

**21<sup>ST</sup> SURREY BOARD OF TRADE**

**Surrey Business Excellence Awards**

Event: Wednesday, November 13, 2019

**Nomination Deadline: Wednesday, September 11, 2019**

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**Nominee Information:**

Name: \_\_\_\_\_

Nominee Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Website: \_\_\_\_\_

Nominated by (if applicable): \_\_\_\_\_ Phone/Email: \_\_\_\_\_

**ABOUT THE AWARDS**

The objective of the awards is to help local businesses and organizations improve their performance while providing an introduction to business assessment and business excellence models.

**HOW TO NOMINATE**

Anyone can nominate a business or individual for a Surrey Business Excellence Award and self-nominations are accepted. A Surrey Board of Trade membership is not required, although the business must have a Surrey business license.

**CRITERIA**

- Categories 1 – 3: Number of employees is based on equivalent full-time employees
- Categories 1 – 5: Businesses must have been in business for more than 3 years
- Category 6: Business must have been in operation for a minimum of 6 months and no longer than 3 years. Businesses nominated in this category must be a new business and may not be previously operating anywhere. (ie: no franchises, no re-purchased businesses, no new locations).
- Category 7: Nominees must be 35 years or younger, and own a Surrey-based business.
- The business premises must be located within Surrey and have a current Surrey business license.
- Previous winners in a particular category are ineligible for 3 years following the year in which they won.
- A business/organization may only be nominated in one category.
- Applications must be completed to be accepted, including letter of financial health and business license.

**WHAT CATEGORY? CHOOSE ONE**

Category 1 (1 to 10 employees)

Category 2 (11 to 40 employees)

Category 3 (41+ employees)

Category 4 (Not for Profit/Associations)

Category 5 (Business Person of the Year)

Category 6 (New Business of the Year)

Category 7 (Young Entrepreneur of the Year)

\* A **Corporate Social Responsibility Award** will also be presented at the November 13th Awards evening, selected from the Finalists from Categories 1-4 and Category 6.

Corporate Social Responsibility recognizes how important social responsibility is to their customers and to their business philosophy through environmental efforts, philanthropy, ethical labor practices, and volunteering.



101-14439 104 Avenue  
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The information provided in response to the following questions provides the basis on which finalists are determined. Please respond to the questions as clearly and completely as possible in order to give the judging panel the best information on which to base their initial decisions. The Surrey Board of Trade reserves the right to change categories.

### BUSINESS EXCELLENCE AWARD

Categories 1, 2, 3

#### 1. Business Profile

- a. What year was the business founded?
- b. What is the legal structure of the business (partnership, proprietorship, private company, public company)?
- c. Describe the business. This profile may be used in the awards ceremony. (max. 150 words)

#### 2. Leadership

Describe how the senior leader(s) guides the business and reviews operation performance.

#### 3. Strategy Development & Planning

Provide details of short-term (1-2 years) and long-term (3-5 years) business plans, with areas of recent business growth.

#### 4. Customer Focus & Market Knowledge

- a. INNOVATION is defined as the introduction of a new business or marketing strategy, product or service. In what ways has innovation been used in the business?
- b. MARKETS: What and where are the business' major markets (locally, nationally or internationally)? Provide details of expansion plans, if any.
- c. CUSTOMERS: Describe the business' commitment to customers and to the community. List customer testimonials/awards.

#### 5. Employee Learning and People Focus

How does the business support employee career growth and provide a healthy working environment for its employees?

#### 6. Business Management

- a. What are the key performance measures or indicators (strategic plan) for the ongoing control and improvement of the business? Describe business results.
- b. Describe how the business practices Corporate Social Responsibility.

#### 7. Supplier/Partner Focus

Describe how the business identifies, selects and manages its supplier and partner relationships.

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**NOT FOR PROFIT/ASSOCIATIONS**

Category 4

**1. Organization Profile**

- a. What year was the organization founded?
- b. Describe the organization with its mandate, indicating number of full-time employees and volunteers.
- c. What is the source of funding for this organization?
- d. Please indicate their charitable number and/or not-for-profit license number.

