



Business Innovation &
Incubation Australia

Business Incubator Awards 2011

Dear BIIA Member

***BIIA invites you
to enter the
Annual Business Incubator Awards!***

The last nine years have seen the success of the Business Incubator Awards and it's that time again. The Awards are to be held again this year, so start preparing your entry!

The BIIA Incubation Awards provide a forum for the business incubation industry to celebrate excellence in client assistance, innovative ideas and outstanding business management. The award process provides recognition and acclaim to the winners at the Gala Dinner and Awards Ceremony at the national Small Business Development Conference to be held in Sydney from 30th October to the 1 November 2011.

Winning a national award can also put you in a great marketing position to showcase your incubator's achievements.

Be sure to read the information thoroughly and note the nomination deadline on your calendar. To be considered, **entries need to be received in electronic format only, by Friday 14th October 2011**. If you have any questions about the information being requested, please contact BIIA, email awards@businessincubation.com.au

For details about the Conference you can visit the Small Business Development Conference website on: www.sbdc.org.au

Regards and Good Luck with your nominations!

Phillip Kemp
Chairperson – BIIA

2011 Business Incubator Awards

Background

Since 1999 government and industry groups have undertaken several national reviews of business incubators. Key findings consistently show that business incubators are an effective and valuable economic development tool, if established and managed according to best practice principles. In order to encourage the adoption of best practice, BIIA introduced an awards program in 2000 to acknowledge excellence in the performance of business incubators in Australia.

The Awards reflect outstanding achievement or improved performance as judged by an independent panel.

Award Categories for 2011

This year, BIIA seeks to acknowledge the work that incubators do to accelerate and sustain the growth of their clients.

The 2011 award categories will be:

1) National Business Incubator Client of the Year

and

2) National Business Incubator Graduate of the Year

i. Incubator Client of the Year (this may be a current incubator tenant, or a current virtual tenant)

Multiple entries are welcome for the Client of the Year: The nomination criteria for each award are detailed in this package.

ii. Incubator Graduate of the Year (a business that has graduated within the period July 2010 to September 2011)

Multiple entries are welcome for the Graduate of the Year: The nomination criteria for each award are detailed in this package.

It's Worthwhile!

The awards' criteria emphasise quality measures: the strength of the relationship between clients and incubator, overcoming obstacles, success in fulfilling goals and innovative approaches to service

Award winners become a part of history, receive wide recognition for their accomplishments, gain an impressive selling point for marketing their business or incubator, and have the opportunity to shine before their stakeholders and communities.

It's Professional!

All nominations received by the due date will be forwarded to a panel of independent judges, who will assess the nominees for all awards. The judges' decision is final and no correspondence will be entered into on completion of the judging process. All entries are confidential and will be treated as Commercial in Confidence. Unless requested otherwise, all entry applications and supporting evidence will not be retained post the awards announcement.

It's Easy!

The whole **process happens electronically**. To apply you need to:

1. Record all your nominations on the one BIIA Awards application form.
2. For each nomination, provide only the information asked of you in the section headed Nomination Documentation, sticking to the requested word counts (nothing extra please!)
3. Send your application form together with your documentation electronically to the following email address – awards@businessincubation.com.au

REMEMBER!

1. Application Form and Nomination Documentation must be sent electronically (hard copies will not be accepted) to by close of business on Friday 14 October.

BIIA Awards Application Form

Please fill in the following:

1. Nominations submitted:

Award Categories	Number of nominations submitted
<u>2011 National Business Incubator Client of the Year</u> Incubator Name: Contact Person: Ph & Fax Nos: Email:	
<u>2011 National Business Incubator Graduate of the Year</u> Business Name: Contact Person: Ph & Fax: Email: <i>Repeat this information for multiple nominations</i>	

Contact details of the person submitting the nominations on behalf of the incubator

Incubator Name:

Contact Person:

Ph & Fax Nos:

Email:

Complete this application form and send electronically together with nomination documentation to awards@businessincubation.com.au by Friday 14 October 2011.

NOMINATION DOCUMENTATION

2011 AUSTRALIA :

INCUBATOR CLIENT THE YEAR AWARD

This award honours small businesses that are current clients of the incubator. Candidates may be either on-site clients *or* businesses that receive full incubation services through your incubator's virtual tenancy or outreach program. Businesses that have participated only in stand-alone training courses, or business support services that are not part of your mainstream incubation program, are not eligible to be considered for this award.

