

H A M P T O N R O A D S

CHAMBER

Means Business

2021 Small Business of the Year Award Application

The Award

The Hampton Roads Chamber and the Small Business Development Center of Hampton Roads are proud to provide special recognition to the Hampton Road's small business community by presenting an award to one business from each of the five Southside cities and one from the Peninsula. One small business of these six will then be chosen as the 2021 Hampton Roads Chamber Small Business of the Year. Small businesses are the backbone of our local and national economies, representing more than 95 percent of all employers, creating three-fourths of all new jobs, and accounting for more than one-half of the nation's gross domestic product. For more than 30 years, the Hampton Roads Chamber has recognized one exceptional small business owner for his or her tireless work and embodiment of the spirit of enterprise.

Eligibility

A business must meet the following requirements to receive the 2021 Hampton Roads Chamber Small Business of the Year Award:

Small Business of the Year

- Meet the employment levels as established in the North American Industry Classification System (NAICS)
- Gross revenues of less than \$10 million in 2020
- Be in business for more than three consecutive years

Criteria

Eligible applicants will be judged on the following:

- Financial performance and business history
- Staff training and motivation
- Community involvement
- Customer service and satisfaction
- Business plan or strategies and goals
- Strategy for growth

Nominating and Judging Process

Small businesses are encouraged to apply directly for the award. In addition, associations, financial institutions, and other companies may nominate small businesses that meet the award's requirements. Judging is done by a committee of experts after all applications have been received.

Questions?

For more information on the 2021 Hampton Roads Chamber Small Business of the Year Awards, contact Lianna Arbitter at 757.664.2533 or LArbitter@hrchamber.com

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Application Procedure

Submit your application to:
Hampton Roads Chamber
ATTN: Lianna Arbitter
101 West Main Street, Suite
800 Norfolk, VA 23510

OR

E-mail: larbitter@hrchamber.com

Awards

The 2021 Hampton Roads Chamber Small Business of the Year Awards pays tribute to the small business community. Six finalists representing each of the five Southside cities and the Peninsula will be recognized at the awards presentation luncheon being held in May during National Small Business Week for his or her business's accomplishments and community involvement. At this ceremony, the overall regional winner will be announced from these candidates, and will be placed in consideration for the U.S. Chamber Small Business of the Year Awards Competition. The overall regional winner will also receive a gift packet from the Hampton Roads Chamber valued at \$10,000.

Timelines/Deadlines

By Appointment

"How to complete the SBOY application" training – contact Jim Carroll at 757.664.2595 for more information.

February 17, 2021

All applications due by 5:00 p.m.

May 6, 2021

Hampton Roads Chamber Small Business Awards Luncheon held during National Small Business Week.

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Company Information

Company name: _____

Street address: _____

City/State/Zip: _____

Contact name: _____ Title: _____

Phone: _____ E-mail: _____

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If a business is being nominated by someone outside the company, please complete the following:

Nominated by: _____

Street address: _____

City/State/Zip: _____

Contact name: _____ Title: _____

Phone: _____ E-mail: _____

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Eligibility Requirements

Number of employees: _____

In business since: _____

2019/2020 gross revenues: \$ _____ [you must attach tax information to be eligible]

***Tax information is only shared with the judging committee during the judging process & is destroyed immediately after. ***

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1. General Information *(Please attach additional pages for lengthy responses.)*

In what industry is your business? _____

What are your company's core values, goals, and overall mission?

What are your principal products and/or services?

Who are your primary customers?

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Please give a brief history of your business (e.g., how it started, major changes, developments).....

2. Financial History

What were your company's annual sales in 2019 & 2020?
(or submit your company's 2019 & 2020 financial statements)

2019: \$ _____

2020: \$ _____

.....

3. Employment Practices

What benefits do you offer your employees? Please check all that apply.

Health plan Paid vacation Education/training allowance

Paid sick leave Retirement plan Bonus

Employee awards program Other (please explain) _____

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Describe any innovative strategies used for recruiting, retaining, and/or rewarding your employees:

What type(s) of training do you provide your employees?

4. Community Involvement

Describe how your business gives back to the community.

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5. Customer Service/Satisfaction

How does your business make its customer service stand out?

How do you measure customer satisfaction?

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6. Entrepreneurship

Please attach a copy of your business plan. If you do not have a formal business plan, attach a basic outline of your business strategies and goals for future growth and development. To help us further understand your business, please answer the following questions:

If your company has a formal business plan, how has it helped to guide your success? If you do not have a formal business plan, how have your basic goals and strategies guided your success?

Questions?

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What are the greatest obstacles and/or challenges that your business has faced? How have you and your business overcome them?

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7. Certification of Accuracy

I certify, to the best of my knowledge, that the information contained in this application is accurate.

Printed name: _____

Title: _____

Email address: _____

Signature: _____ Date: _____

Please return your completed application to:

Mail to:
Hampton Roads Chamber
ATTN: Lianna Arbitter
101 West Main Street, Suite 800
Norfolk, VA 23510
OR
e-mail to: LArbitter@hrchamber.com

8. Legal Notice

- Each application must be signed by the highest ranking official in the business to certify accuracy of submission.
- All figures cited must be readily documented.
- The Hampton Roads Chamber reserves the right to use submission material at both the event and in related activities. **All tax and financial information will remain confidential.**
- The 2021 Hampton Roads Chamber's Small Business of the Year Awards winners will be chosen without regard to race, color, religion, sex, national origin, or physical or mental disability.

For Internal Use Only

Date received: _____

Reviewed by: _____

City: _____



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