

NEW BUSINESS OF THE YEAR AWARD

Sponsored by:



Entry Criteria

Nominations are invited from any business or enterprise based in the Scottish Borders which has commenced trading since 1 October 2007.

This award will be presented to the new business enterprise which is able to demonstrate significant business success, indicated by the achievement of goals and targets within its first two years of trading, along with a clear vision for the future. The judges will be looking for applicants to demonstrate the entrepreneurial approach which underpins this rapid success, and for applicants to illustrate the benefit that this new business is bringing to the Scottish Borders.

Business Organisation Details

Please complete these details as they should appear on any publicity material

Full Organisation Name		
Address		
		Post code
Telephone		
Email		
Website		

Applicant Details (Name of person submitting the application)

First Name		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>
Last Name		
Job Title		
Full Organisation Name		
Address (if different from above)		
		Post code
Telephone		
Email		

1. In no more than 100 words, please provide a brief description of your business and the sector in which it operates

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2. About your business		
Business Start Date:		
Company Structure:	Sole Trader/ Partnership/ Limited Company / etc...	
Number of Employees	No. full time:	No. part time/ seasonal:

<p>3. Please describe in no more than 1,000 words why your entry should be considered to receive the award</p> <p>You should provide evidence of early financial success and business achievements together with a clear business plan which details how you plan to ensure the continued growth and development of your new business.</p>

<p>4. Financial accounts</p> <p>Please provide summary information of the last two years accounts (where possible), backed up by a copy of recent accounts verified by your accountant. All such information will be treated in absolute confidence.</p> <p><i>Accounts will need to be submitted - please send to Lesley Kelso, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA, lkelso@scotborders.gov.uk</i></p>

Conditions of Entry

- Entries must be received no later than 12 noon on **Friday 29 January 2010**.
- Entry is free of charge - there is no registration cost for entering the awards.
- All information will be treated as confidential and will be used solely for the purposes of the Scottish Borders Business Excellence Awards.
- Applicants entering the Awards must be based within the administrative area of the Scottish Borders.
- Organisations are encouraged to enter more than one category if appropriate, but they may only make one application in each category.
- Organisations sponsoring an individual award are not eligible to enter that award category.
- The named applicant must be authorised to enter their organisation into the awards programme.
- The business/organisation being nominated must agree to take part in any publicity organised by Scottish Borders Council to promote the Scottish Borders Business Excellence Awards.
- Each application will be considered on its own merits and the scale and resources of the applicant organisation will be taken into consideration.
- Support material will not be returned unless specifically requested.
- Short listed applicants may be asked to provide verification of any claims made in their application, and the judges reserve the right to audit any information supplied.
- Once an organisation has been announced as a finalist, it cannot withdraw from the awards competition.
- Finalists for each of the award categories will be invited to the Scottish Borders Business Excellence Awards presentation lunch at the Scottish Borders Campus on Friday 19 March 2010, when the winner of each category will be announced.
- The judges' decision will be final and no correspondence will be entered into.

5. Declaration

I hereby certify that the information given in this entry form is correct and confirm that I have read and accept the conditions of entry

Full Name:	
Position:	
Signed:	
Date:	

Completed applications should be returned, by **29 January 2010**, to Jenny Williamson, Business Improvement Unit, Scottish Borders Council, Council Headquarters, Newtown St Boswells, MELROSE, TD6 0SA or email to JAWilliamson@scotborders.gov.uk

Call Jenny on 01835 824000 ext 5832 for any additional information you require.

You can also apply online at www.ourscottishborders.com