**2. Leadership**

- a. Describe how the Board of Directors and Executive Director/CEO establish the organization's mandate, vision/mission and associated strategic priorities. Indicate who is involved.
- b. How is progress monitored and evaluated?

**3. Board Development and Planning**

- a. What is the organization's Board Governance model or style? (Policy-Governance board; Policy Board; Working/Administrative Board; Collective)
- b. How does the Board implement Board Development activities?

**4. Client Focus and Market Knowledge**

- a. Innovation for this category is defined as the introduction of a new fundraiser or event, strategy or client program. In what way has innovation been used in the organization?
- b. Describe the organization's commitment to clients and provide examples of client testimonials/awards.
- c. Describe how the organization practices Corporate Social Responsibility.

**5. Employees**

How does the organization support employee development and provide a healthy working environment?

**6. Volunteers**

How does the organization recruit, motivate and recognize volunteers?

**7. Supplier and Partner Focus**

Describe how the organization identifies, selects and manages its suppliers and partners (goods in-kind or donations).

**8. Overall Performance**

- a. Results: Describe the organization's results (ie. achieving a professional designation or fundraising successes.)
- b. Why does this organization deserve to win this award?

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**BUSINESS PERSON OF THE YEAR**

Category 5

1. Provide a background of the business person.
2. How does the business person display leadership and visionary skills?
3. Describe how the business person is involved in the community.
4. How does the business person act as a role model to staff?
5. Innovation is defined as the introduction of a new business or marketing strategy, product or service. In what ways has innovation been used in the nominee's business?
6. What are the successes of the business person?
7. Why does this business person deserve to receive this award?

**NEW BUSINESS OF THE YEAR**

Category 6

1. When was the business founded? Describe the prior history of the business owner(s)-any transitions- work in this business/industry before.
2. What is the legal structure of the business (partnership, proprietorship, private company, public company)?
3. Describe the business. This profile may be used in the awards ceremony. (max. 150 words)
4. Describe business results, i.e. customer retention, product or service successes.
5. Provide some details of short-term (1-2 years) and long-term (3-5 years) business plans:
6. Provide some details about the business as they relate to the following
  - a. How has the business supported Surrey's community ?
  - b. Describe how the business practices Corporate Social Responsibility.
7. Why does this business deserve to win this award?

**YOUNG ENTREPRENEUR OF THE YEAR AWARD:**

Category 7

1. Provide the age and date of birth of the young entrepreneur.
2. Describe the business. This profile may be used in the awards ceremony (max 150 words).
3. What percentage of the business is owned by the nominee?
4. When was the business established (year & month)?
5. What prompted the creation of the business?
6. Innovation is defined as the introduction of a new business or marketing strategy, product or service. In what ways has innovation been used in the business?
7. Is the business revenue-generating? Explain.
8. What are the long term plans for the young entrepreneur in relation to the business?
9. Describe business results, i.e. customer retention, product or service successes.
10. Explain how the young entrepreneur supports the community of Surrey.

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**BEFORE YOU SUBMIT YOUR NOMINATION:**

- Have you completed all questions in your category?
- Have you included your Financial Health Letter? Sample at [businessinsurrey.com](http://businessinsurrey.com)
- Have you provided a copy of your Surrey business license?

I, \_\_\_\_\_, the nominee, have reviewed this nomination form and am aware that some information may be used in the promotion of the 2019 Surrey Business Excellence Awards.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Nomination Deadline: Wednesday, September 11, 2019**

**SUBMIT YOUR APPLICATION!**

By Email to our Events Department: [heather@businessinsurrey.com](mailto:heather@businessinsurrey.com)

By Fax to Our Office: 604.588.7549

In Person: Surrey Board of Trade  
#101 - 14439 104 Avenue  
Surrey, BC V3R 1M1  
Attn: Heather Booth

**QUESTIONS?**

Contact Heather Booth, Events and Communications Manager

604.634.0341

[heather@businessinsurrey.com](mailto:heather@businessinsurrey.com)

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