****

**KILKENNY CHAMBER BUSINESS AWARDS 2017**

**OFFICIAL APPLICATION FORM**

Congratulations! You have been nominated for the prestigious Kilkenny Chamber Business Awards. This is a wonderful opportunity to showcase your business and to receive due recognition of your achievements.

The Kilkenny Business Awards has become the most prestigious celebration of business success in Kilkenny and culminates in a glittering black tie awards ceremony at the 5 star Lyrath Estate Hotel on **Saturday 25th November 2017.**

All successful entrants will receive unrivalled media coverage and promotion of their business through newspaper, radio and online media.

Please complete and return this application form at your earliest convenience to be considered for one of the coveted Kilkenny Business Awards.

This application should be completed as thoroughly as possible. For further information please refer to the Kilkenny Business Awards 2017 [***Application Criteria, Conditions of Entry & Scoring***](http://kilkennychamber.ie/wp-content/uploads/2014/08/Criteria-Terms-and-Conditions.pdf) available for download from the Chamber website [www.kilkennychamber.ie](http://www.kilkennychamber.ie) .

Closing date for receipt of completed application forms is **Wednesday, 6th October 2017.**

***Kilkenny Business Awards 2017,***

***Kilkenny Chamber Offices***

***The Malting’s, Tilbury Place,***

***James St,***

***KILKENNY***

[***admin@kilkennychamber.ie***](mailto:admin@kilkennychamber.ie)

Kindly Sponsored By



***Last Year’s Winners***

|  |  |
| --- | --- |
| **Agri Business of the Year** | **Hermitage Genetics** |
| **Craft Producer of the Year** | **Clay Creations** |
| **Culture / Heritage Tourism Award** | **Smithwick’s Experience Kilkenny** |
| **Customer Service Excellence** | **The Newpark Hotel** |
| **Emerging New Business** | **Core Claims Services** |
| **Employee of the Year** | **Margaret Clancy - TransferMate** |
| **Employer of the Year** | **Kieran O’Gorman Hair & Day Spa** |
| **Environmental Award** | **Modus Energy** |
| **Excellence in Communications** | **McSweeney Media** |
| **Excellence in Hospitality** | **Left Bank** |
| **Exporter of the Year** | **Hermitage Genetics** |
| **Family Business of the Year** | **M.Mullins Family Butcher** |
| **Food & Drink Producer of the Year** | **O’Shea Farms** |
| **Innovation in Business** | **Eco Life Energy** |
| **Best Venue of the Year** | **Lyrath Estate Hotel & Convention Centre** |
| **Information & Communications Technology** | **CipherTechs EU Ltd.** |
| **Investment in Skills, Training & Development of Staff** | **Rustiq Salon** |
| **Retailer of the Year** | **Grogan & Brown Artisan Butchers** |
| **Service Provider of the Year** | **Kieran O’ Gorman Hair & Day Spa** |
| **Small Business of the Year** | **RD Plumbing & Heating** |
| **Lifetime Achievement Award** | **Kathleen Moran** |
| **President’s Award** | **Paddy Kenna** |
| **Overall Business of the Year** | **Hermitage Genetics** |

***What They Said***

“Entering for the **Kilkenny Business Awards** was a tremendous experience for **Hermitage Genetics** in 2016. It forced us to stand back from our business and analyse what we do and how we do it and this proved to be a valuable learning experience for us.

Winning the **Award for Overall Business of the Year** was a fantastic endorsement for all of our staff who have worked so hard over the years and helped make the business what it is today. **Kilkenny Chamber** were thoroughly professional and very supportive to us throughout the whole process and I would strongly encourage all Kilkenny businesses to get involved”.

**Ned Nolan, Hermitage Genetics** 

**---------------------------------------------------------------------**

“Winning the ‘**Excellence in Communications’** category at the 2016 awards catapulted **McSweeney Media** into the limelight and I’m delighted to report that company revenue has grown significantly since. We immediately added news of our award win in the form of a banner at the bottom of our emails. We shared news of our success on various social media platforms and mailshotted all of our clients to share our good fortune. Featuring the joint **Glanbia and Chamber** logos on all electronic correspondence has helped us to stand out, to grow our international profile, win higher value projects and ultimately increase revenues by as much as 30 per cent so far this year.

The Awards process encouraged us to really focus on our strengths, address any weaknesses, to plan for the future and ensure that we meet the targets and the goals we set ourselves in our presentation to the expert judging panel. We plan to compete again this year and would strongly encourage other firms to follow suit”.



**Neans McSweeney, Owner/Director of McSweeney Media Ltd**

**APPLICATION FORM**

**NOTE:**

Please refer to [LINK](https://www.kilkennychamber.ie/) for a description of each category (see full Category Descriptions). Businesses entering the awards are asked to thoroughly complete sections 1 – 6 where applicable. Within section 5, some questions may not apply to your industry sector and can be left blank.

Those individuals entering under the ***Employee of the Year*** categories please complete sections 1, 2 and 6 below.

