

## SMALL BUSINESS OF THE YEAR AWARD - AWARD CRITERIA

The Small Business of the Year Award (1-10 employees) will be given to the company that best demonstrates all-round excellence in business.

Open to all organisations within East Suffolk. This award will go to the company that has proved to be experts in their field of work, backed by a strong financial performance, while demonstrating a clear understanding of the markets that it operates in.

Winning the Small Business award is recognition of outstanding achievement in business to date.

Judges will look for evidence of good business vision, good leadership, innovative ideas and continuous investment..

## **HOW TO ENTER**

Check out our East Suffolk area map to ensure your business is within the entry area

Download and fill in our application form

Tell us about your business (approx.1000 words) this could include some of the following; Your history, customers, competitors, challenges, opportunities, your vision and anything else that you feel is relevant.

Tell us why you believe that your organisation deserves to win the Suffolk Chamber East Suffolk – Small Business of the Year Award (max 500 words)

For your entry wording/evidence below (no limit on this wording) the judges will be looking for and want to see examples of:

• How you have improved your business and its financial performance - what you have achieved and your future plans.

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How has your business gained a competitive edge? ie...

Diversification into new products and markets

Research and innovation / Commitment to quality /

Marketing and communications

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Demonstrate how you deliver exceptional customer care which drives new and repeat business.

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Evidence of your commitment to your staff through training & development, wellbeing and work-life balance initiatives

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Corporate social responsibility commitments What difference have you made to the local economy and
communities

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Any accolades and testimonials.

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Anything else relevant you wish to share?

If you are selected as one of our category finalists, our judges for this category may wish to visit your business, they will arrange this direct with yourselves at a date and time convenient to both parties.

## CLOSING DATE 31ST AUGUST

