



# **Your Guide to Entering The Buckinghamshire Business Awards 2024**



A Buckinghamshire Business First Event

**[bbf.uk.com/bba2024](https://bbf.uk.com/bba2024)**

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# What are the Buckinghamshire Business Awards?

The Buckinghamshire Business Awards are an annual celebration recognising the innovation and success of businesses in Buckinghamshire. The awards are an opportunity to applaud the entrepreneurial spirit of both large and small businesses throughout the county and to honour those who have contributed to an outstanding year.

With huge potential to raise your company profile through a range of public relations and marketing activities, your entry to the Buckinghamshire Business Awards 2024 is an opportunity not to be missed.

**“The Buckinghamshire Business Awards are designed to be relevant to all businesses in the county, whatever their size. It is the perfect opportunity to recognise the hard work that goes into running a business and to celebrate local entrepreneurship.”**

Philippa Batting, Buckinghamshire Business First

## Why enter?

**Whatever the size, sector or age of your business, you will benefit.**

### **Development begins at entry.**

Use the entry process as an MOT for your business. Entering creates an opportunity to focus on your business in a structured way by identifying core strengths and competitive advantages.

### **Recognition of excellence.**

Award winners receive public recognition of business excellence, receiving acknowledgment as the best in Buckinghamshire by their peers, the business community and the media. There are also bottom-line benefits as winning companies often secure new contracts as a direct result of their success.

### **Appreciation.**

The award process provides a platform that acknowledges the contributions made by your employees to your organisation.

**This year there are even more ways to win!**

**We have introduced a new category**

★ ★ ★

**Business Leader of the Year**

★ ★ ★

The Company of the Year Award will be awarded to the organisation that, in the opinion of the judges, best represents Buckinghamshire in terms of its success, commitment and contribution to both the local community

### **Publicity.**

Award participation provides another dimension for showcasing your services and products to a wider audience, supported by recognition within the local community as being an outstanding business.

## **Tangible benefits for your business**

- Showcase your services and products to the wider community.
- Finalists and winners receive official Buckinghamshire Business Awards branding and logos to use for promotional purposes.
- Finalists and winners will be featured in our online awards supplement.
- All winners receive a bespoke trophy designed locally.

# The 2024 categories

The Buckinghamshire Business Awards 2024 feature 12 categories that reflect the diverse and dynamic business community operating throughout the county.

## How many categories can I enter?

Businesses can enter up to two categories.



### Apprentice and Young Person Employer of the Year

This award is open to all employers who have employed or provided work experience for a young person under the age of 24 (at the time of recruitment) since January 2022 which has involved training.



### Business Leader of the Year

This award identifies and celebrates business leaders who are really going places. This person will have already started and built a business/es; demonstrated that they have ambition, energy and skill; and developed a vision to allow them to scale the heights within their market sector.



### Community Champions Award

The award recognises businesses with a strong track record of playing a responsible part in society and giving back to it through fundraising and active support from employees for worthy causes, with no direct financial benefit to the company.



**PINEWOOD**

### Creative Business of the Year

This award is about finding the most successful and innovative creative business in Buckinghamshire, with the award presented to a business that demonstrates year-on-year financial progress and business growth in the previous two years.



### Digital Innovation Award

This award recognises businesses that have introduced new digital technologies to their business which have improved their productivity, efficiency, and profitability. Businesses in this category need to evidence why change is necessary to their business, the innovation introduced and the benefits derived from it.



### Enterprising Business of the Year

The Enterprising Business of the Year category is open to any business with a turnover of less than £7.5 million.



### Excellence in Customer Experience Award

This award seeks to recognise excellence in the customer experience and is looking for a business which can demonstrate that the customer experience is treated as a priority, show that the company has a positive customer service culture, and demonstrate how the customer journey and experience has improved over the last 12 months.



### Growth Business of the Year

Open to any business that has grown or experienced significant growth since January 2022. The business must have a minimum of 5 employees since January 2022; achieved a minimum of £250k turnover in the last year; and the potential/aspiration to grow turnover and/or profit by at least 50% over a 3-year period.



### Innovative Business of the Year

This award is open to businesses that can demonstrate an innovative or inventive approach to new services, products or processes since January 2022.



### Net Zero Ambition Business of the Year

This award is open to businesses that have put a net zero ambition and carbon saving at the heart of their business planning and can demonstrate the measures that have been implemented, along with significant carbon savings achieved.



BUCKINGHAMSHIRE  
NEW UNIVERSITY  
EST. 1891

### New Business of the Year

This category is open to any business that started trading after 1st January 2022. The business cannot be an expansion of an existing business, or simply have undergone a name change or be operating from a new location.



