



## NOMINATION FORM 2021 BUSINESS OF THE YEAR AWARD

The London Chamber of Commerce has been recognizing local companies for overall business excellence since 1984 with the Business Achievement Award program. Over the years, while other awards have been added that focus on specific areas of excellence, this award recognizes overall excellence. They are presented annually to private sector companies whose business achievements have made an outstanding contribution to the London community. The award will be presented to one small business (1-10 employees), one medium business (11-49 employees), and one large business (50+ employees).

### ELIGIBILITY CRITERIA

To be eligible, the nominated business must have been operating for at least 1 fiscal year in the London area.<sup>1</sup>

Recipients of this award in the last 5 years (in the same category), Business Achievement Award sponsors, task force members, institutional facilities, and non-profit organizations are not eligible.

### NOMINATION PROCESS

1. **NOMINATION FORM SUBMISSION DEADLINE:** Thursday June 3, 2021  
If you have been nominated in more than one category, you may only stand for one award.
2. **PRELIMINARY JUDGING:** All applications will be reviewed in early June and evaluated by a team of preliminary judges from a cross-section of local business organizations. The four top-ranked companies in each category will be considered finalists.<sup>2</sup>
3. **FINALIST JUDGING:** You will be notified of your status by the award coordinator after the preliminary judging has been completed. Site tours for the finalists will be completed by a team of judges between June 21-30, 2021.
4. **AWARD RECIPIENT ANNOUNCEMENT:** The final recipients in each category will be announced at the Business Awards Gala on Wednesday, September 22, 2021.

1. *If you have offices outside the London area, please answer the questions based on what your business is doing [here](#) in the London community.*
2. *London Chamber of Commerce is strongly committed to protecting the confidential nature of all information included in the nomination package, scoring process and information shared during the site tours.*



## 2021 BUSINESS OF THE YEAR AWARD

### STEP 1 BUSINESS PROFILE

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

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

\_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

**CEO/President:** Name: \_\_\_\_\_

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

**Contact Person:** Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

#### We are submitting for the following award:

- \_\_\_\_\_ Small Business of the Year – 1 to 10 Employees
- \_\_\_\_\_ Medium Business of the Year – 11 to 49 Employees
- \_\_\_\_\_ Large Business of the Year – 50 Employees +

### STEP 2 RELEASE STATEMENT

I declare that the information provided in this application is true and correct. If selected as I finalist, I agree to participate in the finalist presentation and to attend the awards gala on September 22, 2021. London Chamber of Commerce is permitted to provide the media with our company contact information.

\_\_\_\_\_  
**CEO / President / or Designate Signature**

\_\_\_\_\_  
**Date**

## STEP 3 PRELIMINARY AWARD CRITERIA

Tell us how your company meets the following awards criteria. **Submissions should be no more than 6 pages and point form is encouraged.**

### 1. Business Achievements 50%

What makes your business stand out? Tell us about your top four (*6 for medium business, 8 for large business*) business achievements. These could include growth, innovation, technology, acquisitions, awards, or profits of your company. (*Please avoid the use of acronyms/technical jargon that may not be understood by those outside your business sector.*)

### 2. People and Culture 25%

Why is your team exceptional? Tell us how you got to where you are today, and where you plan to go in the future. Include your leadership style, supports and opportunities for employees, contribution to the London workforce, diversification, and awards programs.

### 3. Building a Stronger Community 25%

How do you give back to the community? Explain your commitment to the local economy, and how you integrate that into your operations. Include involvement in community fundraising events, contribution or sponsorship of local events, scholarships, volunteer efforts, memberships in service clubs and other organizations **over the past two years.**

## BUSINESS DESCRIPTION (max 200 words)

Tell us about your company. Include the nature of your business, the number of employees, history, and geographic scope. Limit your description to 200 words. Please be advised that this description will be included in the media kit if you become one of the award finalists.

## STEP 4 SUBMIT YOUR APPLICATION

Upload a PDF copy of your complete and signed application to <http://lcocbaa.ca>

If you have any questions, please contact:

Julia Cunningham  
London Chamber of Commerce  
[julia@londonchamber.com](mailto:julia@londonchamber.com)  
519-432-7551 x 28

## COMPANY LOGO

Please forward your company logo to [julia@londonchamber.com](mailto:julia@londonchamber.com)