents/s64698/Item%204%20-%20Appendix%20One%20-%20Knowsley%202030%20draft%20for%20consideration%20-%20Better%20Together%20Board.pdf?StyleType=standard&StyleSize=none) How will your business support the **Knowsley 2030 Strategy**, and help to raise the profile of Knowsley? |

**Why Enter?**

**Remarkable. Unique. Strong.**

That is how we would describe Knowsley, and with all the challenges we have faced over the last two years, Knowsley’s business community have certainly proven that to be true. Our business community is ambitious, collaborative and flourishing.

The **Knowsley Business Awards** return in 2022 to recognise those individuals and companies who help to make Knowsley a success. The 2019 ceremony was a sell out and the biggest event to date, hosting 860 guests from across the North West and beyond.

The **Knowsley Business Awards** provide a fantastic opportunity to showcase your business, your successes, and your accomplishments. The awards provide you with an opportunity to reward your staff, receive independent recognition of your business achievements, and help to open doors to new opportunities.

And, as Knowsley celebrates its year as **Liverpool City Region Borough of Culture 2022**, there has never been a better time when Knowsley showcases its accomplishments.

**Who Should Enter/Eligibility**

Nominations are welcome from individuals and businesses / organisations based in Knowsley. Please note the only exceptions are for the categories of Contractor of the Year, Commercial Development of the Year and Housing Development of the Year ie. Where a developer/investor, contractor or partner has made a substantial physical investment which has been significantly beneficial to the borough of Knowsley.

Applicants can self-nominate or be nominated by someone else (if you are nominating on behalf of someone, please ensure that you receive the Nominee’s consent prior to submitting the Nomination Form).

**How to Enter**

It is free to submit nomination/s. Simply choose the category or categories most suitable for your business (up to a maximum of 3 categories), complete the nomination form and send via email to [Irene.johnson@knowsley.gov.uk](mailto:Irene.johnson@knowsley.gov.uk).

Photographs are permitted – no more than 3.

For an informal conversation to discuss your nomination and suitable categories, you can call **Irene Johnson on**

**0151 443 2262/07385 347600**

**Closing Date**

The closing date for nominations is Friday 29 July 2022, 5pm.

**Shortlist**

Judges will consider the shortlist based on written submissions. Therefore, applications MUST be accurate and provide sufficient evidence and detail for the Judges to gain an insight into the business. Successful applicants will be informed early September 2022.

**Confidentiality and Filming**

All information submitted as part of your nomination will be treated in the strictest of confidence and will not be disclosed to anyone other than the Judging Panel.

A short film will be produced for all shortlisted entries to be shown at the Knowsley Business Awards 2022. By submitting a nomination, you agree to be filmed as part of the awards process. **Individual film clips will be available to shortlisted businesses for their own promotion.**

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

**The Awards Ceremony**

The winners of each category will be announced at the prestigious Knowsley Business Awards. The dinner and awards ceremony will be held within the spectacular grand marquee in the grounds of Knowsley Safari Park on Thursday 24 November 2022.

On the evening, your guests will dine in an exotic and exhilarating **Electric Jungle**, with a fusion of cool, contemporary neon and Eastern intrigue and enchantment.

Throughout the evening you will be treated to gravity-defying, aerial performances, LED dancers and UV acrobats (sponsored by Best Parties Ever). Once the awards ceremony concludes, you can then dance the night away with party music from the resident DJ, enjoy the charity casino and even ride on the dodgems!