**Kilkenny Chamber 2015 Business Awards**

**Award Criteria**

**Award Criteria – Conditions for Entry to Awards**

All information and supporting information supplied by applicants in their application form, or as part of the assessment or interview process will be treated in strictest confidence and all data supplied will remain confidential and be viewed only by the Independent Judging Panel.

**Awards, Categories & Sponsors** *(including any specific conditions of entry to that award category)*

* Overall Business/Person of the Year ***Sponsor: GLANBIA***

***The winner of this award will be selected from overall category winners, as decided by the Independent Judging Panel based on scoring awarded from assessment of application and Shortlisted Interview Process.***

**Award Categories for Nomination**

Businesses may choose to enter up to three categories, as they deem appropriate to their business. (See below details of specific criteria applicable to certain categories of awards)

* AGRI BUSINESS OF THE YEAR
* FOOD & DRINK PRODUCER OF THE YEAR
* EXPORTER OF THE YEAR
* EXCELLENCE IN COMMUNICATIONS
* INNOVATION IN BUSINESS
* INTERN IN BUSINESS AWARD
* EXCELLENCE IN HOSPITALITY
* CUSTOMER SERVICE EXCELLENCE
* SERVICE PROVIDER OF THE YEAR
* RETAILER OF THE YEAR
* EMPLOYER OF THE YEAR
* EMPLOYEE OF THE YEAR
* CULTURE/HERITAGE TOURISM AWARD
* INFORMATION COMMUNICATIONS & TECHNOLOGY
* CRAFT PRODUCER OF THE YEAR
* FAMILY BUSINESS OF THE YEAR
* EMERGING NEW BUSINESS
* SMALL BUSINESS OF THE YEAR
* INVESTMENT IN SKILLS, TRAINING & DEVELOPMENT OF STAFF
* ENVIRONMENTAL AWARD

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In addition to the Business of the Year award and the above category awards, the Chamber President, supported by the Board of the Chamber and its Independent Judging Panel for the 2015 Awards will make the following awards on the evening of the Kilkenny Chamber Awards Gala Black Tie Dinner on 21st November 2015.

* Lifetime Achievement Award. *Sponsor:* ***Kilkenny Chamber***
* President’s Award. *Sponsor:* ***Kilkenny Chamber***

**Entry Criteria/Application Process**

1. Entry to the Awards is FREE of charge and open to all registered businesses operating in Kilkenny.
2. Businesses must have offices in Co. Kilkenny and be in operation for at least 12 may enter under months. Sponsors and event partners are excluded from entering their businesses in the awards, however, individuals within the sponsor’s organisation(s) may participate under the employee or intern categories.
3. **Nominations** for awards (using the official 2015 Glanbia Kilkenny Business Awards Nomination form as published in The Kilkenny People in September or available from the Killkenny Chamber website [www.kilkennychamber.ie](http://www.kilkennychamber.ie) **must be received at Kilkenny Chamber offices no later than 5.30pm on Friday 4h September 2015** or such other date decided by Kilkenny Chamber if an extension is introduced.
4. A business may also be nominated in a number of categories and may elect to enter up to three categories. Businesses may also choose to self nominate and are encouraged to put forward internal teams/departments for consideration.
5. **Application forms and details of Rules of Entry/Award Criteria** for the Glanbia Kilkenny Business Awards 2015 can be downloaded from [www.kilkennychamber.ie](http://www.kilkennychamber.ie) or are available from Chamber Offices.
6. **Completed application forms** must be submitted by post or hand delivered addressed to 2015 Glanbia Kilkenny Business Awards, Kilkenny Chamber Offices, The Maltings, Tilbury Place, James St., Kilkenny, **to be received no later than 5.30pm on 18th September 2015**. All applications must be signed and dated by the business nominee, owner or manager/managing director of the business.
7. Applications can be supported by relevant documentation that evidences the business commitment, competence, performance and customer feedback in all aspects of their business relevant to the application/award criteria and assessment process. All such documentation must be attached to the official application. (Please note this data cannot be returned so please submit copies where originals are required to be maintained by the business). Please keep all marketing, promotional and testimonial materials to a minimum unless required as evidence to business strategies and plans as part of the application.
8. All applications received will get a confirmation of entry email verifying receipt of entry.
9. The Awards adjudicating panel will ultimately decide on the merit of category entry selection. If in the opinion of the awards adjudication panel and Independent Judging Panel, nominations and applications received for a particular category do not meet the laid down criteria or reach an appropriate standard of application and are thereby deemed not to meet standards required for short listing for that particular category award, it may be the case that no such award will be made in that particular category. The awards adjudication panel, on review of applications received, also reserve the right to advise applicants that they are being considered for alternative or additional award categories short listing than those originally entered.
10. In the case of **Small Business Award category**, a pre-requisite for entry is that the business employs no more that 10 people and has a turnover of less than €500,000 p.a. In the case of the **Emerging New Business Award category**, a pre-requisite for entry is that the business is in existence for less than 3 years.
11. **The** **Exporter of the Year Award** is open to businesses that are in the creation and exportation of products, knowledge management and services outside of Ireland.
12. The Awards Adjudication Panel in conjunction with the Independent Judging Panel will review all applications in October and **a shortlist of applicants** in each category will be identified for Interview. This shortlist **will be announced in October 2015.**
13. **All shortlisted applicants must be available for final judging interviews on Thursday, 22nd *October* 2015**
14. **Winners for each category will be announced** at the official 2015 Glanbia Kilkenny Business Awards Gala Dinner at Lyrath Estate Hotel **on Saturday 21st of November 2015**
15. The judging panel’s decision is final and binding. Each applicant will have access to the judging panel’s scoring of their application and interview by way of feedback on their application if they so wish to officially request this in writing.
16. Canvassing of Adjudication Panel, Independent Judging Panel or Awards Organisers will lead to automatic disqualification.