

# 2023 NON-PROFIT AWARD AWARD APPLICATION

**Nonprofits play a fundamental role in creating more equitable and thriving communities. They foster civic engagement and leadership, drive economic growth, and strengthen the fabric of our communities here in Hampton Roads. The Nonprofit award will be presented to one nonprofit organization that has demonstrated excellence in fiscal management, leadership and giving back to the Hamptons Roads community.**

## Eligibility

A business must meet the following requirements to apply for the 2023 Hampton Roads Chamber Small Business of the Year Award:

- 250 employees or less as established in the North American Industry Classification System (NAICS)
- Gross revenues of less than \$10 million in the previous year.
- Be in business for more than three consecutive years

## Criteria

Eligible applicants will be judged on the following:

- Financial performance and business history
- Staff training and motivation
- Community involvement
- Customer service and satisfaction
- Business plan or strategies and goals
- Strategy for growth

## Nominating and Judging Process

Small businesses are encouraged to apply directly for the award. In addition, associations, financial institutions, and other companies may nominate small businesses that meet the award's requirements. Judging is done by a committee of experts after all applications have been received.

## Application Procedure

Mail: Hampton Roads Chamber  
ATTN: Lianna Arbitter  
101 West Main Street, Suite 800  
Norfolk, VA 23510

E-mail: [larbitter@hrchamber.com](mailto:larbitter@hrchamber.com)

## Application Procedure

The 2023 Hampton Roads Chamber Small Business of the Year Awards pays tribute to the accomplishments and achievements of the region's small business community. Finalists representing each of the five Southside cities and the Peninsula will be recognized at the awards presentation luncheon being held in May during National Small Business Week. At this ceremony, the regional winner will be announced from these candidates and will be placed in consideration for the U.S. Chamber Small Business of the Year Awards Competition. The Regional winner will also receive a gift packet from the Hampton Roads Chamber valued at \$10,000.

***February 16, 2023, All applications are due by 5:00 PM.***

***May 2, 2023, Hampton Roads Chamber Small Business Awards Luncheon held during National Small Business Week.***

**Questions?**

Lianna Arbitter (757) 664-2533  
[larbitter@hrchamber.com](mailto:larbitter@hrchamber.com)

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## AWARD APPLICATION

### Company Information

Company name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

.....

If a business is being nominated by someone outside the company, please complete the following:

Nominated by: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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The number of employees: \_\_\_\_\_  
In business since: \_\_\_\_\_  
Most recent gross revenues: \$ \_\_\_\_\_ [you must attach tax information to be eligible]

**\*\*Tax information is only shared with the judging committee during the judging process & is destroyed immediately after. \*\***

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## 1. General Information (Please attach additional pages for lengthy responses.)

In what industry is your business? \_\_\_\_\_

Check all that apply to your business

\_\_\_\_ Veteran Owned

\_\_\_\_ Minority Owned

\_\_\_\_ Part of a Franchise

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Homebased

What are your company's core values, goals, and overall mission?

What are your principal products and/or services?

Who are your primary customers?

Please give a brief history of your business (e.g., how it started, major changes, developments).

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## 2. Financial History

What were your company's annual sales in 2021 & 2022?  
(or submit your company's most recent financial statements)

2021: \$\_\_\_\_\_

2022: \$\_\_\_\_\_

## 3. Employment Practices

What benefits do you offer your employees? Please check all that apply.

\_\_\_\_ Health plan

\_\_\_\_ Paid vacation

\_\_\_\_ Paid sick leave

\_\_\_\_ Retirement plan

\_\_\_\_ Employee awards program

\_\_\_\_ Education/training allowance

\_\_\_\_ Bonus

\_\_\_\_ Other (please explain)

Describe any innovative strategies used for recruiting, retaining, and/or rewarding your employees

What type(s) of training do you provide your employees?

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## 4. Community Involvement

Describe how your business gives back to the community.

## 5. Customer Service/Satisfaction

How does your business make its customer service stand out?

How do you measure customer satisfaction?

## 6. Entrepreneurship

**Please attach a copy of your business plan.**

If you do not have a formal business plan, attach a basic outline of your business strategies and goals for future growth and development.

To help us further understand your business, please answer the following questions:

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## 6. Entrepreneurship (continued)

If your company has a formal business plan, how has it helped to guide your success?

If you do not have a formal business plan, how have your basic goals and strategies guided your success?

What are the greatest obstacles and/or challenges that your business has faced?  
How have you and your business overcome them?

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### 7. Certification of Accuracy

I certify, to the best of my knowledge, that the information contained in this application is accurate.

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed application to:

Mail: Hampton Roads Chamber

E-mail: [larbitter@hrchamber.com](mailto:larbitter@hrchamber.com)

ATTN: Lianna Arbitter

101 West Main Street, Suite 800

Norfolk, VA 23510

### 8. Legal Notice

- Each application must be signed by the highest ranking official in the business to certify accuracy of submission.
- All figures cited must be readily documented.
- The Hampton Roads Chamber reserves the right to use submission material at both the event and in related activities. All tax and financial information will remain confidential.
- The 2023 Hampton Roads Chamber's Small Business of the Year Awards winners will be chosen without regard to race, color, religion, sex, national origin, or physical or mental disability.