



## ENTRY INFORMATION 2018

*presented by*



Further information: [www.wbea.com.au](http://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
<b>Home-based Business</b>	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)
<b>Start Up Business</b>	The business must have been trading for a maximum of two years at the time of applying, no limit on the number of employees
<b>Owner Operator Business</b>	The business must be an owner operator business (up to two owners, with no employees other than themselves)
<b>Business with 1 - 4 Employees</b>	The business must employ between one and four employees (full-time or equivalent), other than the owner, at the time of your application
<b>Business with 5 - 10 Employees</b>	The business must employ five to ten employees (full-time or equivalent) at the time of your application
<b>Business with 11 plus Employees</b>	The business must employ eleven plus employees (full-time or equivalent) at the time of your application (no maximum number)
<b>Franchise Business</b>	The business must be part of a franchise and carry out all business activities in-line with the requirements of their franchise agreement.
<b>Not for Profit</b>	Recognises business practice within a non profit organisation. The award is open to all Wheatbelt incorporated non profit organisations
<b>People's Choice</b>	Nominated by a customer/s, reviewed by the judges, with a finalist group announced and voted on by the community (community does not have to be a resident in the Wheatbelt)

<b>Young Entrepreneur of the Year</b>	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.
<b>Excellence in Innovation</b>	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.
<b>Business Of The Year</b>	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 NOT EXCEED THE LISTED MAXIMUMS. Exceeding these maximums while addressing the selection criteria will detract from your submission and result in a lower rating.
- You may include an additional five A4 pages of supporting documentation in your application. This could include business brochures, planning documents, advertising, customer feedback a summary of why you deserve to be selected as the winner of this category, etc.
- 1 digital copy of your Submission (including all supporting documentation with each copy) to be emailed to [eo@wheatbeltbusinessnetwork.com.au](mailto:eo@wheatbeltbusinessnetwork.com.au) or dropbox it
- Closing date for submissions will be **5pm FRIDAY October 19<sup>th</sup> 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 will include a secret site visit by a member of the WBN team or judging panel.

When writing a submission, keep the following in mind:

- Keep it clear and concise.
- Demonstrate growth, include financial ratios, percentages or statements.
- 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 Saturday the 10<sup>th</sup> of November 2018.

## **Submissions**

Email your entry form to: Caroline Robinson E [eo@wheatbeltbusinessnetwork.com.au](mailto: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.

Lisa O'Neill, Membership and Business Development

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