



2010 Hampton Roads Small Business of the Year Award Application

The Award

The Hampton Roads Chamber of Commerce and the Small Business Development Center of Hampton Roads, Inc. are proud to provide special recognition to Hampton Roads' Southside small business community by presenting an award to one business from each of the five Southside cities. One small business of these five will then be chosen as the 2010 Hampton Roads Small Business of the Year. Small businesses are the backbone of Hampton Roads', Virginia's, and the country's economies, representing more than 95 percent of all employers, creating three-fourths of all new jobs, and accounting for more than one-half of the nation's gross domestic product. For 26 years, the Hampton Roads Chamber of Commerce has recognized these exceptional small business owners for their tireless work and embodiment of the spirit of enterprise.

Eligibility

A business must meet the following requirements to receive the 2010 Hampton Roads Small Business of the Year Award:

Small Business of the Year

- Meet the employment levels as established in the North American Industry Classification System (NAICS)
- Gross revenues of less than \$10 million in 2009
- Be in business for more than three consecutive years

Top 10 to Watch

- For-profit business with fewer than 99 employees
 - In business for six years or less as of 1/1/10 but at least a year
- OR**
- Introduced a new product
 - Entered a new market in the last five years

Criteria

Eligible applicants will be judged on the following:

- Financial performance and business history
- Staff training and motivation
- Community involvement
- Business plan or strategies and goals
- Strategy for growth
- Customer service and satisfaction

Nominating and Judging Process

Small businesses are encouraged to apply directly for the award. In addition, associations, financial institutions, and other companies may nominate small businesses that meet the awards requirements.

Note: If you would like to nominate a small business, please fill out as much of the application as possible on behalf of your nominee. If you are unable to provide certain information, we will follow up with your nominee after receiving the application.

Judging is conducted by a committee of experts after all applications have been received.

Questions?

For more information on the 2010 Hampton Roads Small Business of the Year Award, contact Lindsey Sigafoos at 757.664.2535 or lsigafoos@hrccva.com



Application Procedure

Submit your application to:

Hampton Roads Chamber of Commerce
Attention: Lindsey Sigafos
P.O Box 327
Norfolk, VA 23501
Fax: 757.662.5563

All applications must be received no later than March 19, 2010 to qualify.

Awards

The 2010 Hampton Roads Small Business of the Year Award returns to pay tribute to the small business community. Five finalists representing each of the five Southside cities will be recognized at the award presentation luncheon on May 25, 2010 for their business's accomplishments and community involvement. At this ceremony, the overall regional winner will be announced from these candidates, and will be placed in consideration for the U.S. Chamber Small Business of the Year Award Competition.

Timelines/Deadlines

By Appointment

"How to complete the 2010 Hampton Roads Small Business of the Year Award application" training
– contact Jim Carroll at 757.664.2595 for more information.

February 26, 2010

2010 Hampton Roads Small Business of the Year Awards nomination deadline

March 19, 2010

Application deadline

May 25, 2010

2010 Hampton Roads Small Business of the Year Awards luncheon and the announcement of the Hampton Roads winner

Questions?

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Please check box for which award you are applying for

Small Business of the Year Award:

Top Ten to Watch:

Company Information

Company name (as it should appear in communication materials)
: _____

Street address: _____

City/State/Zip: _____

Contact name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

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If a business is being nominated by someone outside the company, please complete the following:

Nominated by: _____

Street address: _____

City/State/Zip: _____

Contact name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

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Eligibility Requirements

Number of employees: _____ In business since: _____

2009 gross revenues: \$ _____ [attach tax information]

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1. General Information

In what industry is your business? _____

What are your company's core values, goals, and overall mission? _____

Questions?

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What are your principal products and/or services? _____

Who are your primary customers? _____

Please give a brief history of your business (e.g., how it started, major changes, developments). _____

If Applying for “Top 10 to Watch” complete the following:

What new products have your company introduced or what new markets have your company entered in the last Five years? Please elaborate.

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2. Financial History

What were your company's annual sales in 2008 & 2009?
(or submit your company's 2008 & 2009 financial statements)

2008: \$ _____ 2009: \$ _____

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3. Employment Practices

What benefits do you offer your employees? Please check all that apply.

- Health plan
- Paid vacation
- Education/training allowance
- Paid sick leave
- Retirement plan
- Bonus
- Employee awards program
- Other (please explain) _____

Describe any innovative strategies used for recruiting, retaining, and/or rewarding your employees:

What type(s) of training do you provide your employees? _____

4. Community Involvement

Describe how your business gives back to the community. _____

5. Customer Service/Satisfaction

How does your business make its customer service stand out? _____

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How do you measure customer satisfaction? _____

6. Entrepreneurship

Please attach a copy of your business plan. If you do not have a formal business plan, attach a basic outline of your business strategies and goals for future growth and development. To help us further understand your business, please answer the following questions:

If your company has a formal business plan, how has it helped to guide your success? If you do not have a formal business plan, how have your basic goals and strategies guided your success?

What are the greatest obstacles and/or challenges that your business has faced? How have you and your business overcome them?

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7. Certification of Accuracy

I certify, to the best of my knowledge, that the information contained in this application is accurate.

Printed name: _____

Title: _____

Mailing address: _____

Email address: _____

Signature: _____ Date: _____

Please return your completed application by March 19, 2010 to:

Hampton Roads Chamber of Commerce
Attention: Lindsey Sigafoos
P.O. Box 327
Norfolk, VA 23501
Fax:757.622.5563

8. Legal Notice

- Each application must be signed by the highest ranking official in the business to certify accuracy of submission.
- All figures cited must be readily documented.
- The Hampton Roads Chamber of Commerce reserves the right to use submission material at both the event and in related activities. **All tax and financial information will remain confidential.**
- The 2010 Hampton Roads Small Business of the Year Award winners will be chosen without regards to race, color, religion, sex, national origin, or physical or mental disability.

For Internal Use Only

Date received: _____

Reviewed by: _____

City: _____



Questions?

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