



ENTRY INFORMATION 2018

presented by



Further information: www.wbea.com.au

2018 Winners Receive

1. A free advertisement in local newspapers
2. Acknowledgement on radio with a 'congratulations' promo campaign
3. Acknowledgement on television with a campaign on GWN7
4. Locally procured award trophy
5. Free membership and/or renewal with the Wheatbelt Business Network
6. Use of the WBEA logo on your business material

Award Categories

Award category	Eligibility Criteria
Home-based Business	The business is operated either at home (you carry out most of the work at your home) or from home (and business does not own or rent any premises other than your home)
Start Up Business	The business must have been trading for a maximum of two years at the time of applying, no limit on the number of employees
Owner Operator Business	The business must be an owner operator business (up to two owners, with no employees other than themselves)
Business with 1 - 4 Employees	The business must employ between one and four employees (full-time or equivalent), other than the owner, at the time of your application
Business with 5 - 10 Employees	The business must employ five to ten employees (full-time or equivalent) at the time of your application
Business with 11 plus Employees	The business must employ eleven plus employees (full-time or equivalent) at the time of your application (no maximum number)
Franchise Business	The business must be part of a franchise and carry out all business activities in-line with the requirements of their franchise agreement.
Not for Profit	Recognises business practice within a non profit organisation. The award is open to all Wheatbelt incorporated non profit organisations
People's Choice	Nominated by any customer/s, reviewed by the judges, with a finalist group announced and voted on by the community over a set period of time (community does not have to be a resident in the Wheatbelt)

Young Entrepreneur of the Year	Young Entrepreneur of the Year is judged from ALL entrants of categories who have addressed the Criterion and the owner/s are under 30yrs of age in the calendar year.
Excellence in Innovation	Excellence in Innovation is judged from ALL entrants of categories who have addresses the Criterion and has achieved measurable success and/or made significant contributions to their industry through the introduction or improvement of an idea, method, technology, process or application.
Business Of The Year	Business of the Year is judged from the winners of categories who have addressed the Criterion. The Business with the overall highest aggregate shall be announced Business of the Year.

Eligibility Criteria

You are eligible to apply if you:

- Are a Wheatbelt based business (as per the Wheatbelt Development Commission map)
- With an ABN
- Meet the Judging Criteria for your nominated category

Entry Checklist

- Complete a Submission by addressing the Selection Criteria relevant to your submission. Your Submission must address the performance of your business against the Selection Criteria for the Award(s) applied for. If you believe a specific criterion is not applicable to you, please state the reason(s) in the space allocated for that criterion.
- Tip from the Awards Coordinator - Don't get too caught up in the submission process! Take the opportunity to convey to the judges what you are proud of in your business - don't overthink it. The questions are generic in nature so some will apply to your business more than others. There is no expectation that you submit an academic thesis - it is a local awards program not a PHD so have fun with it!
- Your submission needs to be succinct and TRY NOT EXCEED THE LISTED MAXIMUMS.
- You may include an additional few pages of supporting documentation in your application. This could include business brochures, planning documents, advertising, customer feedback
- A photo or two
- 1 digital copy of your Submission (including all supporting documentation with each copy) to be emailed to eo@wheatbeltbusinessnetwork.com.au or dropbox it
- Closing date for submissions will be **5pm FRIDAY October 5th 2018**

Entry Tips

The information set out below is designed to provide a simple guide for you to complete your application and be one that the judges will find comprehensive, informative and interesting to read.

Complete the application in the entry form template provided

Once you have completed all the sections, re-read what you have typed to ensure you've covered every aspect of your business.

Have someone from within the business read through your submission to see if you've missed anything. Then have a friend or colleague who knows your business to also have a read through. Take on all their comments and if worthy, try to incorporate their suggestions.

The judging process may include a secret site visit by a member of the WBN team or judging panel (home based business excepted)

When writing a submission, keep the following in mind:

- Keep it clear and concise.
- Demonstrate growth, include financial ratios / percentages
- Look at the judging criteria and address each point.
- Show why your business should be the winner. What makes it special?
- Tell a story and capture the business character.
- Keep the information relevant to the past year.

Formatting Suggestions

- Use size 11 font, using either Arial, Tahoma or Times New Roman font type.
- Use clear headings
- Use bullet points
- Keep paragraphs short
- Use graphs, pictures and diagrams

Judging

Judging is conducted by a panel, selected by WBN. The Judging Panel reserves the right to move entrants into other appropriate categories. Judges are looking for demonstrated quality in submissions and base their decision solely on the documentation provided. Supporting material such as brochures and samples should only be included where you believe it will assist the submission.

Black Tie Awards Dinner

A Black Tie Awards Dinner will be held in Dowerin on the 10th of November.

Submissions

Email your entry form to: Caroline Robinson E eo@wheatbeltbusinessnetwork.com.au

or dropbox it if it is too large with attachments

Application Support

Contact the WBN and we can provide you with support for your application.

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