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**Nomination Application**

# “Behind the Scenes” Champion Business



# Application Criteria

To be successful in gaining an award, the application must respond to the following criteria:

**Criteria 1: Business Planning**

* Does the Employer have a current Business Plan in place?

**Criteria 2: Recruitment and Skills Development**

* Is there a recruitment and training policy in place?

**Criteria 3: Leadership**

* Demonstrated leadership attributes towards employee and in the broader community.

**Criteria 4: Additional Benefits**

* Does the employer go above and beyond legislative requirements?

**Criteria 5: Award Specific Criteria**

* Respond to the specific criteria for the relevant award category.

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| **EMPLOYER DETAILS** | |
| Business Name |  |
| Contact |  |
| Phone Number |  |
| E-mail Address |  |
| Size: |  Micro Business   Small Business - 2-5 Full time Employees (or equivalent FTEs)   Medium Business - 6-15 Full time Employees (or equivalent FTEs)   Large Business - 16+ Full time Employees (or equivalent FTEs) |
| Years in operation: |  Business started in 2023   5-10 years   11-20 years   20+ years |
| Details of any current training being delivered by business  *(identify here if an apprenticeship or traineeship is being undertaken or just completed)* |  |

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| **Criteria 1: Business Planning** |
| 1. Provide a general overview of the business, including a brief history and summary of current operations. |
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| 1. Describe the products and/or services. What makes the business unique and sets it apart from competitors? |
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| 1. Describe the business’s target market. |
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| 1. How does your business plan support positive mental health and wellbeing for yourself and employees/contractors? |
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| 1. Describe how the business plan supports the wellbeing of the team? |
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| **Criteria 2: Recruitment and skills development** |
| 1. Does the employer engage a unique process to recruit, retain, and motivate staff? Please describe. |
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| 1. How has the employer demonstrated their commitment to development and maintenance of skills of themselves (if sole trader) or their employees? |
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| 1. In what ways do recruitment and training practises focus on the mental health and wellbeing of the team? |
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| **Criteria 3: Leadership** |
| 1. How has the employer demonstrated positive leadership attributes towards their employees? |
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| 1. How has the employer demonstrated positive leadership attributes towards their community? |
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| 1. How has this demonstration of leadership positively affected the business? |
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| 1. How does the nominee’s leadership style create a positive and healthy work environment? |
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| **Criteria 4: Additional Benefits** |
| 1. Does the employer provide any additional benefits above and beyond legislative requirements? |
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| 1. What additional benefits for the wellbeing of the team are in place? |
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| Criteria 5 Questions |
| This award celebrates the vital local businesses that support Kangaroo Island's success behind the scenes. Your dedication and hard work keep our community thriving. We are grateful for your contributions and excited to honour your achievements. Share your story through this questionnaire to help us recognise and celebrate your essential role in our island's vibrant ecosystem. Thank you for being our backbone! Please respond to the questions below: |
| 1. How does your business help other local businesses on Kangaroo Island?  * What services or products do you provide to other local businesses? * How often do you work with other local businesses? * Can you name some local businesses that depend on your services? * How does your help make these businesses more successful? |
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| 1. What challenges do you face in supporting other businesses on Kangaroo Island?    * What are some difficulties you face because you’re on Kangaroo Island?    * How do you solve these problems to keep your services going?    * What new ideas or methods have you used to fix these problems?    * How do these challenges affect your business and the businesses you support? |
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| 1. How do you know your services are helping other businesses?    * How do you check if your services are good?    * How do you get feedback from the businesses you help?    * Can you share a story about how feedback made your services better?    * What are some of your proudest achievements in the past year? |
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| 1. How does your business support the community and economy of Kangaroo Island?    * Do you take part in any community activities or projects?    * How does your business create jobs and support the local economy?    * Include two examples of how your business works with other local businesses.    * What are your future plans to keep helping the island's community and economy? |
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| **Final Comments**  Please provide any additional information you would like to support your nomination. |
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# Certification

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| I certify that the information included in this application is to the best of my knowledge true in all aspects, and that I have faithfully represented the nominee. | |
| Name |  |
| Signature |  |
| Date |  |

# Publicity

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| **Image and bio**  Please attach a high-quality image of the nominee. Below, please add a few words that would be suitable to include in a social media post (25 words or less). | | | |
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| **Radio Interview** | | | |
| Would the nominee like to be interviewed by 5kixFM Community Radio? | | Yes   | No   |
| If yes, please provide best contact details: | | | |
|  | | | |
| **Acknowledgement**  The below signed business or employee approves the use of their image and the brief profile on social media. | | | |
| Name |  | | |
| Signature |  | | |
| Date |  | | |

**Please forward your completed confidential application form:**

Via the **Submit** option on the KIBBA Website

OR

Drop In: Kangaroo Island Business Hub, Commercial St,

Kingscote (next door to Drakes supermarket), marked “CONFIDENTIAL”