**Judging Panel - CWB Awards 2023**

**Background**

Canberra Women in Business (CWB) is a not-for-profit incorporated association supporting women in business in the Canberra region.

Founded in 1992, CWB (formerly the Chamber of Women in Business) was created by women and run solely for women, to provide support and development opportunities for local businesswomen.

Each year, our CWB Awards recognise and reward the valuable contributions and outstanding achievements of business women across the Canberra region.

Our gala event is attended by members of the ACT and federal government, the media, the established business community, CWB members, non-members and their guests.

This ticketed gala is a sell-out event with patronage of around 200-300 people.

**CWB Annual Gala Awards**

Canberra Women in Business (CWB) acknowledges that our members’ business achievements often go unrecognised and wishes to pay tribute to those women who put in an outstanding effort in their chosen vocation.

The annual CWB Awards serve to:

* encourage, acknowledge and reward valuable contributions and outstanding achievements,
* focus on small to medium size businesses and individuals providing leadership and initiative,
* enhance the social, economic, commercial and environmental prosperity of the Canberra region.

Canberra Women in Business invites members to enter the awards.

**Key Dates**

Applications close: Midnight Friday 29 September

Judging Panel: First online meeting by 30 September.

Second online meeting by 8 October at the latest.

CWB Committee to finalise finalists and winners on October 10

Finalists Announced: Thursday 19 October

Awards Presentation: Friday 27 October, The Hyatt Hotel

**Judging Panel Criteria**

Our Judging Panel consists of a panel of Canberra based leaders in their fields, including business, not-for-profit, social enterprise, government, science and technology and community sectors.

A judge is excluded from entering the awards. Judges are to uphold CWB pillars when conducting candidate review process.

All questions must be answered within the prescribed word count.

Once all entries have been assessed the judges will shortlist the most outstanding candidates for each category. Each submission is scored on presentation and content by each judge with scores combined providing an overall score for placement.

Judges should not need to search for supporting evidence or information, any applicant who has failed to attach the appropriate supporting information may be disqualified.

Shortlisted entrants will be notified that they are finalists by CWB.

Judges are invited to attend the awards event.

**Awards Categories**

* Business Woman of the Year
* Small Business Woman of the Year
* Micro Business Woman of the Year
* Young Business Woman of the Year
* Indigenous Business Woman of the Year
* Innovation Business Woman of the Year
* Social Impact Business Woman of the Year

Descriptions:

**ACT Government Business Woman of the Year**

This award is for the woman who demonstrates **exceptional** leadership, tenacity, compassion, encouragement and the pursuit of excellence. The Business Woman of the Year is a role model for other businesswomen, she implements new initiatives in the workplace, being visionary and providing employment opportunities. Qualification: Any woman in an employing or non employing business over the age of 18 may enter.

N.B: employing businesses of any size may apply, plus businesses who are non employing. What we’re looking for is an outstanding business woman, who is a top leader in their field, has a clear vision and demonstrates tenacity, initiative and resilience.

**Solace Creations Small Business Woman of the Year**

This award is for a female-led business that has 20 or fewer employees and has shown excellence in growth, both financially and in the number of clients. The Small Business of the Year demonstrates innovative ideas in business and marketing and promotes diversity and the role of women in their industry. Qualification: Any woman in business over the age of 18 may enter. Small Business is defined as having 20 employees or fewer.

**Canberra Weekly Micro Business Woman of the Year**

This award is for a female-led business that has 1 to 4 employees and has shown excellence in growth, both financially and in the number of clients. The Micro Business of the Year demonstrates innovative ideas in business and marketing and may promote diversity and the role of women in their industry. Qualification: Any woman in business over the age of 18 may enter. Micro Business is defined as having 1 to 4 employees. Non employing businesses can also apply (i.e. you work by yourself and have no employees).

**Parbery Consulting Young Business Woman of the Year**

This award is for the young woman who demonstrates leadership, tenacity, compassion, encouragement and the pursuit of excellence. The Young Business Woman of the Year is aged 30 years or under, and is a role model for other businesswomen, she implements new initiatives in the workplace, being visionary and providing employment opportunities. Qualification: Any woman in business between the ages of 18 and 30 years may enter.

**Southern Cross Austereo Indigenous Business Woman of the Year**

This award is for the Indigenous woman who demonstrates leadership, tenacity, compassion, encouragement and the pursuit of excellence. The Indigenous Business Woman of the Year is a role model for other businesswomen, she implements new initiatives in the workplace, being visionary and providing employment opportunities. Qualification: Any woman in business over the age of 18 and identifying as Aboriginal or Torres Strait Islander.

**Chamberlains Lawyers Innovation Business Woman of the Year**

This award is for a female-led business that best demonstrates excellence in the areas of science, technology, and innovation, and is a role model for women and girls wanting to pursue careers or businesses in these fields. This award will recognise growth, both financially and in the number of clients, and the application of new ideas for business opportunities. Qualification: Any woman in businesses, organisations and/or individuals over the age of 18 may enter.

