National NEIS Association Business Awards
2007

The National NEIS Association Business Awards will be awarded at the 2007 National Conference to be held at the Burswood Entertainment Complex, Perth in October 2007. AAMI is again the proud sponsor of the awards.

There are four award categories:

1. **Best New Business.** To be eligible for this award, businesses must have been in operation for less than two years, from the date the nomination is received.

2. **Best Growth Business.** To be eligible for this award, the business must have been operating longer than 15 months, from the date the nomination is received.

3. **Unsung Hero:** To be eligible for this award, the person must be an employee of a NEIS provider and actively involved in the conduct of NEIS. They may be a trainer, a mentor or involved in the administration of NEIS for your organization and must be nominated and endorsed by your organization.

4. **AAMI NEIS-Change Award:** You’ve heard of sea-changes, this is the NEIS-Change! This award simply recognizes that NEIS often changes lives forever. While many businesses will not have million-dollar turnovers, a good proportion of NEIS participants they will continue to run a small business and have a comfortable living – often doing something they love. To be eligible for this award, the business must be able to show that undertaking the NEIS program has turned their life around – be it financially, mentally and/or emotionally.

**Prizes**

Winning businesses for categories 1 and 2 will receive $1500 and a plaque. The Managing Agent will accept the prize on behalf of the winner at the National Conference. All nominees will receive a certificate.

The “Unsung Hero” will receive a plaque and cheque for $1500. All nominees will receive a certificate.

The “NEIS Change” winner will receive a plaque and a cheque for $2500. All nominees will receive a certificate.

**Terms and Conditions**

**Eligibility**

The Managing Agent must be a current financial member of the NNA for the 2007/2008 financial year (ie the year in which the award is given).

Nominees can only be entered in one category in any one year of the awards. Previous winners can not be entered in the same category in which they have previously won.

Businesses nominated may be profiled for a NEIS Success story for the NEIS Newsletter, Job Network Bulletin - NNA website and for use by AAMI. In accepting nomination for the awards, the business proprietor must also sign the appropriate permission forms so that success stories can be released.

Final judging will be completed by Friday 5th October 2007. If time permits, a video presentation will be made of the winning businesses, to be displayed at the National Conference. This video may also be used to promote NEIS on behalf of the National NEIS Association.
 Judges decision is final

Nominations close at 5.00pm on Friday 14\textsuperscript{th} September 2007. \textbf{No late entries will be accepted.} Short listing will be completed by Thursday 20\textsuperscript{th} September and the top five entries in each category will be forwarded to the judging panel on Friday 21\textsuperscript{st} September 2007. The panel will comprise the NNA Executive and a representative from AAMI. To ensure impartiality, judges will be excluded from judging a category if a nominee from their organisation (including consortiums) is a finalist. In the event of a tie, the representative from AAMI will decide the winner. The judges’ decision will be final and no correspondence or negotiation will be entered into.

Nominations

The Managing Agent, must nominate a business that it has assisted. In the case of “Unsung Hero”, the nomination must come from a representative of the organisation that employs the nominee.

Nominated Businesses must sign permission forms from both the NNA and DEWR to allow the stories to be used to promote NEIS.

The supporting evidence is strictly for the judging panel and is not retained by the Association or judges after the judging process has been completed. Such documents are destroyed through a security destruction service within three months after the conference.

Submission and Close Date

All entries must be posted to:

The National NEIS Association
PO Box 231
Oakey QLD 4401
Phone: 07 4642 5224
Fax: 07 4630 7779

\textit{Entries must be received by 5.00pm on Friday 14\textsuperscript{th} September 2007. No late entries will be accepted.}

When submitting the nomination form, please consider the following:

- The process has been designed to obtain maximum valuable information for the judges with minimal time required by the nominee and Managing Agent. As such, please answer the questions asked and observe page limits.
- Please include a photo of the client in the business which may be used to compliment success stories and ensure that all permission forms are completed.
- Testimonials from customers, suppliers, and media articles etc. may be added as supporting evidence, but \textbf{must be} limited to total of five pages, excess pages will be removed and will not be considered in the evaluation.

