2019   
Business   
Excellence   
Awards

*Please contact Commerce Ballarat on 5333 3233 should you have any queries regarding this application document.*

2019 Application – Young Business Person of the Year Award

ENTRY GUIDELINES *(This page is only for your reference, do not submit this with your application)*

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| How to Enter *Please note: emailed applications will not be accepted*   1. Complete the entry form on page 2 of this document. The entry form will be the front of all three copies of your application. 2. Address each of the questions in the general questionnaire. 3. Address each of the category-specific questions – for example, the Trade Business Award. 4. Complete your application on A4-sized paper, printed on one side only. 5. Staple the entry form to the top left-hand corner. (Do not bind your application or place it in a presentation folder). 6. copies of your application with a signed entry form attached to each. 7. Ensure the font in your application is either Calibri or Arial; minimum font size 11. 8. Post or deliver your entry to:  Commerce Ballarat “Business Awards Application” 27 Doveton St Nth Ballarat VIC 3350   *N.B: Retain a copy of your entry for future reference as all entries will be destroyed after judging.*  Special “Early Bird” Competition!  Submit your application by 5pm Tuesday 4 June 2019 for your chance to win a $1,000 print advertising package donated by The Ballarat Times News Group. | Application Information Sessions  Need help with your application? Attend a free application information session! The sessions will include assistance in addressing the criteria and information on what the judges will be looking for (Please note that these sessions are all the same and you will only need to attend one).  Dates & Times  Wed 1 May 2019 Application Information Session (5.45pm–6.45pm) Quest Ballarat, 7 Dawson Street Nth  Tue 7 May 2019 Application Information Session (10am–11am) Quest Ballarat, 7 Dawson Street Nth  Wed 15 May 2019  Application Information Session (2pm-3pm)  Quest Ballarat, 7 Dawson Street Nth  Mentoring Sessions  Limited numbers of one-hour one-on-one mentoring sessions will be offered as an opportunity to receive feedback on your completed application prior to its submission. *Registrations for your chosen workshop are essential. To book a place in a workshop/or mentoring session, email rsvp@commerceballarat.com.au or phone 5333 3233.*  It is interesting to note that 95% of the 2018 finalists had either attended an application workshop, participated in a one-on-one mentoring session or had entered previously.  Questions?  For further information or assistance with your application, phone Commerce Ballarat on 5333 3233. |

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| KEY  DATES | Early bird applications close Finalists announced  5pm Tuesday 4 June 2019 Tuesday 23 July 2019  Applications close Gala dinner and awards presentation  5pm Tuesday 11 June 2019 Thursday 29 August 2019 |

YOUNG BUSINESS PERSON OF THE YEAR APPLICATION CHECKLIST

*(Please note the mandatory items are marked with an \* below)*

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| * I have read and understand all Entry Guidelines\* * I have registered/attended an Application Information Session (last session 15 May) * *I have three copies of each application (two judges per category) \** | * I have a signed Entry Form attached to the front of each application\* * I have saved a copy of my applications as entries are destroyed after Judging |

ENTRY FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category entered  Young Business Person of the Year Award | | |  | Declaration  I certify that I am authorised by the business named on this entry form to provide the information in this application. I understand that the judges’ decision is final and that no correspondence or discussion will be entered into and that due to the voluntary nature of the judging panel, no individual feedback on my application will be provided.  I understand that it is my responsibility to ensure adequate time is allowed for the application to reach Commerce Ballarat.    Privacy  The information collected will be used for administrative and contact purposes only and will be provided to the 2019 Federation Business School Commerce Ballarat Business Excellence Awards judging panel for the purpose of assessing this entry.  The contact details of nominees for the 2019 Federation Business School Commerce Ballarat Business Excellence Awards may be provided to sponsors. Personal information will not be used or disclosed for any other purpose. |
| Business name | | |  |
| ABN | | |  |
| Name *(all award correspondence will be sent to this person)* | | |  |
| Position | | |  |
| Postal Address | | |  |
| City | State | Post Code |  | Confidentiality  All judges acting on behalf of the 2019 Federation Business School Commerce Ballarat Business Excellence Awards will sign confidentiality agreements to protect the commercial and personal information submitted by entrants.  I certify that the information in this application is true and correct to the best of my knowledge and belief and fairly represents the affairs of my business. I also understand that if my business is |
| Business Address *(If different to postal)* | | |  |
| City | State | Post Code |  |
| Business Phone | | |  | chosen as a finalist, my signature below authorises the use and public release of my business name and address. |
| Mobile | | |  | Signature |
| Email | | |  | Name |

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| The 2019 Federation Business School Commerce Ballarat Business Excellence Awards shine a light on the outstanding achievements of Ballarat businesses. We encourage you to turn your nomination into an application. Good luck! | Early bird applications close  5pm Tuesday 4 June 2019 | Applications close  5pm Tuesday 11 June 2019 |



HOW TO ENTER THE BGT JOBS + TRAINING YOUNG BUSINESS PERSON OF THE YEAR AWARD

BGT Jobs + Training

Young Business Person of the Year Award

Open to all business people born after 1979, who have built or been a driving force behind a thriving Ballarat business. They will be innovative, strategic and community minded.

1. Submit a letter of introduction and comprehensive CV listing all aspects of your career to date including community involvement.
2. Staple the entry form to the top left-hand corner. (Do not bind your application or place in a presentation folder).
3. Provide three copies of your application with a signed entry form attached to each.
4. Post or deliver your entry to:   
   Commerce Ballarat  
   “Business Awards Application”