

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

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**Means Business**

## Hampton Roads Chamber Top To Watch Application

### The Award

The Hampton Roads Chamber and the Small Business Development Center of Hampton Roads are proud to recognize some of the best new small businesses in our region. These innovative young businesses are on our Top to Watch list because they have the potential to become a future Small Business of the Year.

### Eligibility

A business must meet the following requirements to be Top To Watch candidate:

- Fewer than 250 employees
- Gross revenues of less than \$10 million in 2021
- In business for less than 3 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 2022 Hampton Roads Chamber Top to Watch Awards, contact Lianna Arbitter at 757.664.2533 or [LArbitter@hrchamber.com](mailto:LArbitter@hrchamber.com)

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**Application Procedure**

**Submit your application to:**

Hampton Roads Chamber  
Attention: Lianna Arbitter  
101 West Main Street, Suite  
800 Norfolk, VA 23510

**OR**

E-mail: [LArbitter@hrchamber.com](mailto:LArbitter@hrchamber.com)

**All applications must be received no later than February 17, 2022 by 5:00 PM to qualify.**

**Timelines/Deadlines**

**February 17, 2022**

All applications due by 5:00 p.m.

**May 5, 2022**

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

**Questions?**

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## Top To Watch Award Application

### 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: \_\_\_\_\_

### Eligibility Requirements

Number of employees: \_\_\_\_\_  
In business since: \_\_\_\_\_  
2020/2021 gross revenues: \$ \_\_\_\_\_ [attach tax information]

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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?

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What are your principal products and/or services?

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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).\_\_\_\_\_

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**2. Financial History**

What were your company's annual sales in 2020 & 2021?

2020: \$ \_\_\_\_\_

2021: \$ \_\_\_\_\_

\_\_\_\_\_

**3. Employment Practices**

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

<input type="checkbox"/> Health plan	<input type="checkbox"/> Paid vacation	<input type="checkbox"/> Education/training allowance
<input type="checkbox"/> Paid sick leave	<input type="checkbox"/> Retirement plan	<input type="checkbox"/> Bonus
<input type="checkbox"/> Employee awards program	<input type="checkbox"/> Other (please explain) _____	

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**5. Customer Service/Satisfaction**

How does your business make its customer service stand out?

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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?

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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 by February 17, 2022 at 5 PM to:**

Mail to:  
Hampton Roads Chamber  
Attention: Lianna Arbitter  
101 West Main Street, Suite  
800 Norfolk, VA 23510

**OR**  
e-mail to: [LArbitter@hrchamber.com](mailto:LArbitter@hrchamber.com)

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**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 2022 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.



**Questions?**

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