Please provide **all** the following information about the nominee(s) in the order requested. Be mindful not to exceed the maximum word count for each question. Points at the end of questions indicate the weight judges will give your response (total possible points — 15)

1. BASIC INFORMATION about the client

- **Business name**, address, and contact person with phone, fax and e-mail
- **Incubator** name, address, phone number and contact person for this application
- **Business Sector**
- **Year** client business was founded
- Year the client **entered the Incubation Program or Centre**
- A paragraph describing, the clients **product or service**, including information that explains why this product/service is significant in its market

2. CLIENT'S ACCOMPLISHMENTS AND INCUBATOR'S ROLE (10 points)

2.1. Client's accomplishments: Please provide a complete description — limited to **200 words** — of what this firm has accomplished and why it should be considered for this award. Rapid growth, overcoming significant obstacles, achievement of goals, awards or grants, investments obtained, important clients and development of unique technology, product or service are only a few of the factors that could be relevant. **(4 points)**

2.2 Business development help: Please provide a complete description — limited to **200 words** — of what business development services the Incubator has provided the client and how it has helped the firm grow and professionalise operations. This would include help with or linkages to such things as marketing, personal skills development, debt and equity financing, professional services, legal services, cash flow management, regulatory compliance, intellectual property management and any other relevant help. See the glossary for a list of many services **(4 points)**

2.3 Other help: In no more than **100 words** please describe other office/building/virtual services the Incubator has made to the client, such as special equipment, flexible space, reception services and so forth. **(1 point)**

2.4 Extra information: Client website, please supply website URL. **(1 point)**

CONTINUED...

3. STATS (5 points)

- 3.1.** What were the clients's **combined total revenues** — including all sources except grants and subsidies — in its **first year** in the Incubator? ; And in the most **recent fiscal year 2010/2011**?

- 3.2.** How many employees, including the owners, did the business have in the **first year**? ; And in the **most recent fiscal year 2010/2011**?

- 3.3.** What were their combined salaries and wages in its **first year** in the Incubator? ; And in the **most recent fiscal year 2010/2011**?

NOMINATION DOCUMENTATION

2011 Australia

BUSINESS INCUBATOR GRADUATE OF THE YEAR AWARD

This award honours small businesses that have graduated (within the period July 2010 to September 2011). Candidates may have been either on-site clients *or* businesses that receive full incubation services through your incubator's virtual tenancy or outreach program prior to graduation. Businesses that have participated only in stand-alone training courses, or business support services that are not part of your mainstream incubation program, are not eligible to be considered for this award.

Please provide **all** the following information about the nominee(s) in the order requested. Be mindful not to exceed the maximum word count for each question. Points at the end of questions indicate the weight judges will give your response (total possible points — 15)

1. BASIC INFORMATION about the graduate

- **Business name**, address, and contact person with phone, fax and e-mail
- **Incubator** name, address, phone number and contact person for this application
- **Business Sector**
- **Year** the graduate business was founded
- Year they **entered the Incubation Program or Centre and the year they graduated**
- A paragraph describing, the graduate's **product or service**, including information that explains why this product/service is significant in its market

2. GRADUATES ACCOMPLISHMENTS AND INCUBATOR'S ROLE (10 points)

2.5 Graduates accomplishments: Please provide a complete description — limited to **200 words** — of what this firm has accomplished and why it should be considered for this award. Rapid growth, overcoming significant obstacles, achievement of goals, awards or grants, investments obtained, important clients and development of unique technology, product or service are only a few of the factors that could be relevant. **(4 points)**

2.6 Business development help: Please provide a complete description — limited to **200 words** — of what business development services the Incubator has provided the graduate and how it has helped the firm grow and professionalise operations. This would include help with or linkages to such things as marketing, personal skills development, debt and equity financing, professional services, legal services, cash flow management, regulatory compliance, intellectual property management and any other relevant help. See the glossary for a list of many services **(4 points)**

2.7 Other help: In no more than **100 words** please describe other office/building/virtual services the Incubator has made to the graduate, such as special equipment, flexible space, reception services and so forth. **(1 point)**

2.8 Extra information: graduate website, please supply website URL. (1 point)

CONTINUED...

3. STATS (5 points)

3.1. What were the graduate's **combined total revenues** — including all sources except grants and subsidies — in its **first year** in the Incubator? The most recent **fiscal year 2010/2011**?

3.2. How many employees, including the owners, did the business have in the **first year**? ; And now in the **most recent fiscal year 2010/2011**?

3.3. What were the company's combined salaries and wages in its **first year** in the Incubator? And now in the **most recent fiscal year 2010/2011**?

List of Potential Incubation Services that you may wish to draw from in providing evidence of your support to your clients and graduates

- Help with business basics (business plan, pro formas, etc)
- Personnel development/training
- Management team development
- Comprehensive business training programs
- Shared administrative/office services
- Accounting/financial management
- Shadow boards/mentors
- Linkages to investors and/or strategic partners
- Access to commercial loans/loan funds/loan guarantee programs
- Management Information Systems
- Marketing assistance
- Regulatory compliance
- General legal services
- Networking among clients
- Customer/supplier contacts
- Federal procurement assistance
- Commercialising technology
- International trade assistance
- New product/service/concept assessment
- Intellectual property management
- Assistance with manufacturing practices, processes, and technology (CNC, CAM)
- Assistance with product design and development practices, process and technology
- Linkages to higher education resources
- Programs offering discounts on services/products
- Micro-lending groups
- Loaned executive to act in management capacity

Office/Building Services

- Conference room
- Kitchen/lunchroom
- Shared equipment
- Flexible leases/space
- Video conferencing
- Seminar/workshop rooms
- Computer labs
- Telephone network
- High speed Internet access