**Synergy Group Social Impact Business Woman of the Year**

This award is for the woman who demonstrates leadership, tenacity, compassion, encouragement, pursuit of excellence and is a role model for other businesswomen in the field of not-for-profit business, public or community service, or social enterprise. This award will recognise those unsung heroes who help build our social economy, working for the most vulnerable in our community making it a better place for all. Qualification: Any woman in business over the age of 18 may enter. This category invites applications from businesswomen in the not-for-profit sector, public service or other business area which is focussed on community outcomes.

**Judging Etiquette**

* Please be objective and keep your personal opinion or beliefs aside, e.g. if they have a business that doesn’t align with your values it is essential that you be open minded and look at their overall business growth and achievements objectively
* Please keep all details and information confidential
* Please do not make copies of applications and the spreadsheet onto your local drives
* The results are strictly confidential please. Do not share the outcome with external parties, any award nominees and/or finalists or attendees. We take this confidentiality very seriously.
* We want the judging process to be a positive and uplifting experience, they can’t all win, but we want to encourage them to keep trying. The process should be a great opportunity for them to reflect on how far they've come and have an opportunity to share their story, dreams and vision for their business.
* CWB has the final approval on all winners and reserves the right to not award any category where entries do not meet the judging criteria.
* These awards have uncovered some of Canberra’s best and brightest in business and CWB recognise we couldn’t do this without your help. Thank you so much for taking time out to support the Canberra Women in Business and the CWB community's next generation of leaders.

**The Judging Process**

**We've put together some guidelines to let you know how the judging will run.**

\* Access will be provided by Dileepa / CWB where you will be provided with login credentials to view applications. You will be required to set up two factor authentication. Instructions on this process will be provided to you.
\*Each application should have all relevant information attached for you, the judge should not have to seek additional information or undertake google searches etc.

\* Each judge will be provided with a Shared Google Doc Excel Spreadsheet to undertake preliminary judging to determine finalists. The spreadsheet is locked to calculate final scores.

Password if needed is CWB2023

\*Judging scores are out of 5 for each area of consideration.

**Ideas for research**

Carefully reviewing the information included in the nominees’ submissions, how they reflected the criteria in their responses, with evidence and examples, considering any attached testimonials or references.

Supporting documentation

Financial documentary evidence (mandatory for Micro, Small, Business, Indigenous and Young Woman of the Year categories)

For example:

* profit and loss statement
* revenue/sales/profit

Optional supporting documentation

* client retention/growth
* testimonials (clients and/or peers)
* case studies
* examples of marketing
* customer satisfaction surveys.

Additional research can be reference checked by reviewing social media, website and review of online promotion and articles.

**Judging discussions**

Initial online call to meet each other and work through the process ideas and determine your time frames to set up a next online meet to review finalists.

Second call to discuss any major differences in the scores and share the judges thinking or research that influenced their scores to determine winners.

Head judge will submit list of winners to CWB committee member responsible for media.

**Judging Criteria**

We use a nominees’ spreadsheet for each judge to score individually against the following criteria (1 low to 5 high\*):

* Strategy & Vision
* Customers & Marketing
* Operations
* People & Culture
* Social Responsibility
* Financial Acumen
* Innovation & Technology (Innovation category only)

\*5 = Excellent/exceptional

4 = Very high/above average

3 = Acceptable/satisfactory

2 = Weak/less than satisfactory

1 = Unacceptable/poor

0 = Did not answer/submit required information/documentation (e.g. proof of age for Young Business Woman or Financials for Micro/Small/Business/Indigenous/Young)

NB: Failure to submit required documentation will result in disqualification (for Micro/Small/Business/Indigenous/Young). Failure to submit proof of age for Young Business Woman will result in disqualification

When refining the scores we suggested some more specific questions:

* Have they submitted all required information/documents?
* How well do they contribute to the community in general?
* Are they reputable?
* How old / established is the business?
* Do they have a clear overall vision?
* Is the business in place to only support one person or is the goal to support a way for others to also grow?

Their answers should also reflect the category they're entered in e.g. if they're in innovation, they need to talk specifically about their product/s as well as overall business. If it’s social impact, they need to clearly articulate the impact they're having in the community/world/people's lives etc.

**Application Questions**

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| --- | --- |
| Award CategoriesSocial Impact / Innovation  | Major Award CategoriesMicro / Small Business / Indigenous Woman / Young Woman / Business Woman  |
| Social Impact (same as major awards, minus financial question, plus question 6.)6) In the last year, what have you achieved? How is your initiative benefiting and impacting the community, your business/organisation and your team?\* 200 words Innovation (same as major awards, minus financial question, plus question 6.)6) In the last year, how has your innovation benefited or impacted your business/clients/team?\* 200 words | 1. Tell us about you\* 100 words

Provide a brief overview: * academic background (if applicable),
* professional background,
* past public recognition or achievements.

