



BUSINESS EXCELLENCE AWARDS 2017

ENTRY FORM

PLEASE RETURN THIS ENTRY FORM TO SICCI AT THE
ADDRESS PROVIDED, **NO LATER THAN**
5PM, FRIDAY 20th OCTOBER 2017

CONTACT DETAILS

Whether you are applying for an award for your own business or nominating another business for an award, please fill out your contact details:

Name	Mr. Mrs.Ms.
Business/Organisation	
Job Title	
Department	
Address	
Email	
Phone	

APPLICATION/NOMINATION

Please indicate the name of the business or person you are nominating for an award.

Business	
Person	Mr. Mrs.Ms.
Award(s) being nominated for	

EVALUATION CRITERIA

Thank you for your nomination.

You are required to complete a written submission demonstrating why you or your organisation deserves to be recognised for excellence.

Please explain carefully why you feel you or your organisation demonstrates excellence in the category you are applying for. Providing examples is a good way to demonstrate how you do business in your chosen category.

The dot points will **guide** you to complete your written submission and provide supplementary materials.

Scoring will be done against the selection criteria. Each bullet point is worth **10 marks**.

Do note the categories that you can nominate for within each **award category**.

ORGANISATIONAL PROFILE

(Please fill in this section only once, if you are applying for 2 awards)

(100 - 300 words)

- Provide an overview of your organisation.
- Describe your organisation, its history and any relevant background information.
- Briefly outline your organisational structure and operating environment including the sector in which it operates.
- Define how your organisation serves the marketplace.

Select award(s) by checking the box next to the award and attach your written submissions

ENTREPRENEUR OF THE YEAR

PERFORMANCE RESULTS, ACHIEVEMENT AND CONTRIBUTIONS

(500 to 1000 words)

- Outline the strategies you use to promote and sustain awareness of your brand in local and/or overseas markets.
- Outline the strategies you use to achieve substantial growth and commercial success.
- Outline how you or your organisation determine customer expectations, build relationships with customers and determine customer satisfaction.
- Outline your major achievements which demonstrate outstanding contributions to industry.

The award focuses on the contribution of a dynamic, creative and visionary leader. The winner must demonstrate drive, innovation, an entrepreneurial attitude, market awareness and operational efficiency. The winner of this award is held up as an example of what an enterprising individual can achieve in business.

LARGE BUSINESS OF THE YEAR

PERFORMANCE RESULTS, ACHIEVEMENT AND CONTRIBUTIONS

(500 to 1000 words)

- Outline how your organisation stands out in its operation or service delivery
- Describe what steps you have initiated in your business to improve your service or operation and how you measure whether it is successful
- Outline briefly what impacts your business has had in the Private Sector or business community
- Describe how human resource management strategies support your organisation's focus on service excellence.

The Large Business of the Year is categorised for businesses with over 50 employees who have demonstrated excellence in service delivery, are a reputable employer and have made a substantial impact in the business community.

MEDIUM BUSINESS OF THE YEAR

PERFORMANCE RESULTS, ACHIEVEMENT AND CONTRIBUTIONS

(500 to 1000 words)

- Outline how your organisation stands out in its operation or service delivery
- Describe what steps you have initiated in your business to improve your service or operation and how you measure whether it is successful
- Outline briefly what impacts your business has had in the Private Sector or business community
- Describe how human resource management strategies support your organisation's focus on service excellence.

The Medium Business of the Year is for businesses who have between 10 to 50 employees and who have demonstrated excellence in service delivery, are a reputable employer and have made a substantial impact in the business community.

SMALL BUSINESS OF THE YEAR

PERFORMANCE RESULTS, ACHIEVEMENT AND CONTRIBUTIONS

(500 to 1000 words)

- Outline how your organisation stands out in its operation or service delivery
- Describe what steps you have initiated in your business to improve your service or operation and how you measure whether it is successful
- Outline briefly what impacts your business has had in the Private Sector or business community
- Describe how human resource management strategies support your organisation's focus on service excellence

This award is reserved for small businesses who have less than 10 employees and who have demonstrated excellence in service delivery, are a reputable employer and have made an impact in the business community.