\textbf{Failure to include any of the requested documents including photos or to observe page limits will result in immediate elimination during short-listing.}

Supporting evidence requested in the nomination form is compulsory. This includes –
A copy of the profit and loss and balance sheet must be included \textit{and certified by either an accountant or the Managing Agent.}
Managing Agent:  
Contact Name:  
Contact Number:  

**Award Category**  Best New Business

**Nominated Business Details**

Business Name:  
Contact Name:  Date commenced  
Address:  

Contact Phone:  
Contact Email:  
Description of Business:  

Please answer the following questions

1. Explain in 100 words or less why you started your own business.

2. In 200 words or less explain how the NEIS training and mentoring assisted you to achieve or exceed the business objectives identified in your business plan.

3. From the Managing Agent: In 100 words or less, explain why this business deserves the award of **Best New Business 2006/07**.

4. Supporting evidence -
   - Graph or table showing monthly planned turnover in the first 12 months and actual turnover for the same period.
   - P&L and balance sheet for the last financial year or for the period of operation, whichever is the longest (must be signed as true and correct by the Managing Agent or your Accountant)

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<tr>
<th>Applicant Name</th>
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Award Category  Best Growth Business

Nominated Business Details

Business Name:
Contact Name: ___________________________ Date commenced
Contact Name: ___________________________
Address: _______________________________________________________
Contact Phone: ___________________________________________________
Contact Email: ___________________________________________________
Description of Business: ____________________________________________

Please answer the following questions

1. Explain in 100 words or less why you started your own business.
2. In 200 words or less explain how the NEIS training and mentoring assisted you to –
   - identify and target your market
   - manage growth
3. In 200 words or less, explain how your business has grown (turnover, profit, staff employed, customer base)?
4. From the Managing Agent: In 100 words or less, explain why this business deserves the award of Best New Business 2006/07.
5. Supporting evidence -
   - Graph or table showing annual growth in turnover and/or P&L.
   - P&L and balance sheet for the last financial year (must be signed as true and correct by the Managing Agent or your Accountant).

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Managing Agent: ________________________________
Contact Name: ________________________________
Contact Number: ________________________________

Award Category  Unsung Hero

Nominated Person’s Details

Name: ________________________________
Role in NEIS (Mentor) ________________________________
Address: ________________________________

Contact Phone: ________________________________
Date Started in NEIS ________________________________
Description of your role in NEIS: ________________________________

Please answer the following questions

1. From the Managing Agent: Explain in 200 words or less why this person deserves recognition for the role they play in NEIS.

2. How many NEIS businesses has this person been actively involved in assisting?

3. Supporting evidence may include testimonials from clients.

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**Award Category** AAMI NEIS Change

**Nominated Business Details**

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<td>Contact Email</td>
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<td>Description of Business:</td>
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*Please answer the following questions*

1. Explain in 100 words or less why you started your own business and what you believe to be the key to the success of your business.

2. Explain in 200 words or less how NEIS has changed your life?

3. In 200 words or less explain how the NEIS training and mentoring assisted you to run your business. In particular, what did you find most beneficial from the topics covered from training and mentoring and what principles, if any, do you still follow today?

4. Does your business contribute to your local community in any way? (employing staff, sponsorship/donations to schools etc)

5. From the Managing Agent: In 100 words or less, explain why this business deserves the NEIS Change award for 2007/8

6. Supporting evidence -
   - Graph or table showing annual turnover and profit for the last three years
   - P&L and balance sheet for the last financial year (must be signed as true and correct by the Managing Agent or your Accountant).

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# NATIONAL NEIS ASSOCIATION
## Success Story Release Form

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<th>BUSINESS NAME</th>
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<tr>
<td>OWNER/S</td>
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<tr>
<td>Date started</td>
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<tr>
<td>Contact phone</td>
<td>Fax</td>
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<tr>
<td>Email</td>
<td></td>
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<tr>
<td>Description</td>
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I/We……………………………(Print Name/s)…………………………………………………………………………

Being the proprietor/s of ………………………………(Print Name and Address of Business)…………………………

**HEREBY AUTHORISE** the National NEIS Association Inc to use the information supplied in relation to the establishment and development of my/our business for the purposes of promoting NEIS as a successful business establishment programme. I/We agree that such information shall be issued for media promotions and press releases, website profiles and publications including Job Network and Centrelink Publications.

Dated:      /     /

*(Signed)……………………….    *(Position Held)……………………

*(Signed)……………………….    *(Position Held)……………………

Witnessed:

*(Signed)……………………….    *(Date)……………………