

# BUSINESS EXCELLENCE AWARD

## ENTRY FORM & CRITERIA



*Kiwi Habs n Shuttles Ltd*  
*Ride - Enjoy - Repeat*

Award Thanks to:

### ● APPLICANT DETAILS:

Name of Organisation:

Contact Person:

Physical Address:

Phone:

Email:

Website (if applicable):

Are you a subsidiary, branch, or division of a larger organisation? YES / NO

How long has your Organisation been operating?

Number of Full Time & Part Time employees:

### ● THE AWARD:

**BUSINESS EXCELLENCE AWARD** is a **JUDGED** award and is open to any business from any type of industry. They may represent one aspect of a business' activities; not necessarily their primary/core function.

### ● APPLICATION PROCESS:

**Business Excellence Judging Criteria:** This award will go to the organisation that can best demonstrate they have a clear vision and strategy for the future of their business. Key is that the business demonstrates entrepreneurial, innovative, and dynamic business practices.

**Overview - (Up to 750 Words)** Review the detailed judging criteria below and tell us what makes your organisation outstanding in the Business Excellence Category.

**In your overview, please include the following:**

- An introduction to your business;
- A link to your website and contact information inclusive of email address;
- The business ethics, aim, and objectives, inclusive of your commitment to your local community;
- Demonstrate what sets your business apart from the rest, your drivers, successes, and your vision;
- Provide a statement of financial viability from the businesses accountant or financial officer. This is a quick note from them, advising that based on their knowledge, the business is viable for 12 months or more.

This award is proudly sponsored by



## Judging Criteria

- **Local Industry Contribution:** How your business contributes to the sector it operates in and the wider community, showcasing its role in driving growth and innovation within the local industry;
- **Impact on Community:** Demonstrate positive impact on communities or people, including initiatives, projects, or partnerships that have benefited the community;
- **Competition or Competitive Edge:** Show factors that give your business a competitive edge, such as unique value propositions, innovation, customer service, or market differentiation strategies;
- **Adaptability & Resilience:** Demonstrate how your business has demonstrated adaptability and resilience in response to the changing business environment over the past two years, including strategies implemented to navigate challenges and seize opportunities;
- **Sustainability Practices:** Implementation of sound environmental and sustainability practices over the past two years, including efforts to reduce environmental impact, promote sustainability, and contribute to a greener future.
- **Effective Financial Management & Longevity:** Proof of effective financial management, showcasing the business's financial stability, growth trajectory, and long-term viability (provided by accountant).  
*Please Note: This does not require you to give us specific financial information about your business. This can be in the form of an email or letter from your accountant simply stating that to their knowledge, the business should remain in good financial standing for the following 12 months.*

### PLEASE ALSO INCLUDE IN YOUR APPLICATION:

- **Business Biography:** A short paragraph describing your business that can be used at the awards presentation evening.
- **Photographs:** Five to ten high resolution photos (300dpi .jpg) of your business to be used in a presentation at the awards evening.
- **Logo:** A high resolution logo (300dpi .jpg or .png).

**Please add any documents or information to your entry that you think may help during the judging process.**

If you have any queries regarding your entry or the submission process, please email [matt@waihibeach.co.nz](mailto:matt@waihibeach.co.nz) for assistance and more information.

## ● HOW TO SUBMIT YOUR ENTRY:

- **Email:** Save all documents as a ZIP file and email to [matt@waihibeach.co.nz](mailto:matt@waihibeach.co.nz)
- **Post:** Post your entry in an A4-sized envelope to Katikati & Waihi Beach Community Business Awards, 26 Wilson Road, Waihi Beach 3611.
- **Hand Deliver:** Drop off your entry in an A4-sized envelope to Katikati & Waihi Beach Community Business Awards at the following locations:
  - **Katikati** - The Arts Junction, 36 Main Road, Katikati.
  - **Waihi Beach** - Information Centre, 26 Wilson Road, Waihi Beach.

If **posted** or **hand delivered** please include an extra blank A4 self-addressed envelope with your entry if you wish to have these documents returned to you. Any entries not returned will be destroyed at the conclusion of the awards process.

**PLEASE NOTE: Our core judging panel will review all entries on a completely confidential basis. During this process, the Judges will visit each entrant at their site of operation to discuss their entry.**

## ● Submissions Timeline:

- Submissions Open - **27th May**
- Submissions Close - **1 July**
- Judging Commences - **2 July to 23 August**
- Awards Night - **3rd October**

## ● Entry Terms & Conditions:

- Any sole proprietor, partnership, incorporated society, limited liability company, educational institution, local or central government organisation, charitable or not-for-profit organisation, with its principal place of business based in, and trading in Katikati and/or Waihi Beach is eligible to enter.
- An organisation that is part of a larger national or international organisation or franchise, must be able to demonstrate that it operates as a separate business unit.
- Applicants must disclose any issues that may compromise the integrity of the awards or cause their organisation to discontinue in the next year. These issues may include legal action, law changes, possible loss of funding or other risks.
- All entrants must agree to take part in publicity, as part of the awards programme.
- All entrants must agree to be visited by Judges.
- Entrants must provide a signed statement from their Accountant confirming the financial viability and going concern status of the business. An example is provided in this entry pack.
- All entrants are encouraged to attend the awards evening on October 3rd, 2024.
- Entrants may use consultants or other outside assistance, to help them prepare entries.
- All awards entry documentation and official entry forms are treated as confidential.
- Applicants are not expected to provide or reveal proprietary information regarding products, processes, or services.
- Information regarding successful strategies or innovations may be released only after written approval from the entrant.
- The Awards Convenor and sponsors have no input or involvement in the judging process. This is handled wholly by the panel of independent judges.
- Judges will not judge any organisation where a conflict of interest arises.
- Decision of the judges is final, and no correspondence will be entered into.
- There is no cost to participate as an entrant.

**By entering these awards, you are consenting to agree to the above conditions.**

## ● Declaration of Entry:

**Declaration:** I declare, as an entrant in the Katikati & Waihi Beach Community Business Awards 2024, that I agree to accept and comply with all terms and conditions of the awards and that I have disclosed any issues that may compromise the integrity of the awards or cause the organisation to discontinue in the next year (12 months). Such issues may include potential legal action, law changes, cash flow difficulties, insolvency, and possible loss of funding affecting it's continued operation, or other risks.

Director/Owner NAME: \_\_\_\_\_

Director/Owner SIGNATURE: \_\_\_\_\_

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

**Entries must be received by 5pm on 1 July 2024.**