



In association with:



**Federation of Small Businesses**  
The UK's Leading Business Organisation

## INDEPENDENT RETAILER OF THE YEAR AWARD

### Entry Criteria

Applications are invited from any independent retailers based in the Scottish Borders who operate traditional retail outlet(s), sell directly to the consumer (via direct mail, farmers markets, etc) and/ or retail online. This includes recent business start ups and those which have been established for some time.

This award will be presented to the independent retailer that can best demonstrate improved business performance over the past twelve months and the judging panel will be looking for evidence of individuality, innovative merchandising and quality service based on a keen understanding of the customer base.

### 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 retail operations, including retail channels

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**4. Please provide details how you plan to ensure continued growth and development**

You should summarise your short, medium and long-term goals and how you plan to achieve these. (A copy of your business plan can be attached as part of your application submission).

**5. Contribution to the local economy**

Can you describe the 'personality' of the retail business - the key qualities which make the business successful, and how the business makes a positive impact on the Scottish Borders economy.

## **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.

### **6. 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](mailto: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](http://www.ourscottishborders.com)