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| Local Enterprise Office Donegal Business Awards 2017 |

### Competition Guidelines

1. The Local Enterprise Office Donegal will organise the Donegal Business Awards 2017.
2. A standard application form has been developed and only typed applications will be accepted. Handwritten applications will NOT be accepted.
3. The competition is **open to all businesses based in Donegal** across all business sectors that employ less than 50 full time staff.
4. Previous County winners are not eligible to enter.
5. Four copies of a Business Plan, together with the most recent financial statements (four copies), are mandatory. Applications without business plan and financial statements will be disqualified. A workshop to help you prepare this information will be held on February 27th 2017
6. Applications will be short-listed after a review of application forms, business plans and accounts.
7. Short-listed candidates will then be required to make a 5 minute presentation with questions and answers to the LEO Evaluation and Approvals Committee. This will take place on **March 20th 2017**
8. Prizes will be awarded in the following categories;

 Best New Business Idea

 Best New Business Start Up (less than 18 months)

 Best Established Business (over 18 months)

Innovation Award (highlighting a new product idea or indeed a policy or flexible new way of working in your business)

 Overall Business of the Year

1. Standard judging guidelines and scoring sheet are attached.
2. All submissions (in hard copy, four copies) to the competition should be in typed format. **Handwritten applications will not be accepted.**
3. The decision of the LEO Evaluation and Approvals Committee will be final.
4. All applications to be submitted to Local Enterprise Office Donegal, Enterprise Fund Business Centre, Ballyraine, Letterkenny **no later than noon on March 10th 2017.** **Please note that it will not be possible to accept entries after this date.**

**Shortlisted Businesses must be available to present themselves to the judging panel at a time to be agreed on March 20th 2017**

Winners will be announced at a gala dinner Saturday March 25th 2017.

1. **Prize Fund:**

From all the finalists, the panel of adjudicators will choose:

1. The Overall Business of the Year (to receive €2,500)
2. The Best Start Up Business (18 months or less) (to receive €1,500)
3. Innovation Award (to receive €1,500)
4. The Best Established Business (over 18 months) (to receive €1,500)
5. The Business to represent Donegal at the National Enterprise Awards final

**Donegal Business Awards 2017**

**Application Form**

**(Strictly Confidential)**

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Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category entered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION**

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

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

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**Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Date of Commencement of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**

**Phone. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mob)**

**Website : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e- mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Business Information

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

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**Describe your own background and why you set up in business?**

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**What do you see as the key strengths of your business?**

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**In what way and when, did your Local Enterprise Office help you (formerly CEB)? (Please include the year, type and level of support i.e. Grant aid and /or Training Supports if applicable)**

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**Has this business been grant aided by any other government agency such as Enterprise Ireland, An Bord Bia, Leader Partnership, Inter Trade etc . (If so give details i.e. Agency, Year, Grant Amount, Type etc)**

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**Marketing Your Business**

**Describe what is different or innovative about your product or service?**

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**Is your customer base local, regional, national, international? Please give details.**

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**How do you market your business?**

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

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**Social Media
What forms of social media do you use to promote your business and describe any campaigns you have undertaken?**

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**Technology**

**How do you use technology in your business?**

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**The Future of your Business**

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

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

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# Employment Details

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|  | **31/12/2014** | **31/12/2015** | **31/12/2016** | **Projected 2017** |
| **Full Time**  |  |  |  |  |
| **Part Time**  |  |  |  |  |

**Financial Details**

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| **Business Growth**  | **2014** | **2015** | **2016** |
| **Annual Sales**  |  |  |  |
| **Net Profit**  |  |  |  |

(Please return your completed application form, together with a current Business Plan and financial statements to Donegal Local Enterprise Office by March 10th 2017

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

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