

2019



SMALL BUSINESS AWARDS

PRESENTED BY



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Congratulations on your nomination for the
Wichita Regional Chamber of Commerce's 2019 Small Business Award!
Your impact on the business community has been noticed
and we are eager to hear your story.

Completing this application will provide an opportunity to consider
what makes your business unique and will serve as an enlightening
activity for both the business owner and employees.

Award applications are due by 5 p.m., Friday, Feb. 1, 2019.

There is no fee to apply.

Submit application to:
Wichita Regional Chamber of Commerce
Attn: Angie Elliott
350 W. Douglas
Wichita, KS 67202



THE CHAMBER

BENEFITS OF PARTICIPATING

Qualified Nominees receive:

- Invite to the Nominee Reception on Jan. 3 – learn about the Award program from those who have been through it
- Listing on the Chamber website as nominee

Qualified Applicants receive:

- Opportunity to showcase their business at the Metro Mingle showcase on March 5 at Newman University

Award Finalists (9 businesses) receive:

- Highlighted on the Chamber website as a Small Business of the Year Finalist
- Featured during the Sunrise Scrambler on April 18, with an opportunity to speak
- Company profile and story featured in Chamber publication
- Two complimentary reservations to the Small Business Awards Ceremony (May 23)
- Plaque designating your company as a 2019 Award Finalist
- Complimentary 10'x10' booth space at Exposure business-to-business trade show (Sept. 19)

Small Business of the Year Award Recipients receive:

- Small Business of the Year Award
- Highlighted on the Chamber Website as Small Business of the Year
- Featured as part of the Chamber's "eSynergy" newsletter
- Recognition on Small Business Awards wall of Chamber

PARTICIPATION CRITERIA

- Must be headquartered in the Wichita metro area
- Employ 1-5 full time equivalent (FTE) employees (Tier One); 6-20 FTE employees (Tier Two); 21-100 FTE employees (Tier Three)
- A minimum of three years in business
- A commitment to good business practices
- Maintain good employee relations
- Contribute to the community
- Be a member in good standing of the Wichita Regional Chamber of Commerce at the time of application
- CEO/President must be available for all three events honoring the finalists (see below)
- Have primary source of revenues from business operations, rather than grants, donors, or governmental funding

If selected as a Finalist for Small Business of the Year, the company president, owner, or CEO must be available for all three Awards functions (listed below). Judges will conduct site visits to the finalists' businesses. These visits will be scheduled during normal business hours in late March to early April.

- Wednesday, March 5
4:30-6:30 p.m. METRO MINGLE AND AWARDS SHOWCASE, Newman University
- Wednesday, April 18
7:30-9:00 a.m. SUNRISE SCRAMBLER, Wichita Marriott
- Thursday, May 23
11:15 a.m. - 1:00 p.m. AWARDS CEREMONY, Hyatt Regency

AWARD PRIMARY JUDGING ELEMENTS

Applicants are asked to provide narratives in five main judging elements. Recognizing that businesses have varying strengths, the judges will review the entire business profile rather than giving equal weight to each judging element. Please do not let any perceived weakness in one of the judging elements deter you from applying for the Award.

Judges will evaluate performance in five categories listed below.

- Community Contribution and Involvement
- Diversity & Inclusion
- Employee Relations
- Entrepreneurship
- Leadership & Performance

JUDGING TIMELINE/PROCESS

- In December 2018, businesses are notified by mail that they have been nominated and are invited to the Jan. 3 Nominee Reception to learn about and apply for the Award.
- Applications are due to the Chamber by Feb. 1, 2019.
- In February 2019, the judges review the applications. (See Top 7 Tips)
- In March 2019, after reviewing all applications, the judges will select the Finalists, including no more than three from each tier:
 - ☞ Tier 1: 1-5 full time equivalent employees
 - ☞ Tier 2: 6-20 full time equivalent employees
 - ☞ Tier 3: 21-100 full time equivalent employees
- Businesses in consideration to be a finalist will be notified and required to submit an income statement and balance sheet for confidential review by an independent audit firm. This additional financial detail is not seen by the Wichita Regional Chamber of Commerce, Small Business Awards committee or the judges. The review firm will provide the judges with a "Thumbs Up or Thumbs Down" on whether a business should be considered as a finalist. All information is destroyed after the independent review is complete.
- The Award Finalists will be announced at the Metro Mingle and Awards Showcase on March 5, 2019.
- Each finalist will host the judges for a site visit and have the opportunity to showcase their employees, facilities, and business practices. **The site visit will serve as the primary component for the selection of the Small Business of the Year.** The site visits will be scheduled in March or April at times convenient for both the business and the judges.
- The winner of each tier will be announced at the Small Business Awards Ceremony on May 23, 2019.

APPLICATION SUBMISSION

Applications are due to the Chamber offices by 5 p.m., Feb. 1, 2019.

Please provide **FOUR** copies of your application packet, including:

1. Cover letter expressing why your business should be considered as Small Business of the Year.
2. A completed official application form including any additional pages for the narratives.
3. A corporate description of no more than 50 words for promotional purposes.

Example questions to consider when writing your description:

What does your company do?

What makes your company stand out?

What about your company makes you most proud?

What has helped you reach the place you are today?

The cover letter, application and narrative responses, as well as any additional written documentation you believe important to support your application should total no more than 15 single-sided pages. Please organize and submit all of the materials in presentation form (i.e. notebook, spiral binding, presentation folder, etc.). No video or audio tapes, please. The application materials will not be returned.