NEW BUSINESS OF THE YEAR

BUSINESS ACHIEVEMENTS (Business must be less than 3 years old)

(500 to 1000 words)

- Describe your organisation's core capabilities and how you use these for long term sustainability including business/market planning
- Describe your organisation's strategy in ensuring that the business operates effectively. (Examples may include: effective cash flow management, development of systems and processes and risk management)
- Outline your approach in seeking advice and/or funding to ensure you keep up to date with market demands, customer service requirements and industry trends
- Outline the significant achievements you have made in developing the business

The New Business of the Year award is for businesses established in the most recent financial year. This award goes to the business that best demonstrates leadership, innovation, practices, growth and positive return on investment.

BUSINESS CONTRIBUTION TO THE COMMUNITY AWARD

COMMUNITY PROJECT OR INITIATIVE

Project Summary

- Entries can be submitted for a specific project or for a range of complementary initiatives
- Describe the issue and/or opportunity that inspired the initiative/project
- Outline how the initiative was implemented detailing the specific steps taken to bring it to fruition
- What were the most important factors contributing to the initiative's success?
- Describe the short and long term benefits of your organisation's initiatives

Awarded to the organisation that can best demonstrate how, through well-adopted company values, the provision of stimulating and supportive workplaces and the active development of all employees, it has applied its human and supporting resources to achieve commercial success.

INNOVATION & TECHNOLOGY AWARD

PERFORMANCE RESULTS, ACHIEVEMENTS AND CONTRIBUTIONS

(500 to 1000 words)

- Describe why your organisation is innovative with technology (For example: product development, operations and/or your overall business model.)
- Describe the steps that were taken in utilising technology to your advantage
- Describe how this strategy was translated into a management plan
- Outline the importance of innovation to your organisation or division/team as a whole, and major achievements you can demonstrate in technology. (These can include but are not limited to: evidence of positive changes within your organisation, customer/stakeholder satisfaction, market share, growth, effective time and budget management, return on investment.)

The newly introduced Innovation & Technology Award is for businesses or who have effectively used innovative approaches to their business operations and utilised technology to advance their business.

AGRIBUSINESS OF THE YEAR

PERFORMANCE RESULTS, ACHIEVEMENTS AND CONTRIBUTIONS

(500 to 1000 words)

- Outline how your organisation stands out in its operation or service delivery
- Describe what steps you have initiated in your business to improve your service or operation and how you measure whether it is successful
- Outline briefly how your business has had an impact in the Private Sector or business community
- Describe how human resource management strategies support your organisation's focus on service excellence

This newly added category is designed to celebrate and applaud the outstanding achievements of those businesses making a significant contribution to Solomon Islands Agriculture.

TOURISM BUSINESS OF THE YEAR

PERFORMANCE RESULTS, ACHIEVEMENTS AND CONTRIBUTIONS

(500 to 1000 words)

- Outline how your organisation stands out in its operation or service delivery
- Describe what steps you have initiated in your business to improve your service or operation and how you measure whether it is successful
- Outline briefly what impacts your business has had in the Private Sector or business community
- Describe how human resource management strategies support your organisation's focus on service excellence

This category has been added to recognise the outstanding delivery of tourism services and attractions that attract significant visitor numbers, enhance the visitor experience and integrate with other tourism products and services. This category also recognises tourism operations and events that foster an understanding and appreciation of Solomon Islands culture, history, heritage, tradition and the arts.

Please submit all entries by email services@solomonchamber.com.sb or drop it at the SICCI office located at the Hyundai Mall, First Floor, Suite 223.
 Nomination closes on Friday 20th October 2017.
 More information about the Business Excellence Awards call us on phone +677 39542 or +677 39543 or visit our website www.solomonchamber.com.sb

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