

Business Excellence Awards 2010

Celebrating Success

Call for Nominations

Celebrating Enterprise 2010

Recognised as West Lothian's premier business awards, the West Lothian Business Excellence Awards are a showcase for organisations that have achieved Business Excellence across all the categories in our framework. These awards are a testament to the talent, drive, achievement and success of local West Lothian businesses and we welcome this opportunity to reward the enthusiasm and hard work of our businesses and their employees.

Who can enter?

ALL businesses located in the West Lothian are eligible. Individuals or organisations may nominate themselves or others in any of the five categories.

Why enter?

Winning a business award can help your business gain media profile, prestige and attract new customers. Winning an award can also boost the morale and motivation of your staff. The Business Excellence Awards recognise and celebrate companies with a real commitment to excellence so being named winner is a public recognition of your success.

Who should enter?

These awards are intended to recognise locally trading businesses that have demonstrated a continued passion for excellence. If you feel your business has made considerable achievements in the last year and is an effective, well-functioning business, tell us about it!

The Award Categories

Best Business Award

Awarded to a company which demonstrates all-round excellence in business in terms of:

- Ongoing employment opportunities created by the business;
- Accomplishments demonstrating effectiveness in business and innovativeness of product or service
- Consistent commitment to leadership, development and the benefits extended to employees;
- Demonstrates that they have made a significant positive impact on the business community and economy of West Lothian.

High Growth & Innovation Award

Awarded to an organisation which has demonstrated an innovative approach to business growth, retention or come-back in one or more of:

- Continued growth over last 2 years
- Response to adversity- problems faced by the business and the method used to solve them.
- Innovative endeavours which may include success in breaking into new markets;
- Development of innovative or creative business methods

Entrepreneur and Business Start-up Award

Presented to a business start-up of 2008/09 and will be evaluated against the following:

- Innovative endeavours in business, including the successful start-up and initial operation of a business. A role model for start-up businesses
- Demonstrate entrepreneurial potential necessary for long-term business success and economic growth;

Women in Business Shona Sibbald New Business of the Year Award

This award aims to recognise the outstanding contribution to the local economy made by a new business, formed between 2008/09, under the following criteria:

- Under female ownership, female partner or director.
- Demonstration of a strong business concept and development of business idea.
- Potential for future growth
- Vision for the future

Enterprising School Award

This award will be presented to a school which has demonstrated and delivered:

- Commitment to innovation, creativity and enterprise in the curriculum
- Celebrates creativity; and connects with the business community.
- A commitment to building an enterprise culture.

Submission format

Your submission should take the format of a typed report, no longer than 1,000 words, and include information detailed below. The submission should include additional letters of support and a letter confirming the financial well being of the business from a Banker or Accountant. A distinguished panel of judges will determine the award recipients based on these submissions.

Entry Form Report Format:

Nomination Format

Award Category

Director(s) Name of Nominated Company or individual:

Other key employees

Address:

Ownership Structure: Partnership/Limited Company/Other:

Registered Address:

Post Code:

Tel:

Email:

Web:

Number employees:

Actual turnover 2008:

Actual turnover 2009:

Projected turnover 2010:

Professional advisers

Bank: (name and Contact)

Auditors: (name and Contact)

Legal: (name and contact)

Other:

Report Content (Suggested (Max 1,000 words))

Relate your answers to the award criteria for which the business or individual is being nominated, please submit a company report which answers the following:

What marketplace opportunities proved most successful for you?

What did you do?

What was the outcome?

How did you measure the success of what you did?

How do you plan to build on your success?

What evidence do you have to back-up your claims?

Nominations should be submitted to:

Brenda Cumming

West Lothian Chamber of Commerce

The Enterprise Centre

Almondvale Boulevard

Livingston EH54 6QP

Tel: 01506 777937 Fax: 01506 777939

E-mail: brenda.cumming@wlchamber.com

The West Lothian Business Excellence Awards are open to **all businesses** trading in West Lothian.

Organisations may enter for more than one category. Each separate entry must be accompanied by an individual entry form.

Deadline for Nominations: 15th October 2010

Winners will be presented with our prestigious trophy at the Business Excellence Dinner on Friday 26th November 2010

