

ENTREPRENEUR NOMINATION FORM BLACK BRITISH BUSINESS AWARDS 2019



GUIDANCE FOR THE ENTREPRENEUR NOMINATION FORM

Thank you for participating in the Black British Business Awards (BBBAwards) 2019 nomination process. There is no fee to enter the BBBAwards.

All FINAL submissions must be made using the online nomination form. The deadline for final submissions is **23 April 2019**.

ENQUIRIES

For enquiries, please email info@thebbbawards.com on or before **23 April 2019**.

SUBMITTING YOUR ENTRY

All FINAL submission must be made using the online nomination form on or before **23 April 2019**.

TOP TIPS

MAKE SURE YOUR NOMINATION STANDS OUT FROM THE CROWD

1. It is perfectly fine for you to nominate yourself. We encourage you to do so!
2. It is also fine for you to submit a nomination on behalf of someone else without them knowing. If they are shortlisted for an interview, they can then decide whether or not to participate.
3. Absolutely keep within the word limits. Responses that are significantly below the word limit are unlikely to be considered. Nominations that exceed the word limit will be marked down by the judges.
4. Avoid a rushed job. Plan ahead and take your time to consider the best content for an outstanding submission within the deadline (**23 April 2018**).
5. Reflect on the nominee's career as a whole and over time. We recognise that success often does not happen overnight. Give us enough detail so we can fully grasp the nominee's achievements taking into account their journey, challenges and milestones.
6. Treat this like an elevator pitch - tell us absolutely everything that you or the nominee are most proud of **AND** do it in a succinct manner. Stick to the point and avoid unnecessary information.
7. Remember the awards highlight business excellence, and so while reference to voluntary contribution to corporate social responsibility and diversity and inclusion is helpful, the majority of the content must be about the nominee's role in the business's performance as further expanded on below.
8. **The most impressive submissions have included some of the following anecdotes:**
 - a. Impressive metrics - sales targets, percentage increases/decreases, retention statistics.
 - b. Cutting edge inventions, process improvements, digital innovations, joint ventures.
 - c. Examples of dynamism and daring to be different or challenging the status quo.
 - d. Technical or creative excellence that has been recognised internally and/or externally.
 - e. Effective leadership contributing to, project delivery, profitability, business development.
 - f. Achieving success beyond immediate business objectives, expectations or targets.
 - g. Involvement in driving important business initiatives or tackling business issues.
 - h. Outstanding contribution to cultural transformation of teams or organisations.
 - i. Evidence of significant influence on internal and/or external stakeholders.
 - j. Unique or outstanding contributions to the relevant profession or sector.
 - k. Evidence of exceptional motivation, purpose and burning desire for results.
 - l. Notable contributions externally, including as a volunteer, advocate, public figure.
 - m. Anecdotal evidence that others are significantly inspired by the nominee and their business.

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This category is awarded to an owner/operator of a business or social enterprise that operates in Britain and may have operations abroad as well. The relevant business must have been operational for a minimum of 18 months prior to **23 April 2019**. The vision, talent and commercial or social impact of the enterprise will inspire others.

AWARD CATEGORIES

Is the nominee a rising star or senior leader?

- Rising Star (aged 35 or younger on 23 April 2019) Senior Leader (generally with at least 10 years' experience)

MANDATORY ATTENDANCE OF JUDGING DAY AND THE AWARDS CEREMONY

If shortlisted, please confirm that the nominee is able to attend a short interview with the Judging Panel in Central London on the morning of **Thursday, 27 June 2019** and the Awards Ceremony on the evening of **Thursday, 3 October 2019**.

PLEASE NOTE: This is a condition on entry. All successful entrants will be contacted by Friday, 14 June 2019.

- Yes, I can confirm the nominee can attend Judging Day on **Thursday, 27 June 2019** if shortlisted. Yes, I can confirm the nominee can attend the Awards Ceremony on **Thursday, 3 October 2019** if shortlisted as a finalist.

FURTHER INFORMATION FROM THE BBBWARDS

- Opt-in to be kept updated on the progress of the BBB Awards Opt-in to be contacted for PR and Media opportunities including press interviews

WHICH SECTOR DOES THE NOMINEE WORK IN?

