

# KATIKATI & WAIHI BEACH COMMUNITY BUSINESS AWARDS 2022

Highlighting and Celebrating Excellence in our Community

## BUSINESS EXCELLENCE ENTRY FORM

**Name of Organisation:**

**Contact Person:**

**Physical Address:**

**Phone:**

**Email:**

**Website:**

**Are you part of a subsidiary, branch, or section of another organisation?**

**How long has your organisation been operating?**

**Number of Full-time and Part-time employees?**

**BUSINESS EXCELLENCE (JUDGED) 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:

**Excellence Award 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 environmental and sustainability approach;
- Demonstrate what sets your business apart from the rest, your drivers, successes and your vision;
- Provide a concise overview of your financial performance over the past year, including a statement of financial viability. A statement letter template is included in this entry

Judging criteria:

- How your business contributes to the sector that it operates in and the wider community;
- Effective financial management;
- Positive impact on communities or people;
- What gives your business the competitive edge;
- How has your business has been able to adapt/pivot in response to the changing business environment over the past two years;
- How your business has implemented sound environmental and sustainability practices.

**PLEASE ALSO INCLUDE IN YOUR ENTRY:**

**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  
kylie@katchkatikati.org.nz

**HOW TO SUBMIT YOUR ENTRY:**

- **Email:** Save all documents as a ZIP file and email to kylie@katchkatikati.org.nz
- **Post:** Post your entry in an A4-sized envelope to Katikati & Waihi Beach Community Business Awards, Arts Junction, c/- 36 Main Road, Katikati. Send 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.
- **Hand Deliver:** Drop off your entry in an A4-sized envelope to Katikati & Waihi Beach Community Business Awards, c/- Arts Junction, 36 Main Road, Katikati. 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.

Our core judging panel will review all entries on a completely confidential basis. They will visit each entrant at their site of operation to discuss their entry.

Declaration:

I declare, as an entrant in the Katikati & Waihi Beach Community Business Awards 2022, 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 a business/organisation to discontinue in the next year. Such issues may include legal action, law changes, cash flow difficulties, insolvency and possible loss of funding or other risks.

Director / Owner name: \_\_\_\_\_

Director / Owner signature: \_\_\_\_\_

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

**Entries must be received by 5pm on 7<sup>th</sup> July 2022**

[Letterhead /details of accounting practice signing this letter]

[date]

Awards Organiser  
Katikati & Waihi Beach Community Business Awards  
36 Main Road  
Katikati  
kylie@katchkatikati.org.nz

To whom it may concern:

Re: Business Excellence Award entry of [insert relevant business name] to the Katikati & Waihi Beach Community Business Awards 2022

As the external accounting advisor/s to this business, we can confirm that based on the most recent full set of annual accounts for [insert business name], we believe that this business has a sound financial basis and is a genuine going concern. We also confirm that [insert business name], is near, on a par with, or exceeds key financial indicators for their industry grouping.

Based on the information supplied to us, we can report that the current financial status of [insert business name] is such that we expect this business to continue operating over the next twelve months and beyond.

Yours faithfully,

[signature required]

[insert accountant name and contact details]

NOTE: This statement is based on information supplied to this accounting practice by the entrant and is not to be taken as amounting to a warranty or representation of fact by this organisation or its employees.

This statement is required with all entries to the Katikati & Waihi Beach Community Business Awards 2022.  
It must be completed by your external accountant.

### **Submissions Timeline**

- 2<sup>nd</sup> June – Entries Open.
- 7<sup>th</sup> July – Entries Close.
- 8<sup>th</sup> July – 7<sup>th</sup> August – Judging commences, and site visits are held.
- 3<sup>rd</sup> September – Awards evening to announce winners at Katikati Memorial Hall.

### **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 September 3<sup>rd</sup>, 2022.
- 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.