

SABEX NEW BUSINESS VENTURE

BACKGROUND INFORMATION

Application – Provide 3 complete copies including inserts.

Please submit completed application forms to **104-202 4th Ave N, Saskatoon, SK S7K 0K1**

Name of Company: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Facsimile: _____

Name of President: _____ Location of

Number of Employees: _____ Head Office: _____

In operation for _____ years in Saskatoon

Person to contact re this submission: _____

E-mail address of contact: _____

DETAILS OF ACTIVITIES

3 Main Products or Services Offered

Estimated % of Total Sales/Revenue

_____	_____ %
_____	_____ %
_____	_____ %

ESTIMATED GEOGRAPHICAL DISTRIBUTION OF SALES

Saskatchewan _____ % U.S.A. _____ %

Other provinces _____ % Other countries _____ %

VERIFICATION OF INFORMATION

Financial success is an important criterion in recognizing business excellence.

Finalists in various categories may be contacted by our independent advisors, Hergott Duval Stack & Partners, to provide certain financial data that would assist the jury in determining the financial stability of their business. All information is treated in a strictly confidential manner.

PLEASE ENCLOSE ANY RELEVANT DOCUMENTS (BROCHURES, FOLDERS, ANNUAL REPORTS, ETC) THAT THE COMPANY HAS PUBLISHED DESCRIBING ITS ACTIVITIES IN TRIPLICATE.

Please indicate if you require applications to be returned to you via courier following the event:

____ Yes, I will pick up my application** or Please return my applications by _____ (courier) at my cost.

Courier account # _____

____ No, please destroy my applications

*If the above portion is unmarked, applications will be destroyed on July 15th 2012.

**If applications are not picked up by July 15th 2012, they will be destroyed

Authorized signature _____ / _____

Submitted by _____ Date _____

(All third party nominations must be approved by an authorized representative of the sponsored company)

All applications must be submitted in full triplicate.

Submission Deadline: 5:00 pm – Wednesday, March 14th, 2012

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Application – Provide 3 complete copies including inserts.

Awarded to a new Saskatoon based business venture which has been in existence for three years or less, which has shown positive performance in terms of current or expected profitability, job creation or entrance into new markets. The judges utilize financial criteria as well as consider the nature of the new venture and its impact on job creation and market expansion. Judging takes into account the relative size of the new venture.

NAME OF COMPANY: _____

1. What was the origin of the idea?
2. What skills do the management team(s) possess to carry the business forward?
3. What plan is in place to manage change since new ventures often have to shift with growth?
4. What evidence do you have demonstrating excellence in decision making/performance?
5. a. What were the new venture’s original objectives, including sales?
b. How many of these objectives have been achieved and how?
6. What do you have in place for a risk management plan?
7. Please indicate the total number of employees for the last three years or since the formation of the company.

2 Years Previous	Previous	Current

8. What were the sales growth rates for the last three years and what are the sales growth projections for the next 2 years (percentages)?

2 Years Previous	Previous	Current	Next year	2 years

9. What financial investments have been made during the three years or since the formation of the company? These can be in the form of debt or equity.
10. Has the organization received government assistance in establishing the new venture? (If yes, please specify). This can be in the form of capital or labor such as a subsidized training program.
11. What do you believe you have put in place to ensure long term sustainability and growth?
12. What is your long term vision for the company?
13. Please provide any additional information to support your nomination i.e. articles, company reports outlining achievement, letters of support from clients/suppliers/financial supporters, etc.

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(PLEASE USE A SEPARATE SHEET OF PAPER TO ANSWER)

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Vignette Copy

(One copy per award application)

Please provide a single copy, 500 word summation describing the business, professional goals, and history in the community. This will be used for the vignette by CTV in the event that the applicant is designated as a finalist for this Award.

Name of Company:

Contact: Position/Title:

Phone Number: E-mail:

In an effort to retain the very high quality of this program, CTV as our top sponsor, has donated the writing time and filming crews to produce the vignettes used at our Gala. These vignettes are 'commercial' like descriptions of your business complete with on-site film footage of your company. In order to provide the CTV film and production crews with all the necessary information we ask that you submit a description (completely separate from your application) about your business, what you do, and how you do it. This is your opportunity to tell our community all about your products and services - as they relate to the category(s) you have applied in.

Once the finalists are announced at the Finalist Reception, a filming date will be booked by CTV with your company. All the finalists in each category have the opportunity to work with CTV. They will then combine the written copy you have provided with the film footage taken at your business - this *vignette* will be used at the Gala Awards Banquet to describe each of the finalists in all of the categories.

Description of Business:

You may want to try to include answers to the following questions in your summation to help you get started in the writing process. These are aids only; feel free to describe your business with as much or as little detail as you are comfortable:

- How long has the company been established?
- What markets does your company cater to?
- Why and how did you start your business?
- What is the long term plan of your company?

Maximum of 500 words. Provide one copy upon submission of applications to the Greater Saskatoon Chamber of Commerce. Copy will be forwarded to CTV for possible vignette use.

(PLEASE USE A SEPARATE SHEET OF PAPER TO ANSWER).

SABEX NEW BUSINESS VENTURE

Before you submit your application(s), please check the following:

- Have you answered all of the questions in each of the applications you are applying for to the best of your abilities and compared your answers to the judging criteria information?
- Do you have **3 complete copies** of each award category you are applying in? Including all back up materials?
- Is each application package a complete and separate package to be easily distributed to 3 different judges?
- Have you completed your vignette copy for each award category you are applying in? Have you included it in the appropriate packages?
- Are you aware of the important dates surrounding Celebrate Success! Awards and the announcements?
 - Applications are due no later than **Wednesday, March 14th 2012**
 - Finalists in each category will be announced at a reception for the applicants, sponsors and the media on **April 17th** - more details will follow.
 - Recipients will be announced at the Celebrate Success! Gala on **May 23rd** – more details to follow.

If you have any questions please contact your assigned mentor or Breanne Lishchynsky at Saskatoon Chamber of Commerce at (306) 664-0700 or celebrate@saskatoonchamber.com