

# Small Business of the Year Awards Application

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## Awards

The Carroll County Chamber of Commerce is **seeking applications** for Small Business of the Year Awards. The Chamber's will announce up to THREE winners in each category at the Carroll County Business Awards Dinner on October 1, 2015.

The Small Business of the Year Awards program is designed to recognize the dedication, innovation and entrepreneurial spirit displayed by small businesses.

## Categories

1. Small Business of the Year: 1-10 Employees
2. Small Business of the Year: 11-50 Employees
3. Small Business of the Year: 51-200 Employees
4. Small Business of the Year: 200+ Employees

**NEW AWARD** - A special award will be presented to a woman business owner chosen from the categories listed above - **2015 Woman in Business Award**

## Eligibility

Applicants must:

- Have a permanent business location with employee(s) in Carroll County.
- Have been in operation for a minimum of two years.
- Be a member of the Carroll County Chamber of Commerce
- Submit an application package that addresses the award criteria – see page 2 and Company information - see page 3.

## Application Package

Submit **one** copy. Your application package should include:

1. The enclosed form and up to four additional pages addressing the award criteria (page 2) on standard 8.5" x 11" white paper, 12 point font.
2. Company information – page 3
3. Exhibits (photocopied material, news stories, testimonials, etc.) that support the nomination are welcomed but should not exceed five additional pages.
4. **3 PHOTOS that depict your business to be used in the PowerPoint presentation at the awards** (hardcopy or email high resolution JPG or PDF files)

## Submit Your Application

Applications must be received by **Monday, August 3, 2015**.

Winners will be recognized at the Carroll County Business Awards on Thursday, October 1, 2015

**Any questions?** Contact Peggy Soper at 410-848-9050 or email: [psoper@carrollcountychamber.org](mailto:psoper@carrollcountychamber.org)

**Carroll County Chamber of Commerce**  
www.carrollcountychamber.org  
P.O. Box 871 Westminster, MD 21158  
Phone: 410.848.9050 | Fax: 410.876.1023

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## Criteria

### Small Business of the Year: All Categories

- Use up to four additional pages to address the criteria.
- Each of the five criteria should be separated into its own section.
- The bulleted descriptions are simply guidelines. Feel free to elaborate further.

#### Section I. Background and History

- *Brief company history*
- *Primary Industry*
- *Principle product/service*
- *Primary customer*

#### Section II. Performance & Growth

- *Sales, profit, customer growth*

#### Section III. Innovation & Creativity

- *Innovative products and services, customer service, management, staff development, marketing, etc.*

#### Section IV. Competitiveness

- *How did your company overcome its greatest obstacles and challenges?*
- *Describe any strategies that have helped you separate from your competition and/or better serve your customers.*

#### Section V. Community involvement

- *How does your business give back to the community – time, money, resources etc.?*
- *Memberships or participation in chambers of commerce, associations or other organizations that service the community.*

Section VI. Provide a brief statement as to why your business should be named Small Business of the Year.

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## Company Information

### Select the Award:

- Small Business of the Year: 1-10 Employees
- Small Business of the Year: 11-50 Employees
- Small Business of the Year: 51-200 Employees
- Small Business of the Year: 200+ Employees

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Ph: \_\_\_\_\_ Website: \_\_\_\_\_

Owner:  Mr.  Mrs.  Ms. \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## General Information

Number of Years in Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

**Reminder, please submit 3 PHOTOS that depict your business to be used in the PowerPoint presentation at the awards.** Hardcopy photos include with application. Email high resolution JPG or PDF files to [psoper@carrollcountychamber.org](mailto:psoper@carrollcountychamber.org)

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