

Summit Chamber **BUSINESS** *Excellence* **AWARDS**

INFORMATION PACKET

The application deadline is as follows:

- **Application Submittal Deadline** – on or before 11:59 pm (MT) Wednesday, March 5, 2025.
- **Early Bird Review (OPTIONAL)** – submit your application by 11:59 pm (MT) Wednesday, February 5, 2025, and a judge from a previous BEA year will provide feedback which gives you time to adjust and resubmit. This is OPTIONAL.

NO Late applications will be accepted!!!

Steps to Nominate OR Apply

Nominations

If you would like to nominate a business for one of the awards the process is simple! Please take the following steps:

1. Identify an email address for the business/person at the business you would like to nominate.
2. Email the below link to the business or organization you are nominating and inform them you think they would be a great fit for an award. Website = <https://summitchamber.org/bea>
3. In the email, carbon copy (CC or BCC) Chamber staff (info@summitchamber.org) so we can follow up with the business.

A nomination is not required to apply for the awards.

Applicants

Business applicants may only apply for one award from Categories 1 AND 3. Non-Profit Organizations may only apply for the Non-Profit Program of the Year. Governmental Organizations (local, state, and federal) may only apply for Government Department/Team of the Year. Ben Fogle Chamber Champion is an individual award and will not count towards the business in which the applicant works – that business may still apply for 1 award from Categories 1 and 3.

Category 1 - General Business Awards

- New Business of the Year
- Business Innovator of the Year
- Business Team of the Year

Category 2 – Business of the Year

- Small Business of the Year
- Medium Business of the Year
- Large Business of the Year

Category 3 - Community Champions

- Non-Profit Program of the Year
- Government Department/Team of the Year
- Ben Fogle Chamber Champion of the Year (*Must be an individual who is a member of the Summit Chamber*)

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Not required to be a Chamber Member to apply.

Applicants **DO NOT** need to be a member of the Summit Chamber except when applying for the Ben Fogle Chamber Champion of the Year Award. Applicants should conduct business regularly in or be based in Summit County. Winners from the 2024 Business Excellence Awards are not eligible to apply for the same category in which they won the previous year but are encouraged to apply for other awards.

Judging

A volunteer panel of judges, which consists of previous award winners, sponsoring businesses, and/or Chamber Leadership and Staff will review and score each application based on a predetermined matrix and not based on comparing them to other applicants.

Category 1 & 2 Applications will be evaluated and scored based on the three areas below:

1. **Business Culture (60%):** Product or Services offered, employee engagement, marketing practices, general business practices, and other explanations provided in your application.
2. **Community Impact & Financials (30%):** Impact in the Community and Employee Wage averages (full & part-time).
3. **Public Appearance (10%):** Calculated based on uses of social media, internet search platforms, websites, and average web review scores.

Category 3 Applications will be evaluated and scored based on the three areas below:

1. **Community Impact (50%):** Impact in the Communities of Summit County
2. **Organizational Culture (40%):** Programs or Services offered, employee engagement, client & and partner engagement, and other explanations provided in your application.
3. **Varies based on award type** - Based on the award you are applying for 10% will be calculated based on the following:
 - a. **Non-Profit and Governmental Organizations - Public Appearance & Financials*** (10%):** Calculated based on uses of social media, internet search platforms, websites, average web review scores, and Employee Wage Averages (full & part-time).
 - b. **Ben Fogle Chamber Champion** – The Summit Chamber Board of Directors will each cast a vote making up this portion of the evaluation.

Financial information will ONLY BE VIEWED by chamber staff and will be kept 100% confidential.

HOW TO APPLY

1. Download the application from the Summit Chamber website - look for the “Download Application” button under the Applications and Nominations Section, complete the form and it will be emailed to you.
<https://summitchamber.org/bea>
2. Complete the PDF Application document and Save it As "Your Company Name".
3. Submit the completed application by **11:59 pm Wednesday, March 5 2025**, by uploading the application to the Summit Chamber Website - look for the “Submit my Business Excellence Awards Application” button under the Applications and Nominations Section. Website - <https://summitchamber.org/bea>
4. Look for a confirmation email that your application was received within 24-48 hours.

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If you have questions or concerns about the application process, the awards, or any aspect of the Summit Chamber Business Excellence Awards - please reach out to us at info@summitchamber.org with BEA in the subject line

Announcement of Winners

Top Finalists per award will be announced starting the week of March 17, 2024, via social media and direct email to all applicants. Winners will be announced live at the Summit Chamber Business Excellence Awards Gala on **April 3, 2024**. **All applicants AND finalists will also be recognized during the April 3rd Awards Gala.**

Awards Criteria

Tips for successfully answering the application questions:

- Provide specific examples your business has when answering each question.
- Do Not use general or high-level comments when providing answers that might leave questions in the minds of the judges.
- Ensure ALL questions are answered for the award(s) you are applying for.

Team of the Year Criteria

- Generally, should be a business with at least 2 or more employees.
- Should be able to clearly demonstrate how your management AND non-management team members have created a great workplace culture.
- Information provided in the application should have occurred in 2024.

Business Innovator of the Year

- Should be able to demonstrate a mindset of business innovation for your specific industry.
- Business innovation could mean anything a business is doing to change up the way they have done business in the past or how business is normally completed in your industry.
- Innovations should have taken place in 2024.

New Business of the Year Criteria

- Business must have started or expanded into Summit County in between the calendar year 2023 and 2024.
- The award is open to any type or size of business.

Non-Profit Program of the Year Criteria

- Must have a registered non-profit status (for example 501C3). *Proof of status may be requested.*
- Applicants should be for one program or service you provide, not your entire organization.
- Applicants should focus their application on what they do to serve, promote, or improve Summit County.

Government Department of the Year Criteria

- **ONLY** Local, State or Federal Government agencies who provide services in Summit County may apply
- Applicants should be for one department or team within the governmental organization. This is not for the entire governmental organization.
- The department or team should focus their application on what they have done special in 2024 to serve, promote or improve Summit County.
- Multiple departments/teams from a single government organization may apply.

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Ben Fogle Chamber Champion Criteria

- Individuals (through a business) must be a member of the Summit Chamber.
- Demonstrate how the individual has demonstrated carrying out the mission and vision of the Summit Chamber.
- Actively participated in Chamber events and projects.

Small Business of the Year Criteria

- This business should have gone above and beyond to serve their customers, employees, and Summit County Community.
- Must have 1-5 Full Time Equivalent (FTE) employee(s).
 - o Each full-time employee counts as 1 FTE
 - o Each part-time employee counts as 0.5 FTE

Medium Business of the Year Criteria

- This business should have gone above and beyond to serve their customers, employees, and Summit County Community.
- Must have 6-20 Full Time Equivalent (FTE) employees.
 - o Each full-time employee counts as 1 FTE
 - o Each part-time employee counts as 0.5 FTE

Large Business of the Year Criteria

- This business should have gone above and beyond to serve their customers, employees, and Summit County Community.
- Must have 21 or more Full Time Equivalent (FTE) employees.
 - o Each full-time employee counts as 1 FTE
 - o Each part-time employee counts as 0.5 FTE

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