

**Northwest Automotive Alliance Business Awards**

**2012**

***Celebrating the Achievements of the Automotive Business Community in the North West.***

**Entry Form & Notes of Guidance**

The Northwest Automotive Alliance Business Awards provide automotive companies recognition for their achievements. Winners will be presented with their Awards at the NAA Annual Networking Dinner on 18th October 2012 at Carden Park Hotel, Cheshire.

All North West businesses, linked to the Automotive Sector, can enter as many of the Award categories as they wish (the Business Excellence Awards do have specific eligibility requirements). By entering these Awards each company will gain recognition and publicity for their achievements, successes and accomplishments. The winner of each category will be presented with a certificate and an award. The awards will be made by Bentley Motors, who are the main sponsors of the dinner.

**Closing date for entries is midnight on 14th September 2012.**

This is a common entry from for all awards. One form needs to be submitted for each award that you wish to enter. Please indicate which award you are entering on each form with a tick in the relevant box.

The preferred method of submission for the form is via email to [z.desoer@nwautoalliance.com](mailto:z.desoer@nwautoalliance.com)

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|  |  | **Business Excellence Awards**  The Business Excellence award is for companies that have demonstrated significant improvement in their business performance following their involvement with the NAA Business Excellence programme. Your project may have involved prioritising project(s) through a benchmarking and/or business planning process. Projects must have been supported by the NAA’s Business Excellence programme 2010-12 and can be diverse, ranging from lean manufacturing, to procurement support, to marketing projects. The applicants should provide information to support their business improvement, including scope of the project, plus the short and long-term benefits. The projects do not need to have been fully concluded, as long as there is sufficient data for evidence of improvement.  There are two categories of award, large enterprise and SME. |
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|  |  | **Company of the Year Award**  This award is for businesses that can demonstrate all round success. This success can be focussed on general business performance, launch of a new product, development of a new process. Short-listed companies will receive an on-site visit aligned to the VDA 6.3 Process Management audit, which will clearly be of both an internal and external benefit.  There are two categories of award, large enterprise and SME. |
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|  |  | **Trade Company of the Year Award**  This Award is for companies who have been involved in exporting their products during 2012. You will need to demonstrate your marketing strategy and delivery status of the strategy. You will also need to share details of the actions that you have completed (such as show attendance, market research etc) and also the overall results in terms of leads and orders. |
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|  |  | **Innovation Award**  This award is for technical innovations of either a product or a process. Innovation projects entered for this category would typically have had the benefit of grant funding (either TSB or other) during the year. Innovations and the award application should detail demonstrable, quantified benefits.   Credit will be given for positive environmental impact, proven results, unique and innovative solutions. |
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|  |  | **Apprentice of the Year Award**  If you wish to submit a candidate for this category then please contact us for the specific application form from [z.desoer@nwautoalliance.com](mailto:z.desoer@nwautoalliance.com), or download it from our website. Each company can only submit one application for this category.  The award is for an individual who is currently undergoing, or has completed within the last 12 months of the award closing date, an apprenticeship of a minimum of 12 months in duration. The candidate will be able to shown commitment to personal development and progression through learning. The will also be able to show outstanding contributions to the workplace, examples that exceed expectations, their achievements & attainment and inspirational qualities.  The submission should include information about their achievements, contribution and impact within the organisation; including evidence such as: quotes from clients, staff and fellow apprentices, statistics, comparative data & performance reviews.  All applications require a mandatory reference from the employer. |
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**Your details**

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| Company name (wording will appear on certificates): | |
| Address: | |
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| Tel: | Email: |
| Name of person submitting application: | |
| Position: | |

**Your entry**

**Section 1 – Company (to be completed for all categories).**

Please provide a brief overview of your company including size.

*Word limit: 100 words.*

**Section 2 – Application Category detail**

Please describe your project or activity linked into the application category (e.g. trade, innovation, company success). It should include the background, a description of the relevant work/project, how the work/project was prioritised (link to business plan and benchmarking), methodology for implementation, the challenges that needed to be overcome, etc.

*Word limit: 500 words.*

**Section 3 –Achievements.**

Please state both the short and long term project benefits. Your emphasis should be on the return on investment, including: jobs created, jobs safeguarded, impact on turnover and profit, individuals mentored/trained. Outputs should be provided as actual numbers and as a percentage of the business. Other benefits should also be listed, such as the social and environmental benefits.

*Word limit: 500 words*

**Section 4 – Future Activity.**

Please describe your future plans, which have resulted from delivering this project. This may include further project development, spin-off projects and future related activity.

*Word limit: 250 words*

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| Signature: |
| Date: |

**Closing Date**

The closing date for entries is 14th September 2012. Completed forms should be submitted to: Zoe Desoer via email [z.desoer@nwautoalliance.com](mailto:z.desoer@nwautoalliance.com)

**Conditions of Entry**

* All entries must be submitted on the application form in electronic format.
* All entries must represent projects carried out in the last 18 months.
* The closing date for receipt of completed applications is 14th September 2012.
* The Awards are open to all businesses located within Cumbria, Lancashire, Cheshire, Merseyside & Greater Manchester.
* Applicants must address the criteria established for each category, against which the judges will make their decisions.
* The judges’ decision is final.
* A project can only be entered in one category.

**Judging**

* NAA will appoint a panel of judges from sponsors and experts in the individual categories.
* The judges will shortlist a minimum of 3 finalists in each category and the winners will be announced at the Awards ceremony on 18th October 2012.
* Applicants may be contacted for further information or matters of clarification.

**If you have any queries** relating to any aspects of the competition please contact Zoe Desoer