

24TH ANNUAL SMALL BUSINESS AWARDS NOT-FOR-PROFIT APPLICATION FORM



ELIGIBILITY

A completed application package must be submitted. Failure to complete all sections of the application form may disqualify the nominee.

Nominees must have been in operation a **minimum of three years** and headquartered in the NewVa region (Roanoke and surrounding areas). If you have questions, call Debbie Lindsay at 540.983.0717 x239.

ORGANIZATION INFORMATION

Organization Name: _____
(List as it should appear on your award.)

Contact Name: _____ Title: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Fax: _____

E-mail: _____

Web Site: _____

Number of Years in Operation: _____ IRS Status: _____

Number of Full Time Employees: _____ Number of Volunteers: _____

List sources of funding and percentages of total funding: _____

Does the organization have a strategic plan? _____

What is the organization's primary mission? _____

ORGANIZATION DESCRIPTION

Describe the not-for-profit organization in approximately 50 words. What do you want people to know about the organization? What does the organization do? What makes it unique? The Chamber may use this information to promote the organization during the awards dinner, in *Business Connections* magazine, and on www.roanokechamber.org. _____

AWARD CATEGORIES

Choose the category that best describes the organization.

(Nominees may be moved to other categories at the discretion of the selection committee.)

_____ Not-For-Profit, Health & Human Services

_____ Not-For-Profit, Arts & Culture

*If your organization is a **for-profit**, call Debbie Lindsay at 540.983.0717 x239 to obtain the correct for-profit application form.*

AWARD CRITERIA

Please complete this section on separate page(s) and attach to this form. By submitting a completed application packet, you certify that the information provided herein is true and correct to the best of your knowledge.

Tell your story! Remember that selection committee members make their selection solely on the information you provide in this section. Do not assume the selection committee knows anything about the organization. Also, be clear and concise with your information. When using a fact, back it up with numbers and/or graphs when applicable.

As you complete the following section, demonstrate how the organization functions as a business.

Please note that the percentage to the left of each item indicates the weight assigned to it by the selection committee. However, each question plays a valuable role in choosing the category award winner.

30% Economic Impact: Please describe the impact of the organization on the NewVa region's economy.

20% Increase in Programs and/or Services: Please provide information indicating continued growth.

15% Staying Power: Please provide a brief organizational history and describe the organization's major programs and/or services.

10% Response to Adversity: Please describe challenges the organization has met and how the organization overcame them.

10% Need for Programs or Services: How do the organization's programs and/or services address community need?

10% Innovativeness of Funding Techniques: Please describe recent successes in unique funding techniques.

5% Collaborative Projects: Provide examples of innovative collaborative projects.

Additional Information: List or explain anything else you would like the selection committee to know about the organization and/or its employees. (Limit additional information to 700 words.)

APPLICATION PACKET

The deadline for submitting your application packet is **Thursday, July 15 at 5 PM**. Only completed application packets will be accepted. A completed application packet contains 10 individual copies of this completed form with separate page(s) for award criteria attached (see above). Letters in support of your application or any additional materials are not required, but must be submitted with your application packet and are limited to five pages. Each individual application should not measure more than 9" by 12". If you have additional questions, call Debbie Lindsay at 540.983.0717 x239.

PHOTOS FOR PRESENTATION

Pictures are not required for the application process; however, if you have high resolution digital pictures of your organization and/or your employees in their field, please submit these with your application on a compact disc (only one copy is needed). The Roanoke Regional Chamber may use these pictures to promote your business during the awards dinner, in *Business Connections* magazine, and on www.roanokechamber.org.