- Arts and Media** (includes all media, design, fashion, performance, art, publishing and advertising). **Professional Services** (includes law, accounting management consultancy and in-house professionals).
- Consumer and Luxury** (includes food, beverage, household goods, retails, travel and leisure, cosmetics, personal and luxury goods). **Science, Technology, Engineering and Mathematics** (includes health, industrials, telecoms, pharmaceuticals, transport and energy).
- Financial Services** (includes banks, brokers, payment services, insurance companies, credit card funds and regulators).

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DETAILS OF THE PERSON THAT IS BEING NOMINATED

First Name	Company Name
Surname	Company Address 1
Date of Birth (dd/mm/yyyy)	Company Address 2
Job Title	City
Preferred Email Address	Postcode
Preferred Telephone Number	Company Website

The following questions are mandatory, and the word limit will be strictly enforced. Please refer back to the top tips for successful entrants on page 1 for guidance when answering.

KEY BUSINESS DETAILS

Type of entity	Are you the original founder of the business?	What is your percentage shareholding?
<input type="checkbox"/> Limited Company	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Partnership		
<input type="checkbox"/> Sole Trader	Are you currently the key business owner?	If your percentage shareholding is less than 50%, please explain who owns the remaining shares (use the space below)
<input type="checkbox"/> Ltd by Guarantee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Social Enterprise		
<input type="checkbox"/> Other (please specify)	What is the number of employees?	
	<input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 7-9 <input type="checkbox"/> 10 or more	

FINANCIAL INFORMATION

If you are unable to provide finalised account information for 2018, please state your projected turnover and profit.

Projected Turnover (Financial Year 2019)	Projected Net Profit (Financial Year 2019)
Annual Turnover (Financial Year 2018)	Annual Net Profit (Financial Year 2018)
Annual Turnover (Financial Year 2017)	Annual Net Profit (Financial Year 2017)

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FINANCIAL REFERENCE

Please provide the contact details for a reference from a certified business professional, i.e. Bank Manager or Chartered Accountant. This reference must be independent and external to the Business and will only be contacted if this entry is shortlisted for Judging Day. Nominations will not proceed to the next stage without a financial reference being supplied.

Full name of independent financial referree

Relationship to Entrant

Job Title

Telephone Number

Company Name

Email Address

In 100 words, please give a brief overview of the nominee's company including the nature of the business and brief description of its activity.

In 150 words, please give a brief overview of the nominee's career path and approach to business development to date.

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In 300 words, please demonstrate the business success (e.g. profitability, growth, market share, competitive USP, awards etc). See page one for top tips for successful entrants.

In 100 words, please explain how the nominee supports others in their industry and why they are a role model to others aspiring to work in that particular industry. See page one for top tips for successful entrants.

WILL YOU BE SUBMITTING SUPPORTING EVIDENCE?

Any supporting evidence must be submitted online. You can submit video links, press releases, news articles, photographs, testimonials or other items which you think will help the Judging Panel make informed decisions about the nominee. The BBBAwards does not accept responsibility for the loss or damage of material submitted.

Yes, I confirm that I will be submitting supporting evidence No, I will not be submitting supporting evidence

REFERENCE

We will require this information prior to the submission of this nomination form. The referee will only be contacted should the entrant be shortlisted. The entrant will be notified prior to the BBBAwards team getting in touch with the referee.

Full Name of Referee

Relationship to Entrant

Job Title

Telephone Number

Company Name

Email Address

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DECLARATION

To be signed by the person completing this nomination form.

I confirm that I am the person submitting this entry and that the information provided in this nomination is true and complete. I understand that the judging panel retain the right to shortlist the nominee for categories that I may not have entered if they deem it appropriate. I understand that information from my nomination may be used for press and publicity purposes unless non-publicly available financial details have been specifically, and clearly marked otherwise. The BBBAwards will not be liable for inaccuracies published based on nomination content and changes may not be possible after publication. By submitting this nomination, you agree to the BBBAwards retaining your details and to receiving further information regarding this event and other relevant products.

Full Name

Telephone Number

Job Title

Email address

Company Name

Date dd/mm/yyyy)

Relationship to Entrant (If you are not the entrant)

Thank you for completing a nomination for the BBBAwards!