

## 2022 Greater Victoria Business Awards Award Nomination Procedure

From start-ups to local legends, the Business Awards shine a light on hard-working businesses, business people and community leaders in 14 categories worth celebrating. Here is information on the process to nominate your business or another local business.

### STEP 1: NOMINATE A BUSINESS

**Deadline: 4:30 p.m. on Monday, January 24, 2022**

Celebrate excellence in our community by nominating a business in the Greater Victoria area – including your own. Reference the [Award Categories and Judging Criteria](#) to understand which category best suits the business or person you are nominating.

Please click [here](#) to complete a nomination form.

Information regarding the Award Application businesses' complete, as well as submission guidelines, are included below.

### STEP 2: AWARD APPLICATION – Completed by Nominated Business/Person

**Deadline: 4:30 p.m. on Wednesday, February 3, 2022**

Upon receipt of a nomination, The Chamber will notify nominees via email and will provide an award application package. All nominations are kept confidential. Nominees will be asked to complete the award application in a timely manner.

The information in an award application is used by the judging panel to determine finalists. Members nominated in more than one category must tailor their submissions to each specific award category they are nominated for. **Generic submissions for more than one category are unlikely to be successful.**

The award application requires completion of the following items by the nominated business to be considered as an award finalist:

(a) Business Profile

A short biography of the business to provide background information for the judging panel.

(b) Statement of Nomination

Statement indicating how the business meets the criteria for the award for which they have been nominated. Each award has different [judging criteria](#). This section of the application should also include other noteworthy contributions to the community and recent accomplishments.

(c) Letters of Support

Nominees must submit a minimum of 1, maximum of 3, letters in direct support of their nomination. Outstanding Customer Service will provide 10 letters.

(d) Nominees must include a copy of their business license or license number.

(e) Nominees must include their WorkSafe number.

**Application Tip:** When in doubt about which details to include, remember that when faced with applications that equally satisfy the criteria, judges will ask, “Why should this business win an award *this* year?”. Businesses should highlight their most recent accomplishments in their application.

### STEP 3: JUDGING & NOTIFICATION

All complete award applications received by the deadline date, **Thursday, February 3, 2022**, will be forwarded to a judging panel comprised of diverse business leaders from the community. Representatives from a nominated business cannot sit on the judging panel. **If you do not receive a confirmation email of receipt or your award application, please resend and call The Chamber at 250-383-7191.**

As a group, the panel will narrow the nominations to two finalists. At that point, a sealed ballot is received from each panel member to determine the winner. The results are not subject to appeal.

With two finalists determined, notification will be sent to all nominees as soon as possible, advising them of their status. Finalists will be asked to provide a copy of their company logo in either a .jpg or .eps format. Finalists will be contacted by film crews to film their business for promotional purposes, as well as for video presented during the awards night.

## SUBMISSION GUIDELINES

1. You are entitled to nominate any business, including your own. You are encouraged to nominate yourself for an award. **We suggest nominating in no more than 2 categories.**
2. You do not have to be a Chamber member to be nominated; however, if you are selected as a finalist you must be a Chamber member, or join The Chamber, in order to qualify to win the award.
3. 2021 winners (in any category) must take a year off, and are not eligible for nomination in 2022. Finalists from 2021 are free to re-submit nominations for 2022.
4. Finalists may receive only one award. If a business/person is a finalist for more than one award, the submission will stand for the award where the judging panel deems the business/person is strongest.
5. Award applications must be for one business only. Group applications are not eligible.
6. A separate award application must be submitted for each award for which the nominee is to be considered.
7. The Chamber may request further information based on your submission.
8. The Greater Victoria Chamber of Commerce reserves the right to limit the number of selected nominees, and/or withhold an award in any category.
9. Award applications will not be returned. Please do not include materials that you would like returned.
10. Videos or other additional information outside of what is listed above for the award application will not be accepted.
11. Staff, immediate family and current Board members of The Chamber are not eligible to be nominated for any award other than for the Chamber Member of the Year award.