**National Enterprise Awards - Application Form**

**LOCAL ENTERPRISE OFFICE CLARE**

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The Clare County Final is part of the National Enterprise Awards scheme and celebrates the achievements and recognises the success stories of small business owners across the county.*

**A Total Prize Fund of €8,000 is available as follows:**

* **€1,500 prize fund for the Best Innovation Award**
* **€1,500 prize fund for the Best Export Award**
* **€1,500 prize fund for the Future Focus Award**
* **€3,500 prize fund along with PR mentor package for the Winner – Best Clare Enterprise  
  (PR mentoring is to help the Winner maximise PR exposure for their business)**

All applicant businesses must be current clients of LEO Clare or have transferred to Enterprise Ireland within the last 12 months (after 31st December 2018). All entries must employ ten or less employees employed on a full time equivalent basis as at 31/12/2018, with the exception of LEAN graduates who may have in excess of 10 employees.

Applicants must have been in receipt of direct LEO supports under one or more of the following interventions:

* Grant aid
* LEO Innovation Investment Fund (LIIF) Support
* IBYE Support
* TAME Support
* Completed a Lean Programme

**ENTRY**

To enter you must submit the following by email:

1. Application Form and
2. Most recent business plan and
3. Most recent set of accounts (audited or management accounts)
4. High resolution photo of promoter for the brochure

Emailed to: [localenterprise@leo.clarecoco.ie](mailto:localenterprise@leo.clarecoco.ie) **Entries close at 12 noon on Monday, 17th February 2020  
As part of the judging process, each business is required to present a 5 minute pitch to a panel of judges. Judging will take place on Thursday, 27th February 2020 (Time to be confirmed) Please note Awards Ceremony will take place on Friday, 6th March 2020 at 6pm.**

**GENERAL INFORMATION**

**Name of Applicant: Owner/Manager:**

**Address:**

**Legal Status: (Tick one) Sole Trader 🞎 Partnership 🞎 Limited Company 🞎**

**Date of Commencement of Business**: **CRO Number:**

**Phone: (Mob)**

**Website: E-mail:**

**Social Media:**

# Business Information

**What product or service do you make or supply?**

|  |
| --- |
|  |

**Is your customer base local, regional, national, international?**

**Local 🞎 National 🞎 International 🞎**

**What are the unique strengths of your business, product or service?**

|  |
| --- |
|  |

**Are there potential new markets for your business and how do you plan to take advantage of these opportunities?**

|  |
| --- |
|  |

**The Future of your Business**

**What long terms plans do you have for your business and how do you see it growing and developing over the next 3 years?**

|  |
| --- |
|  |

**Future Focus Initiatives**

**What actions if any have you taken to improve the sustainability of your business, improve your business carbon footprint or energy efficiency? Have you implemented any environmentally friendly business practices? Have you implemented any Lean or business process improvement initiatives in your business? What were the outcomes?**

|  |
| --- |
|  |

**What do you see as the key challenges/threats/weaknesses of your business? How do you propose to address them?**

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| --- |
|  |

# Employment Details

Please outline how many employees (part time and full time):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **31/12/2017** | **31/12/2018** | **31/12/2019** | **Projected 2020** |
| **Full Time** |  |  |  |  |
| **Part Time** |  |  |  |  |

**Financial Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business Growth** | **2017** | **2018** | **2019** | **Projected 2020** |
| **Annual Sales** |  |  |  |  |
| **Net Profit** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Investment** | **2017** | **2018** | **2019** | **Projected 2020** |
| **Own Funds** |  |  |  |  |
| **Loans** |  |  |  |  |
| **Grants** |  |  |  |  |
| **TOTAL** |  |  |  |  |

(Please return your completed application form, together with most recent business plan and financial statements to [localenterprise@leo.clarecoco.ie](mailto:localenterprise@leo.clarecoco.ie) by 12 noon on Mon 17th Feb 2020

**Please provide short description of your business for inclusion in the NEA brochure – Max 50 words**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

**Guidelines for Judging Criteria and Marking System**

|  |  |  |
| --- | --- | --- |
| Business Plan | 15 | Total Marks |
| * Management capability / staff structure |  |  |
| * Competitiveness |  |  |
| * Growth potential |  |  |
| * Employment potential |  |  |
| * Business strategy |  |  |
| Marketing | 20 |  |
| * Marketing strategy |  |  |
| * Company’s success in national and export markets |  |  |
| * Growth in sales revenue this year over previous years |  |  |
| * Responsiveness to market trends |  |  |
| Finance | 25 |  |
| * Financial commitment of the owner |  |  |
| * Profitability of the company |  |  |
| * Strength of the balance sheet |  |  |
| * Net assets of the company |  |  |
| Technology & Innovation | 20 |  |
| * Use of technology |  |  |
| * Innovation in business e.g. finance, production, marketing, HR etc. |  |  |
| Entrepreneurial Skills of Promoter | 20 |  |
| * Leadership qualities |  |  |
| * Vision and drive |  |  |
| * Commitment |  |  |
| * Entrepreneurial capability (risk taking etc) |  |  |

**TOTAL (out of 100) \_\_\_\_\_\_\_**