2)Tell us about the business or organisation\* 200 words* describe what the business does,
* describe your role in the business or organisation,
* outline core products or services
* who is your client base/target markets?

3) Tell us why and how you started 500 wordsDescribe what you did to start your business:* why did you start your business?
* how did you establish yourself in the marketplace?
* what (if any) were your challenges in setting up a new business? How did you overcome these?
* what is your business philosophy and vision?
* why is your business unique in the marketplace?
* how do you reach your target market?
* your business operations (can include how these have changed) – e.g. bricks and mortar, online, employees structure

4) What challenges has your business faced in the last year and how did you overcome them?\* 200 words5) How do you foster diversity and wellbeing in your workplace, and across the community you work within (employees, customers/clients, partners, suppliers, others)?\* 200 wordsDescribe:* the culture of your organisation,
* how you ensure you employ and retain the right people,
* how you contribute to the local community,
* wellbeing strategies for yourself and your employees.

6) What is your greatest business achievement for the last year and why?\* 200 words7) Tell us about your financial growth\* 100 wordsDiscuss, for example:* growth of revenue and profit,
* any revenue streams you’ve added to increase profit,
* any investor funds secured (optional).

You must upload financial documentation at the end of the submission.8) Describe the potential for future growth of your business and the innovation opportunities. Tell us why you entered the Awards and what winning this award would mean to you. \* 200 words |
| Provide supporting evidence:  | **Provide supporting evidence:** |
| WebsiteSocial Media Handles Optional supporting documentation, for example: * profit and loss statement,
* revenue/sales/profit,
* number of employees,
* client retention/growth,
* testimonials (clients and/or peers),
* case studies,
* examples of marketing, customer satisfaction surveys.
 | WebsiteSocial Media HandlesAustralian Business NumberFinancials (mandatory)Financial documentary evidence\* For example:* profit and loss statement
* revenue/sales/profit,

Optional supporting documentation* client retention/growth
* testimonials (clients and/or peers)
* case studies
* examples of marketing
* customer satisfaction surveys.
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**Application Rules**

* Entry is open to all CWB members and non-members.
* Eligibility for entry is dependent on the award category and may be open to businesses, organisations and/or individuals.
* An entrant must complete the introduction form.
* Entry form for each award has word limits applying to each question as stated.
* Entry to multiple award categories is allowed.
* Each category requires a separate entry form.
* Entry must be submitted via the link received upon accepting the nomination.
* Entry for CWB Members is free.
* Sponsors are ineligible to enter.
* Non-members of CWB are welcome to enter for an entry fee of $150 for each category. The entry fee must be paid for each category entered.
* Young Business Woman of the Year entrants MUST provide a copy of a ‘Proof of Age’ document or the submission will be disqualified.
* Business Woman of the Year, Young Business Woman of the Year, Indigenous Business Woman of the Year, Small Business Woman of the Year and Micro Business Woman of the Year entrants MUST submit financial documentary evidence or the submission will be disqualified.
* Micro Business Woman of the Year category, must provide the number of employees engaged as at the application closing date. If over 4 employees, this will disqualify an entrant to this category.
* Small Business Woman of the Year category, must provide the number of employees engaged as at the application closing date. If over 20 employees, this will disqualify an entrant to this category.
* Supporting documents and photographs must be provided with your entry and clearly labelled.
* It is assumed that all entrants are ‘environment-friendly’ and are fulfilling all compliance obligations in relation to their business.
* Nominations and supporting material remain the property of the CWB Awards office and will not be returned. You may include commercial-in-confidence material. All information collected is handled with the upmost respect and privacy in line with CWB Privacy policy which can be found here: [The Formalities | CWB](https://www.cwb.org.au/privacy-policy)

All entrants will be provided a nominee badge to share on their social media and website.

All entrants who are notified as a finalist:

* must agree to any local, interstate or national marketing and media publicity associated with the awards. Your photograph and questions 1 and 2 of your entry information will be used for publicity purposes.
* will be able to use ‘Finalist 2023 Synergy CWB Awards’ and a logo (provided after the Awards announcements) for future advertising.
* are expected to attend the Gala Awards dinner, at own cost on **Friday 27 October 2023** at the Hyatt Hotel, Canberra. Dinner, drinks and entertainment is included in the ticket price (less than $200).
* are encouraged to display the ‘Finalist 2023 Synergy CWB Awards’ badge on their social media and website.

All Award winners are encouraged to display the ‘Winner 2023 Synergy CWB Awards’ badge on their social media and website.

The judges’ decision is final and no correspondence will be entered into.

Nominations must be submitted through the CWB Awards portal no later than **MIDNIGHT (12 AM) Friday, 29th September 2023**. Late entries will not be considered.