### Tourism, Hospitality and Leisure Business of the Year

This category is open to any businesses from within the tourism, hospitality or leisure sectors within Buckinghamshire that can demonstrate that they stand head and shoulders above their competitors.



Philippa Batting celebrates with Lunaz, the 2023 Company of the Year.

## Who can enter?

Any registered private sector organisation or company of any size located within Buckinghamshire which has been trading for at least 12 months is eligible to enter the awards.

If your organisation is part of a larger business or a franchise, your organisation must function as a separate business unit in the county of Buckinghamshire. A business can enter a maximum of 2 categories.

### Key dates for your diary

|                          |          |
|--------------------------|----------|
| Closing date for entries | 20/05/24 |
| Finalists announced      | 25/07/24 |
| Awards ceremony          | 09/10/24 |

## Recommend a business

Do you know a great local business that deserves recognition? If so, please let us know who they are and we will contact them and encourage them to enter the awards.

Please use the recommendation form on our website: [bit.ly/bba-recommend](https://bit.ly/bba-recommend)

## Company of the Year 2024

The 2024 Company of the Year Award will be awarded to the business that, in the opinion of the judges, best represents Buckinghamshire in terms of its success, commitment and contribution to the local community and economy. Previous winners include Lunaz (2023), Origin (2022), Total Carbide (2021), UFIT Drinks (2019), Ashridge Group (2018), Silverson Machines (2017), Monodraught (2016), CoCredo (2015), and Global Infusion Group (2014).

**The Company of the Year will become an Ambassador member of Buckinghamshire Business First for one year.**

## How to enter in 4 easy steps:

Our online entry process makes the compilation and submission of your entry even easier.

**Step 1) Check the 'Category Guide'** and select up to 2 categories to enter.

**Step 2) Get hints and tips** on creating the best entry from previous winners, judges and PR experts. Watch our top tips video (it's an oldie but a goodie!): [bit.ly/BBATopTips](https://bit.ly/BBATopTips)

**Step 3) Enter online at**  
[bbf.uk.com/bba2024](https://bbf.uk.com/bba2024)

**Step 4) Submit your entry online**  
by 9am on Monday 20th May 2024

You will need an account on the Buckinghamshire Business First website in order to submit an entry. Existing members can simply log in to their account. Those without an account can create one quickly and easily at [bbf.uk.com/register](https://bbf.uk.com/register).

Once started, you can return to your entry to update it at any point in the 'My account' area of the website, before submitting your final application.

Receipt of entries will be acknowledged - if you haven't received an acknowledgment within 24 hours of entering, please call **01494 927130** or email [awards@bbf.uk.com](mailto:awards@bbf.uk.com).

# Terms and conditions

## General

- Any registered private sector organisation or company located in Buckinghamshire which has been trading for at least 12 months is eligible to enter the awards.
- If your organisation is part of a larger business or a franchise, your organisation must function as a separate business unit in the county of Buckinghamshire.
- Category sponsors are not eligible to enter the Buckinghamshire Business Awards.
- Entries cannot be accepted from any business which is part or wholly funded by Buckinghamshire Council.
- All entrants are expected to declare if they consider themselves to have any interest in the sponsoring organisation of the category(ies) that they are entering. This is designed to preserve the impartiality of the judging process by ensuring that all parties recognise and disclose any potential conflicts. If a potential conflict of interest is identified – this will not prevent a business from entering but may affect who is assigned to judge the entry. We will take all steps to avoid and/or manage these situations as they arise.
- All entries must be made through our online entry system and entries will not be accepted through any other means.
- We will only accept the first 2 completed category entries from a business that are submitted through the online entry system. If further entries are subsequently submitted, these will not be accepted.
- All entrants must agree to be interviewed by awards judges.
- Additional supporting information, such as photographs and testimonials, is acceptable, and should be relevant to the last 12 months.

## Judging

- Once your entry is submitted, the hard work begins for the judges tasked with assessing all entries. Sponsors usually take on the role of judging their award or nominate a member of the Buckinghamshire Business First team to shortlist on their behalf.
- Shortlisted entries will receive in person or virtual site visits in order to determine finalists and category winners. If your entry is shortlisted, you will need to be available between beginning of June to mid July 2024 when confirmed, to receive a visit.
- Being shortlisted and visited by a sponsor/judge doesn't necessarily secure your place as a finalist and we ask that you treat this visit as confidential at this stage.
- All selections of finalists and winners will be reviewed by an independent judging panel made up of experienced business professionals and representatives from Buckinghamshire Business First.
- Category finalists will be considered for the overall Buckinghamshire Company of the Year 2024 Award. No 'entry' is required for this award as this is judged on the overall application of category finalists as well as subsequent finalist site visits. Finalists in the Business Leader of the Year and Community Champions categories will not be considered for the Company of the Year Award.
- Charities will not be considered for the overall Company of the Year Award.
- All entries are treated in confidence. Judges, including the independent judging panel, are required to sign a non-disclosure agreement that prevents them from sharing any information in relation to entrants outside of the judging process.
- When judging has concluded, entry submissions will be destroyed by the judges.
- The judges' decision is final and no communications will be entered into.



