****

**Entry Rules**

1. The Herald Scottish Family Business Awards are free to enter.

2. Award sponsors or companies affiliated with award sponsors may not enter the category they sponsor.

3. If applicable, supply any relevant URLs

4. Supporting information can be included please ensure written material does not exceed 3 pages. Please email to [newsquestscotlandevents@newsquest.co.uk](mailto:newsquestscotlandevents@newsquest.co.uk)

5. You can submit multiple entries across the categories, but a separate submission and payment must be made for each nomination.

6. All entries will be acknowledged on receipt.

7. The Herald reserve the right to withdraw an award from any applicant supplying false information within their entry. Judges reserve the right to audit any information supplied or move an entry to an alternative category if they deem this necessary.

8. Information supplied will be shared with the judging panel and all information will be treated as confidential. It will not be used for any purpose other than judging the competition. Finalist organisations may be included in related media coverage and may be required to take part in promotional activities about The Herald Scottish Family Business Awards in association with Business Gateway.

9. The judges’ decisions are final, and no feedback will be provided.

10. By registering and completing an entry for the awards you agree to these terms and conditions.

The closing date for entries is **Monday, October 18**.

For the purposes of the awards The Herald Family Business Awards judging panelreview the below statement as a basis on what constitutes a family business

“*A family business is a business governed and/or managed by members of the same family (or a small number of families) with the intention of shaping and pursuing the vision of the business in a manner that is potentially sustainable across generations of the family (or families)”*

**SECTION 1 – Contact Information**

1. Name / title of person submitting application

2. Address

3. Telephone

4. Email

5. Company website

6. Twitter

7. Category entered

**SECTION 2 – About your Business**

1. Company name

2. Type and nature of business

3. Year founded and by whom

4. Number of employees (FT)

5. Number of employees (PT)

6. Number of family members currently employed by the business (including those on the board of directors)?

7. Number of generations currently involved in the company?

**SECTION 3 – Financial Information**

Please submit the relevant financial information about your business (which will be treated in confidence). Further financial information may be requested by our judging panel.

1. Turnover for the previous two years

2. Profit for the previous two years

3. Please provide an outline of your business’ financial performance

4. How are you planning to develop your company in future years?

**SECTION FOUR - Application**

This section should be used to tell us why you should win. Please note the synopsis will be used to give an overview of the business at the event in December therefore **MUST** be written in third person.

1. In 100 words or less, provide a synopsis of your business

2. In 1,000 words or less, describe why your company should win the award in your chosen category.

3. Additional Information