



WOMAN
ENTREPRENEUR
OF THE YEAR



FIRST-TIME
ENTREPRENEUR
OF THE YEAR



YOUTH
ENTREPRENEUR
OF THE YEAR

Application Package



Community Business Development Corporation
Corporation au bénéfice du développement communautaire
Southwest



Introduction

The intent of this award is to recognize an entrepreneur in one category on a regional level whose outstanding accomplishment in their business and personal endeavors has contributed to the well-being of the residents of New Brunswick, as well as, to the economic welfare of their own community.

Eligibility Criteria

PLEASE SELECT WHICH AWARD(S) THIS APPLICATION IS FOR



WOMAN ENTREPRENEUR OF THE YEAR AWARD

- Nominees must operate a business on a permanent basis in New Brunswick for at least two (2) years;
- Must have competed their second fiscal year of operations;
- Nominees must be a permanent resident of New Brunswick; and be a woman entrepreneur
- Nominees must be an owner, partner or majority shareholder, and must own at least 50% of the business.
- Have shown perseverance and excellence in both their work and their commitment to their business;
- Demonstrate a continued growth since the creation of their company and be actively involved in their community;



FIRST-TIME ENTREPRENEUR OF THE YEAR AWARD

- Nominees must operate a business on a permanent basis in New Brunswick for at least two (2) years;
- Must have competed their second fiscal year of operations;
- Nominees must be a permanent resident of New Brunswick; and the business must be their first venture into entrepreneurship
- Nominees must be an owner, partner or majority shareholder, and must own at least 51% of the business.
- Have shown perseverance and excellence in both their work and their commitment to their business;
- Demonstrate a continued growth since the creation of their company and be actively involved in their community;



YOUNG ENTREPRENEUR OF THE YEAR AWARD

- Nominees must operate a business on a permanent basis in New Brunswick for at least two (2) years;
- Must have competed their second fiscal year of operations;
- Nominees must be a permanent resident of New Brunswick; and be between the ages of 18 and 34 as of December 31, 2017
- Nominees must be an owner, partner or majority shareholder, and must own at least 51% of the business.
- Have shown perseverance and excellence in both their work and their commitment to their business;
- Demonstrate a continued growth since the creation of their company and be actively involved in their community;

How to Apply

Send your complete application, including two years of financial statements to:

Kelly Smith
73 Millennium Drive
Hanwell, NB E3C 0E2
Kelly.Smith@cbdc.ca

Deadline for Submissions

The deadline to submit your application is March 1st, 2017 by 4:30pm.

Evaluation Process

- After the closing date, all submissions will be evaluated, and the top five (5) highest scoring applications will be sent to the judging committee for further review
- These five (5) applications will be evaluated by impartial and independent judges who are not associated with the New Brunswick Association of CBDC or any of the regional CBDC offices.
- The winner of the awards will be notified by April 1st, 2017

What the winner will receive

- Profile to be used in Social Media campaigns
- 4 tickets to the Gala Awards : April 20, 2017 Fredericton, N.B
- Overnight accommodations for the Gala: Crowne Plaza Fredericton April 20, 2017
- \$1000.00 worth of Services of choice from the CBDC
- Trophy and recognition

Confidentiality

The CBDC would like to assure you, the candidate, that any/all information presented by you will be held in the strictest of confidence. This information will be used only for evaluation purposes for this contest, and at no other time shall any/all details be released or divulged to any third party without prior consent from you, the business owner.

Candidate Information

Name:

Email:

Phone:

Date of birth:

Business Information

Name:

Address:

City:

Postal Code:

Phone:

Fax:

Company website:

Social media:

Have you been or are you a client of CBDC Southwest or a client of Women in Business NB? Includes: successful loan applicants and program participants, attendance in training workshop/seminars, met directly with a Business Development Officer to discuss your business etc.

Yes

No

Has the business been in operation for at least two (2) years?

Yes

No

Date business opened :

Organizational Structure

Sole Proprietor

Partnership: Please list your partners name and percentage of ownership.

