



## Hampton Roads Chamber of Commerce Small Business of the Year Award Application

### The Award

The Hampton Roads Chamber of Commerce and the Small Business Development Center of Hampton Roads are proud to provide special recognition to the Hampton Road's 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 2012 Hampton Roads Chamber of Commerce Small Business of the Year. Small businesses are the backbone of our local and national 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 28 years, the Hampton Roads Chamber has recognized one exceptional small business owner for his or her tireless work and embodiment of the spirit of enterprise.

### Eligibility

A business must meet the following requirements to receive the 2012 Hampton Roads Chamber of Commerce 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 2011
- Be in business for more than three consecutive years

### Criteria

Eligible applicants will be judged on the following:

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

### 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 award's requirements

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

### Questions?

For more information on the 2012 Hampton Roads Chamber of Commerce Small Business of the Year Awards, contact Lindsey Sigafos at 757.664.2535 or [lsigafos@hrccva.com](mailto:lsigafos@hrccva.com)



## Application Procedure

Submit your application to:  
Hampton Roads Chamber of Commerce  
Attention: Lindsey Sigafoos  
500 East Main Street, Suite 700  
Norfolk, VA 23510  
Fax: 757.622.5563

**All applications must be received no later than March 23, 2012 to qualify.**

## Awards

The 2012 Hampton Roads Chamber of Commerce Small Business of the Year Awards returns to pay tribute to the small business community. Five finalists representing each of the five Southside cities will be recognized at the awards presentation luncheon being held in late May during National Small Business Week for their business's accomplishments and community involvement. At this ceremony, the overall regional winners will be announced from these candidates, and will be placed in consideration for the U.S Chamber Small Business of the Year Awards Competition. The overall regional winner will also receive a gift packet from the Hampton Roads Chamber of Commerce valued at \$10,000 dollars.

## Timelines/Deadlines

### By Appointment

"How to complete the SBOY application" training – contact Jim Carroll at 757.664.2595 for more information.

### February 24, 2012

Small Business of the Year Awards nomination deadline.

### March 23, 2012

All applications due by 5:00 p.m.

**The 2012 Hampton Roads Chamber of Commerce Small Business Awards Luncheon will be held in late May during National Small Business Week.**

## Questions?

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## Small Business of the Year Award Application

### Company Information

Company name: \_\_\_\_\_  
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: \_\_\_\_\_

### Eligibility Requirements

Number of employees: \_\_\_\_\_ In business since: \_\_\_\_\_  
2011 gross revenues: \$ \_\_\_\_\_ [attach tax information]

### 1. General Information

In what industry is your business? \_\_\_\_\_

### Questions?

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

\_\_\_\_\_  
\_\_\_\_\_

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). \_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_

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## 2. Financial History

What were your company's annual sales in 2010 & 2011?  
(or submit your company's 2010 & 2011 financial statements)

2010: \$ \_\_\_\_\_  
2011: \$ \_\_\_\_\_

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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

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\_\_\_ 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:

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

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#### 4. Community Involvement

Describe how your business gives back to the community. \_\_\_\_\_

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#### 5. Customer Service/Satisfaction

How does your business make its customer service stand out? \_\_\_\_\_

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How do you measure customer satisfaction? \_\_\_\_\_

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#### Questions?

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## 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?

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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 23, 2012 to:**

Mail to:  
Hampton Roads Chamber of Commerce  
Attention: Lindsey Sigafoos  
500 East Main Street, Suite 700  
Norfolk, VA 23510  
or fax to: (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 2012 Hampton Roads Chamber's Small Business of the Year Awards 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: \_\_\_\_\_



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