- Applicants will be separated into three Tiers; Tier One = 1-5 FTE, Tier Two = 6-20 FTE, Tier Three = 21-100
- Applications will be judged by a three-person group of community leaders, based upon the stated, specified criteria and five narrative areas.
- Sponsors of the Small Business Awards are not allowed to submit an application. In the event that a company has already committed to being a sponsor, that company will have the choice to sponsor or submit an application.

Submit applications to:
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Attn: Angie Elliott
350 W. Douglas
Wichita, KS 67202





SMALL BUSINESS AWARDS

2019 Small Business Awards Application Form

Due Feb. 1, 2019

Business Name: _____

Year established _____ Industry (i.e. manufacturing, retail, service) _____

Main product and/or service _____

Name and title of owner(s)/principal(s) _____ Percent of ownership _____ %

_____ %

_____ %

_____ %

Address/City/Zip _____

Business Phone _____ Website _____

Email address _____

Number of employees (not eligible if over 100 FTE): Full-time _____ Part-time _____ *FTE _____

*For the purpose of this Award, Full Time Equivalent is defined as 35 hours

Total number of employees in metro Wichita: _____

Number of employees at 12/31 of: 2016 _____ 2017 _____ 2018 _____

Employee retention rate over the past three years: _____

What percentage of your current business comes from:

Greater Wichita area _____ % Rest of the U.S. _____ % International _____ %

FINANCIAL INFORMATION

<u>Year</u>	<u>% Revenue change</u>	<u>% Profitability change</u>
2016	_____ %	_____ %
2017	_____ %	_____ %
2018	_____ %	_____ %

If you would like, you may add another page for comments related to the three year financial information.

Applicants under further consideration as a finalist will be asked to submit a most recent income statement and balance sheet to validate information provided on this application. This review shall be conducted by an independent firm, will remain confidential, and will be destroyed after review. No one from the Chamber, the Small Business Awards committee, or the judges will see this information. Recent economic conditions should not deter any qualified applicant, for they will be taken into account when judging employee retention and revenue growth.

SIGNATURE

The information provided is true and factual as of (date) _____

Owner(s) signature _____

The information provided on this page is confidential and will be seen only by the Chamber and panel of judges.

EMPLOYEE RELATIONS

Additional description of benefits offered can be listed on a separate sheet of paper, if needed. (i.e. percent of insurance paid by company, type of training offered, vacation and sick time policy, etc.)

BENEFITS

- Health insurance
- Dental insurance
- Vacation time
- Sick time
- Personal time
- Employee assistance programs
- Flexible work schedules
- Life insurance
- Disability insurance
- Stock option programs
- Company car
- Cafeteria plan
- 401 (k)
- Other (please provide details)

TRAINING AND EMPOWERMENT

- Leadership or other specialized training
- Computer training
- Tuition reimbursement
- Team bonuses
- Reimbursement/training for certifications (i.e. CPA)
- Company loans for continuing education

OTHER PERSONNEL BENEFITS

- Employee recognition programs
- On-site day care services
- Time off for community service projects
- Other (please provide details)

BUSINESS REFERENCES

Please list your attorney, banker and accountant

Legal firm: _____

Address _____

Phone _____

Contact Name _____

City/State/Zip _____

Email address _____

Bank name: _____

Address _____

Phone _____

Contact Name _____

City/State/Zip _____

Email address _____

Accounting firm: _____

Address _____

Phone _____

Contact Name _____

City/State/Zip _____

Email address _____

Please list three customers:

Contact & Business Name	Address	City/State/Zip
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____



NARRATIVES:

Please provide a narrative response to each of the judging areas outlined below. Please be specific and detailed as you answer the questions/statements. The response should include enough information to provide the judges with a clear view of your company's views, practices and philosophies. Judges review the narratives closely for practices and processes that enable continued viability.

Use no more than **ONE SEPARATE PAGE** for each of the following judging elements.

Please keep in mind the sheet of "Judges' tips" included with this application packet.

ENTREPRENEURSHIP:

Please give a brief overview of your company history and how it reflects an entrepreneurial spirit, including but not limited to start-up rationale, challenges and successes, innovation in products/services and/or processes.

EMPLOYEE RELATIONS:

Please include any relevant information that will enable a full understanding of your organization's employee relations philosophies, including anything you may have done with employee benefits that you are particularly proud of or are unique to your industry. Think about what makes your company culture unique. How does this affect your employee recruitment and retention?

DIVERSITY & INCLUSION:

Diversity can be defined in many ways. Please describe your philosophy toward celebrating diversity and encouraging inclusion in your work force and with your stakeholders. In your narrative, you may consider describing any policies and practices you have in place. How do you define diversity?

COMMUNITY CONTRIBUTION AND INVOLVEMENT:

Please provide a description of your organization's participation in community and charitable events, employee volunteer programs, awards, board appointments and any employee benefits associated with volunteerism. Your description should provide a full understanding of your organization's efforts and philosophies. Tell us how you see your role in the community.

LEADERSHIP & PERFORMANCE:

Please share a picture of your company's current performance in your industry and any growth prospects. You may wish to answer such questions as: What have been the key(s) to your firm's success? What are the biggest obstacles in sustaining your business and how are they being addressed? What do you believe is your company's competitive advantage within your industry? You may wish to include information describing your strategic planning process.

