

Congratulations on being nominated for a Greater Victoria Chamber of Commerce Business Award. To complete your nomination you must submit an award application. Deadlines, details, helpful tips, and a checklist of what to include in your award application are below. View the [Award Categories and Judging Criteria](#) as needed to complete your application.

BENEFITS OF BEING A FINALIST

Being nominated for a Greater Victoria Chamber of Commerce award shines a light on you and your hard-working business. Becoming a finalist:

- Reinforces your business' reputation in the community;
- Provides \$10,000 worth of promotion leading up to and after the awards, including:
 - Online and print ads,
 - Media article in the Times Colonist when finalists are announced,
 - Double page spread in the TC after the awards,
 - Custom video produced by The Number Creative
 - Digital badges for your website
 - Winner highlight during CHEK Chamber Awards broadcast (80,000+ viewers in 2021)

AWARD APPLICATION - Deadline: 4:30 p.m. on Thursday, February 3, 2022

The information you provide in your award application form, provided by The Chamber, is used by an independent judging panel to choose two finalists in each award category and ultimately the winners of each award. Members nominated in more than one category must submit an award application for each category tailored to the specific award judging criteria. **Generic submissions covering more than one category are unlikely to be successful.** Only electronic applications will be accepted.

TIPS FOR A SUCCESSFUL APPLICATION

When in doubt about what details to include, remember that when faced with applications that equally satisfy the judging criteria, judges will ask, "Why should this business win an award this year?". Think about the following when completing your Award Application:

- Be specific – directly address the award judging criteria when writing your statement of nomination
- Use examples to show how you or your business exemplifies the award criteria and how you stand out in this award category

- Submit 1-3 (10 for Outstanding Customer Service Award) letters of support from strong third-party validators who can directly speak to the nomination criteria for the award you are submitting your application for
- Submit an award application for each category you are nominated in, tailored to the specific award judging criteria
- Only submit an award application in a maximum of 2 award categories. If nominated for more than 2 categories, choose to submit an award application in the categories you are strongest in.

AWARD APPLICATION CHECKLIST

The award application requires completion of the following items by the deadline. **We suggest setting an award application completion deadline of a maximum of 60 days after receiving your nomination notification or Thursday, February 3rd, whichever is sooner.**

- Organization Information
This includes your business name, numbers of employees, contact information, your business license, and your WorkSafe number.
- Business Profile
Include a short biography of your business to provide background information for the judging panel.
- Statement of Nomination
Indicate how you / your business meet the criteria for the award for which you have been nominated. Each award has different criteria, which are outlined in the application form and [on our website](#). You should also include other recent noteworthy community contributions and accomplishments in this section.
- Letters of Support
Nominees must submit a minimum of 1, maximum of 3, letters in direct support of their nomination. Outstanding Customer Service nominees must provide 10 letters as outlined in the [Awards & Judging Criteria](#) information on our website.
- Business Logo
This logo will be used to announce and promote the Finalists for each award category.

AWARD APPLICATION SUBMISSION DETAILS

- 1) Please save your Award Application as:
 - Award Name – Your Organization Name – Application

- 2) Please save your Letters of Support as:
 - Award Name – Your Organization Name – FILE1
 - Award Name – Your Organization Name – FILE2
 - Award Name – Your Organization Name – FILE3

- 3) Please save your Logo as:
 - Award Name – Your Organization Name – LOGO

Email your application, letters of support, and logo to chamber@victoriachamber.ca. If you do not receive email confirmation of receipt of the application within two business days please call The Chamber office at 250-383-7191. Only electronic applications will be accepted.

NOMINATION AND AWARD 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 are not eligible to be nominated for any award other than for the Chamber Member of the Year award.

JUDGING & NOTIFICATION

All complete submissions 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. As a group, the panel will narrow the nominations to two finalists per award. At this 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 in May of 2022.

Please note: The Governor's award is voted and judged upon by the Board of Governors and Chamber Board, and the Chamber Member of the Year voted and judged by the Chamber Board.

QUESTIONS?

Click here for information on the [Award Categories and Judging Criteria](#)

Click here for information on the [Nomination & Award Application Procedure](#)

Click here to [Nominate](#) another business or business leader

If you have any questions about the Greater Victoria Chamber of Commerce Business Awards please contact Ashley McCartie, Events Manager at eventsmanager@victoriachamber.ca.