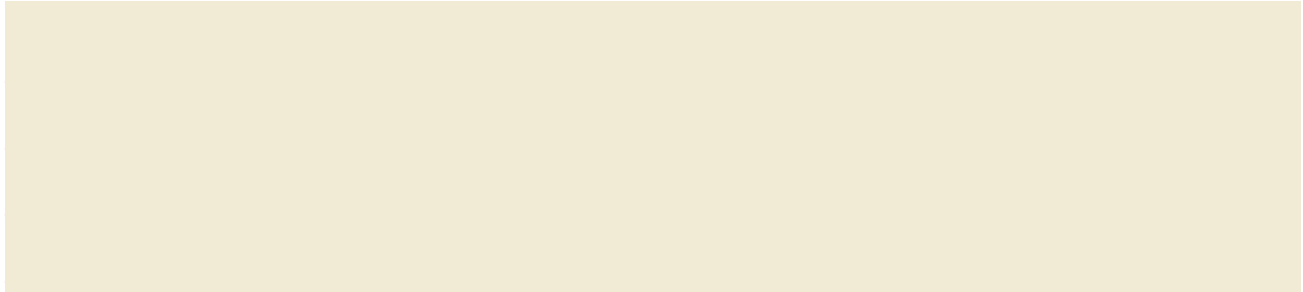
Incorporated: Please indicate the number of shareholders and what percentage of shares you own.

Co-operative: Please indicate the names of your partners.

Other (please specify)

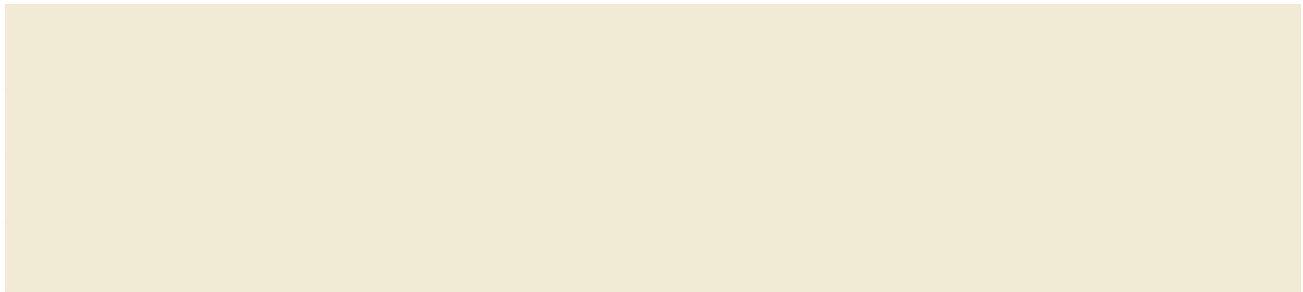
General Information

1.1 Give a brief description of your business and the nature of its operations, its products/services, and its history/purpose/challenges in the beginning, ongoing, etc.



Market

1.2 Describe your market and your target client(s). What distinguishes you from your competitors? What initiatives have you taken to maintain or to attract customers?



Human Resources

Staffing

2.1 Number of Employees (excluding yourself).

| | 2016 | 2017 |
|----------------|----------------------|----------------------|
| • Permanent | <input type="text"/> | <input type="text"/> |
| • Part-time | <input type="text"/> | <input type="text"/> |
| • Seasonal | <input type="text"/> | <input type="text"/> |
| • Sub-contract | <input type="text"/> | <input type="text"/> |

2.2. Tell us if you are planning on hiring new employees in the near future. If hiring, what new tasks or roles will these employees be tasked with?

2.3 What are the primary means used to motivate employees?

Professional Development

2.4 What types of Professional Development activities do you provide for your employees and/or for yourself?

Do you have a Mentor? Or a Mentee?

