

# Summit Chamber BUSINESS *Excellence* AWARDS

## INFORMATION PACKET

The application deadline is 11:59 pm Mountain Time on Friday, March 17, 2023. NO Late applications will be accepted!!!

### Steps to Nominate or Apply

#### Nominations

If you would like to nominate a business for one of the awards the process is simple! Please take the following steps:

1. Identify an email address for the business/person at the business you would like to nominate.
2. Email below link to the business you are nominating and inform them you think they would be a great fit for an award. Website = (<https://www.summitchamber.org/2023-business-excellence-awards>)
3. In the email, carbon copy (CC or BCC) Chamber staff ([biz@summitchamber.org](mailto:biz@summitchamber.org)) so we can follow-up with the business.

A nomination is not required to apply for the awards.

#### Applicants

Applicants may only apply for one award from each category listed below:

##### Category 1 - General Awards

- New Business of the Year
- Business Innovator of the Year
- Business Team of the Year
- Ben Fogle Chamber Champion of the Year
  - o May be a business OR individual who is a member of the Summit Chamber

##### Category 2 – Business of the Year

- Small Business of the Year
- Medium Business of the Year
- Large Business of the Year

Applicants **DO NOT** need to be a member of the Summit Chamber except when applying for the Ben Fogle Chamber Champion of the Year Award. Applicants should conduct business on a regular basis in or be based in Summit County.

#### Judging

A volunteer panel of judges, which consists of previous award winners, sponsoring businesses, and/or Chamber Leadership and Staff will review and score each application based on a predetermined matrix and not based on comparing them to other applicants.

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Applications will be evaluated and scored based on the three areas below.:

1. **Business Culture (60%):** Product or Services offered, employee engagement, marketing practices, general business practices and other explanations provided in your application
2. **Community Impact & Financials (30%):** Impact in the Community, Financial Growth, Employee Wage averages (full & part time)
3. **Public Appearance (10%):** Calculated based on uses of social media, internet search platforms, websites, and average web review scores

Financial information will ONLY BE VIEWED by chamber staff and will be kept 100% confidential.

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## HOW TO APPLY

1. Download the application from the Summit Chamber website - look for the "Download Application" button under the Applications and Nominations Section.  
<https://www.summitchamber.org/2023-business-excellence-awards>
2. Complete PDF document and Save As "Your Company Name".
3. Submit the completed application by **11:59 pm Friday, March 17, 2023** by uploading the application to the Summit Chamber Website - look for the "Submit Application" button under Applications and Nominations Section. Website - <https://www.summitchamber.org/2023-business-excellence-awards>
4. Look for a confirmation email that your application was received within 24-48 hours.

If you have questions or concerns about the application process, the awards or any aspect of the Summit Chamber Business Excellence Awards - please reach out to us at [biz@summitchamber.org](mailto:biz@summitchamber.org).

## Announcement of Winners

Top Finalists per award will be announced on Monday, April 10, 2023 via social media and direct email to all applicants. Winners will be announced live at the Summit Chamber Business Excellence Awards Gala on **April 13, 2023**.

**All applicants AND finalists will also be recognized during the April 13th Awards Gala.**

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## Awards Criteria

### Tips for successfully answering the application questions:

- Provide specific examples your business has when answering each question.
- Do Not use general or high-level comments when providing answers which might leave questions in the minds of the judges.
- Ensure ALL questions are answered for the award(s) you are applying for.

### Team of the Year Criteria

- Generally should be a business with at least 2 or more employees.
- Should be able to clearly demonstrate how your management AND non-management team members have created a great workplace culture.
- Information provided in the application should have occurred in 2022.

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**Business Innovator of the Year**

- Should be able to demonstrate a mindset of business innovation for your specific industry.
- Business innovation could mean anything a business is doing to change up the way they have done business in the past or how business is normally completed in your industry.
- Innovations should have taken place in 2022.

**New Business of the Year Criteria**

- Business must have started or expanded into Summit County in 2022
- Award is open to any type or size of business.

**Ben Fogle Chamber Champion Criteria**

- Businesses OR individuals (through a business) must be a member of the Summit Chamber.
- Demonstrate how the business or individual has demonstrated carrying out the mission and vision of the Summit Chamber.
- Actively participated in Chamber events and projects.

**Small Business of the Year Criteria**

- This business should have gone above and beyond to serve their customers, employees and Summit County Community.
- Must have 1-5 Full Time Equivalent (FTE) employee(s).
  - o Each full-time employee counts as 1 FTE
  - o Each part-time employee counts as 0.5 FTE

**Medium Business of the Year Criteria**

- This business should have gone above and beyond to serve their customers, employees and Summit County Community.
- Must have 6-20 Full Time Equivalent (FTE) employees.
  - o Each full-time employee counts as 1 FTE
  - o Each part-time employee counts as 0.5 FTE

**Large Business of the Year Criteria**

- This business should have gone above and beyond to serve their customers, employees and Summit County Community.
- Must have 21 or more Full Time Equivalent (FTE) employees.
  - o Each full-time employee counts as 1 FTE
  - o Each part-time employee counts as 0.5 FTE

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