## Finalists

- Judges will choose 3 finalists for each category, and finalists will be officially announced on 25th July 2024.
- Each finalist must agree to take part in publicity and by entering the awards you agree to this.
- The winner of each category will be announced at the Awards Ceremony in October.
- A list of winners will be available on the Buckinghamshire Business Awards website at: [bbf.uk.com/bba2024](https://bbf.uk.com/bba2024)

## Use of data and how we communicate with you

- Your data will be held/stored by Buckinghamshire Business First and we will retain a copy of your award entry and any supplementary information. We are committed to looking after your data and complying with all relevant legislation. For more details, please see our [Privacy Policy](#).
- By providing your email address you agree to receiving emails from the Buckinghamshire Business First Group. You can unsubscribe at any time.
- We will collect, process, store and use the data you provide to enable us to run the awards, judge your submission and manage our relationship with you effectively, lawfully and appropriately. This applies when you register for the awards, whilst you're at the awards and after the awards in line with our wider Privacy Policy. This includes using information to enable us to comply with the awards terms and conditions, to comply with legal requirements, to pursue the legitimate interests of Buckinghamshire Business First and protect our legal position in the event of legal proceedings.
- When applying for the awards, you give your consent for Buckinghamshire Business First to share your data with the awards judges and sponsors and for us to use this data to keep you informed about those specific awards and any subsequent awards that we believe would be

relevant to your interests.

Judges and sponsors change from year to year.

For the most up to date list, see here:

[bbf.uk.com/bba2024](https://bbf.uk.com/bba2024) or email

[info@bbf.uk.com](mailto:info@bbf.uk.com).

- You also agree to your data being shared with our production partners, including a PR company and video production company. Please email us at [info@bbf.uk.com](mailto:info@bbf.uk.com) if you wish to know the details of our current production partners.
- All entries are treated in confidence and awards judges and sponsors are required to sign a confidentiality agreement that prevents them from sharing any information in relation to entrants outside of the judging process without the applicant's prior written consent.
- Judges and sponsors are required to undertake to use the same degree of care to protect the confidential information of applicants and to destroy confidential information within 1 month of the date of the Buckinghamshire Business Awards Ceremony.
- Information provided in support of entries will not be returned and paper copies will be destroyed securely post-awards.
- You may, at any time, update and amend your preferred method(s) of communication or opt out of receiving communications from Buckinghamshire Business First by emailing [info@bbf.uk.com](mailto:info@bbf.uk.com).
- When registering for the awards, we will also ask if you are a member of Buckinghamshire Business First. If not, and if you give your consent, we will contact you to provide information about the benefits of joining.
- By submitting the entry, you consent to us taking pictures or recording video of you at the awards to use on social media, the website, event and/or awards marketing or in a press release to promote our activities. If you wish to withdraw your consent for us to use images/video of you, please email [info@bbf.uk.com](mailto:info@bbf.uk.com) with your name and the awards at which the image was taken.

**Don't miss the deadline for entries!**



## Not sure where to start?

- Attend one of our Entry Workshops and give your business the best chance of success at the glittering gala awards dinner!

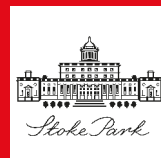
- 19th March at Aylesbury Waterside Theatre
- 17th April at Pinewood Studios
- 1st May at Lunaz in Silverstone

For further details and to book your place, visit:  
**[bit.ly/BBA2024EntryWorkshops](https://bit.ly/BBA2024EntryWorkshops)**

- Get hints and tips on how to make the most of your entry from previous winners, judges and PR experts. Watch our top tips video:

**[bit.ly/BBA2024TopTips](https://bit.ly/BBA2024TopTips)**

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## Where to submit your entry

**All entries must be made online at [bbf.uk.com/bba2024](https://bbf.uk.com/bba2024)**

Receipt of all entries will be acknowledged – if you have not received acknowledgement within 24 hours, please contact us on **01494 927130** or email **[awards@bbf.uk.com](mailto:awards@bbf.uk.com)**.

## Any questions?

Give us a call on **01494 927130** or email **[awards@bbf.uk.com](mailto:awards@bbf.uk.com)**.

**Good luck and we look forward to receiving your entry!**