1. **AWARD CATEGORIES**

**Please select up to three categories that you wish to enter.**

AGRI BUSINESS OF THE YEAR

FOOD & DRINK PRODUCER OF THE YEAR

EXPORTER OF THE YEAR

EXCELLENCE IN COMMUNICATIONS

INNOVATION IN BUSINESS

EXCELLENCE IN HOSPITALITY

CUSTOMER SERVICE EXCELLENCE

SERVICE PROVIDER OF THE YEAR

RETAILER OF THE YEAR

INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

EMPLOYER OF THE YEAR

EMPLOYEE OF THE YEAR

CULTURE/HERITAGE TOURISM AWARD

CRAFT PRODUCER OF THE YEAR

FAMILY BUSINESS OF THE YEAR

EMERGING NEW BUSINESS

SMALL BUSINESS OF THE YEAR

INVESTMENT IN SKILLS, TRAINING & DEVELOPMENT OF STAFF

ENVIRONMENTAL AWARD

CORPORATE SOCIAL RESPONSIBILITY

Kilkenny Chamber of Commerce undertakes to treat as strictly confidential all information provided to it in this Application Form. Furthermore Kilkenny Chamber of Commerce shall not at any time use any information provided for any other purpose other than in connection with the evaluation of the company and/or individual providing that information for an award for which it has been nominated.

1. **BUSINESS DETAILS**

Business Owner(s) Name(s):

Business Name (Trading Name):

Describe the Business products/services offered in 50 words. (Please include/attach any details of your business vision, mission or core values and organisational structure if available)

Applicant’s Name: (Completing the application on behalf of the individual or business).

Business Address:

E-mail:

Twitter handle @

E-mail:

Tel:

Business Registered Name & Number:

**BUSINESS STRUCTURE**

Mob:

Business Website:

Sole Trader:  Partnership:  Limited Company:  Franchise:

Co-operative:  Local Government:  Multi-National:

Not for profit:  Registered Charity:

Other (please describe)

Year business was established

No of staff employed in year 1

Nos. of contracted staff engaged

Total No. of direct employees currently employed eeeeeemememployedemployed

No of Whole Time Equivalent Staff (WTE)

Full time Part time Seasonal

1. **FINANCIAL DETAILS**

Please detail your annual turnover (All data supplied will remain confidential).

**2017 (Projected)**

### Up to €300K €300K - > €1M €1M- €3M > €3M

Please indicate the percentage by which your turnover increased or decreased since 2014.

+ % or - %

* If applicable to your business, please confirm what % of your business turnover (if any) comes from exporting out of Ireland.

%

Please describe any initiatives/measures being taken to develop export markets for your business (if relevant) and list those countries that you currently export to.

1. **BUSINESS ADMINISTRATION AND MANAGEMENT**

Describe how your business **supports the local economy** (*i.e. Use of local suppliers/resources, providing employment and engaging in social development initiatives for the area)*

Describe the **key strengths, USP’s** (unique selling points) **and competitive advantage** of the business

Describe any **environmental and/or green policies and practices** applied within the business and detail any awards achieved in this area

Describe the **communications** polices, processes and technologies used in the business – with customers, staff, public, media:

Describe the **customer service** policy and practices of the business:

How do you ensure **quality** is consistently delivered throughout all aspects of your business?

Describe the **development of your business** **and the challenges encountered** in the past 2/3 Years?

Describe the measures taken within the business for **development and growth.**

How have **staffing levels/arrangements** had to change/flex in the last 2-3 years to meet business demands?

Describe how your business assesses and manages business risks

1. **BUSINESS ADMINISTRATION SPECIFIC INDUSTRY SECTORS**

Where applicable how has your business applied **innovation** in its development/operation over the past 2-3 years?

Where applicable how does your business **manage and evaluate staff performance/skills training and new business expertise.**

Outline your businesses **Corporate Social Responsibility** policy and describe a project or initiative in this context that has been undertaken including details of what its aims were, how it was rolled out and what outcomes resulted including how those outcomes were measured.

Where applicable detail how **new technologies**, online marketing, sales and information platforms & Management Information Systems (MIS) including financial reporting systems are used to continuously improve business performance and drive growth and consistency of service

Describe how your business has embraced **Information & Communications Technology (ICT)** and how the ICT strategy has benefited your business.

**6. ADDITIONAL APPLICATION DETAILS**

**Please outline details about what sets your business/individual apart from others and why you think the business/individual should be selected as the winner in the chosen category/categories** *Note: (please use bullet points below; you will have greater opportunities to elaborate on these reasons in a shortlist interview presentation, if you are shortlisted for the award.)*

**Please outline what a Kilkenny Chamber Business Award would mean to your business and team**

In your response to this question, please include details of how you would use the momentum of the accolade to further develop your business, whether that be in terms of marketing, promotion, quality assurance, customer service, staff development, innovation, greening your business or any other area of business development:

**Any additional information**. Please use this space to **detail any information you feel is important /would support your application that is not already captured** in the Application Form questions above. If relevant, you should list here any additional documentation you are submitting to support your application:

***I confirm this application is completed honestly and accurately***

**S*ignature of Applicant***

***Role in Business*** ***Date***

****

**Check list for Applicants**

**Selected up to three categories for nomination**

**Thoroughly completed application form**

**Additional support information, brochures etc.**

**Corporate Logo**

**3 high resolution business images**

**50 word company or individual biography**

**Save the date – Panel Interview Wednesday 25th October 2017 &**

**Award Ceremony Saturday November 25th 2017.**

**IMPORTANT:** Please provide a copy of your corporate logo, a 50 word company or individual biography (if not already included under **Section 2 Business Details**) and 3 images via email to accompany your application to [admin@kilkennychamber.ie](mailto:admin@kilkennychamber.ie). We suggest an individual profile image, business product or service image and business exterior image if possible. Please provide the logo and images in a high resolution format as they will be used on large screens for the presentation at the award ceremony on **November 25th 2017**.

For those submitting applications via post or hand delivery, please email images and bios to [admin@kilkennychamber.ie](mailto:admin@kilkennychamber.ie) or include a disc or USB with this information.