



2018 PROVINCIAL FEMALE
ENTREPRENEUR AWARD

2018 PROVINCIAL YOUTH
ENTREPRENEUR AWARD

Application Package

10^E ÉDITION
PRIX CBDC DU
NB
CBDC AWARDS
10TH EDITION



FEMALE ENTREPRENEUR
AWARD/PRIX
FEMME ENTREPRENEURE



YOUTH ENTREPRENEUR
AWARD/PRIX
JEUNE ENTREPRENEUR





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

FEMALE ENTREPRENEUR OF THE YEAR AWARD

- Nominees must operate a business on a permanent basis in New Brunswick (rural or urban areas) for at least three (3) years;
- Must have completed their third fiscal year of operations;
- Must be a permanent resident of New Brunswick, and be a female entrepreneur;
- 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;
- Must not be a franchisee, a not-for-profit, a past winner for the same award, a CBDC board member or a CBDC employee.

YOUTH ENTREPRENEUR OF THE YEAR AWARD

- Nominees must operate a business on a permanent basis in New Brunswick (rural or urban areas) for at least two (2) years;
- Must have completed their second fiscal year of operations;
- Must be a permanent resident of New Brunswick, and be between the ages of 18 and 34 as of December 31, 2018;
- 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;
- Must not be a franchisee, a not-for-profit, a past winner for the same award, a CBDC board member or a CBDC employee.



How to Apply

Send your complete application form (in PDF edited format), including two years (youth entrepreneur) or three years (female entrepreneur) of balance sheets & income statements to:

Sarah Corey Hollohan
c/o NB Association of CBDCs
PO Box 1556
Fredericton, NB E3B 5G2

or via email : sarah.coreyhollohan@cbdc.ca

Deadline for Submissions

The deadline to submit your application is May 18, 2018.

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 CBDCs or any of the regional CBDC offices.
- The winner of the awards will be notified by June 4, 2018.

What the winner will receive

- Profile to be used in Social Media campaigns
- Travel allowance to attend the awards ceremony
- Overnight accommodations for the event: Algonquin Resort St.Andrews on June 28, 2018
- Trophy and recognition bursary of \$2,500
- Professional photos: Profile headshot and photos of the event

Confidentiality

The New Brunswick Association of CBDCs 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 a local CBDC office or a client of Women in Business NB (for Female Entrepreneur award)? Includes: successful loan applicants and program participants, attendance in training workshop/seminars, met directly with a Business Development/Analyst Officer to discuss your business, etc.

Yes

No



Has the business been in operation for at least two (2) years (for Youth Entrepreneur Award) or three (3) years (for Female Entrepreneur Award)?

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 (Female Award)	2017	2018
• Permanent	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Seasonal	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Sub-contract	<input type="text"/>	<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 your balance sheets and income statements for the past two (2) fiscal years (for youth entrepreneur) or three (3) fiscal years (for female entrepreneur).

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 applying for?



References

8.0 Accountant

Name:

Account Officer:

Address:

City:

Postal Code:

Phone:

Email:

Fax:

How did you hear about the NB CBDCs Youth or Female of the Year Award?

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 the NB Association of CBDCs 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

A large, empty rectangular area with a light beige background, intended for additional notes or comments.