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**The High Spec Composites Small Business Award**

This category is open to any business based in Cherwell district that employs fewer than 25 staff and that started trading more than 3 years ago.

### **THE JUDGES WILL BE LOOKING FOR EVIDENCE OF:**

* Sustained business growth
* A written business plan with strategy and vision for the next 3-5 years
* Management with the ability to drive the business forward
* Understanding their market and arrangements to respond to change
* Funding arrangements and investment plans for the business

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| General Business Information |
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| Business Name: |  |
| Company No: (if applicable)  |  |
| Business Address: |  |
| Telephone: |  |
| Email: |  |
| Web address: |  |
| Date Trading Started: |  |

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| Contact Information |
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| Contact Name: |  |
| Position: |  |
| Telephone: |  |
| Email:  |  |

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| Head Office |
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| Do you trade from Cherwell district? Is the address above your main or trading office?  | Yes / No |
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| Do you report to an external / other Head Office?  | Yes / No |
| If you do report to an external head office please give details below: |
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| Brief description of your business |
| Brief description of the business, including an outline of its products or services |
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| **Does the business have a documented business development plan that it is following and modifying?** |
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| What process does the business go through to gain a full understanding of its markets and its competitive position?  |
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| How has the business identified areas of growth? How does the business plan capitalise upon it?  |
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| **How is the organisation investing in and developing its staff?** |
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| **What are the future plans of the business? If you have a business plan prepared for 2020, you may wish to send this onto us to support your application.**  |
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| **How do you intend to achieve these plans?**  |
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| **Has the organisation achieved any other Awards or recognition of sound business practice? (e.g. Investors in People, ISO 9001/9002)** |
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| Financial Information |
| (This is kept confidential – figures can be estimate or given as a range) |
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|  | **Annual turnover** **(£)** | **Net profit before tax, interest** **(£)** | **Number of employees** |
| Last year |  |  |  |
| This year |  |  |  |
| Next year forecast |  |  |  |

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| Additional Comments |
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**What you need to do now**

* Please email completed application forms to admin@cherwellbusinessawards.co.uk
* Full applications will only be accepted if received before midnight on Friday 14 February 2020.
* Judges will review entry forms upon receipt and all entrants will be contacted.
* Shortlisted Finalists will be announced by Friday 3rd April 2020.
* Winners will be announced at the Gala Dinner on 15th May 2020 at Heythrop Park, if you would like to book a place at the Awards Dinner please email us on admin@cherwellbusinessawards.co.uk
* Twitter @CherBizAwards - join the conversation #cbas2020.