Technology & Innovation

Technology

3.1 Is your company computerized?

Accounting:

Yes

No

Sales & Inventory Control:

Yes

No

Daily Operations:

Yes

No

Website:

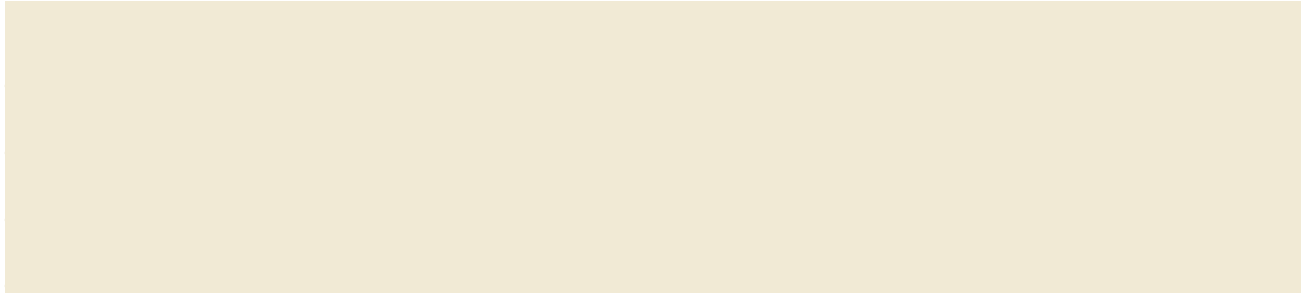
Yes

No

3.2 How has the use of technology helped you and your business?

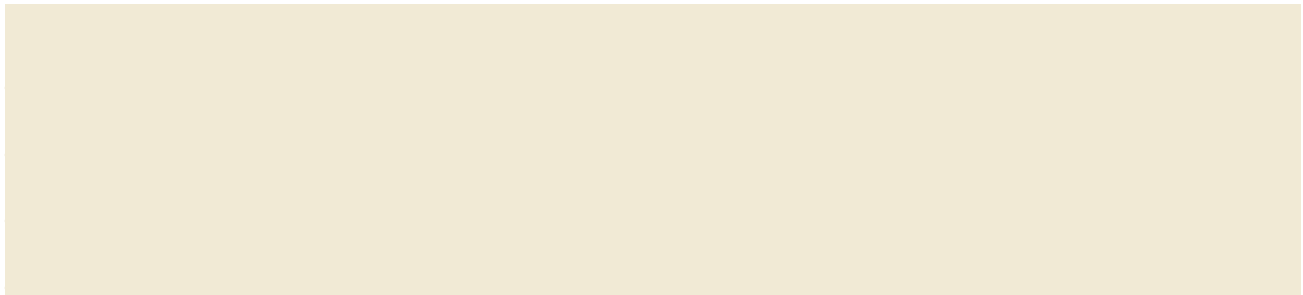
Innovation / Productivity

3.3 How have you adopted innovative processes or efficient processes to operate your business?

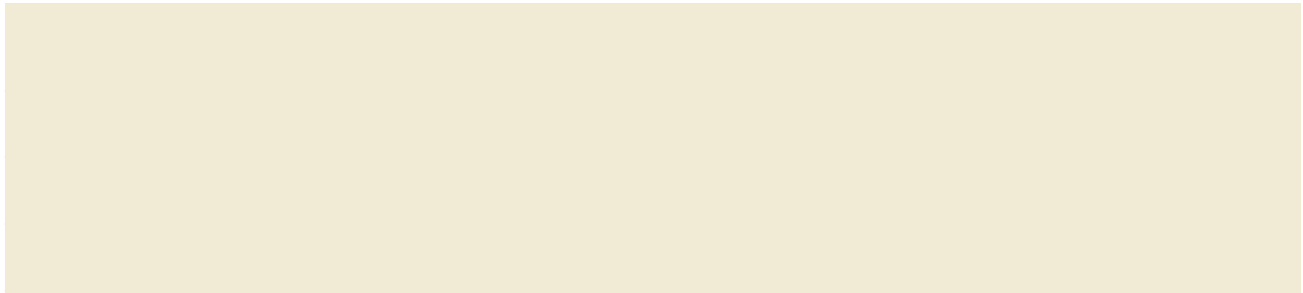


Vision & Direction

4.1 How do you stay abreast of new trends in your industry? Give some examples of changes that have allowed you to remain competitive and offer a value added product or service. (Ex. Attendance in industry associations/conferences, new equipment, computer system(s), new product(s), innovation(s) etc.)



4.2 Outline a list of your short, intermediate, and long term objectives for your business.



Financial Data

5.1 Please provide business financial statements including a balance sheet and income statement for the past two (2) fiscal years.

5.2 How did you finance the start-up and/or the growth of your business?

5.3 Does the company contribute to an increase in the wealth of the region either through exporting, sub-contracting, or other activities such as tourism? (Please provide as much information as possible.)

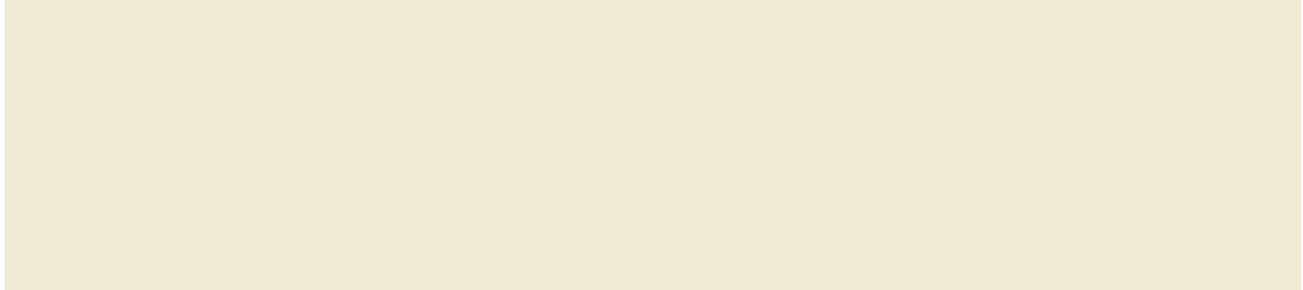
Community Involvement

6.1 In a few words, describe how your business has contributed to the economic and community development in your region.

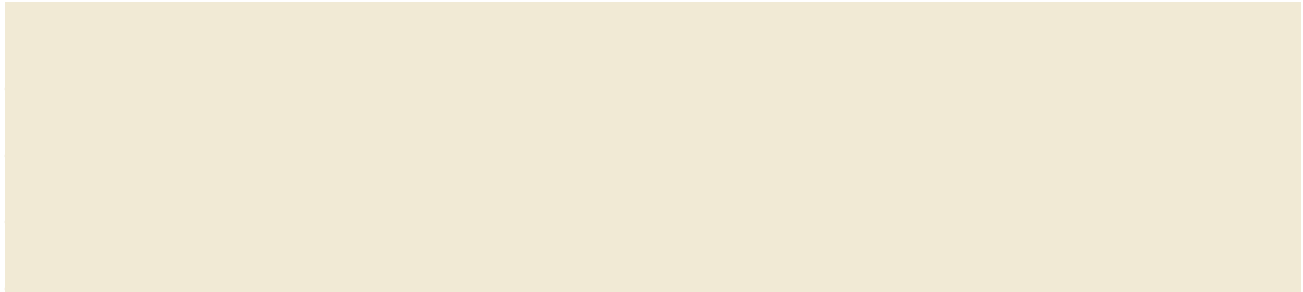
6.2 Are you a member of a business organization? Are you an active member/volunteer in a not-for-profit organization? How do you engage with your community?

Other

7.1 Please feel free to add any other pertinent information which has not been asked in this questionnaire, or describe any challenges which you as a business owner have had to overcome.



7.2 Tell us why you feel we should choose you to be the winner of the award you have been nominated for or applied for?



References

8.1 Financial Institution

Name:

Account Officer:

Address:

City:

Postal Code:

Phone:

Email:

Fax:

8.2 Accountant

Name:

Account Officer:

Address:

City:

Postal Code:

Phone:

Email:

Fax:

How did you hear about the CBDC Southwest's Celebrating Success awards?

Truth of Information

I swear that all of the information presented in this application form is 100% truthful to the best of my knowledge. I grant permission to CBDC Southwest and to the selection committee to verify all information contained in this application with my financial institute, my accountant, as well as all other references provided. I understand that any falsified information I have provided will automatically disqualify my application for this award.

It is also understood that by refusing to complete or omitting any/all documents automatically disqualifies my candidacy.

I Accept

X _____
(Signature)

(Date)

Additional Notes or Comments

