



Tips for Submitting a Compelling Nomination

Business Description

To make the nomination stand out, the description of a nominee's business should address the criteria as outlined in "How to Nominate / Apply" and:

- Include the business's mission and goals;
- Provide background information about the nominee / business;
- Indicate if the nominee has an Indigenous employment strategy.

Successes

- Provide specific information about the growth and success of the business and its achievements.

Challenges

- Address challenges or difficulties faced and overcome; provide statistical or historical context, if applicable.

Benefits

- Outline benefits offered to employees and local community (they speak to the sustainability and community impact of the business);
- Specify if the business provides learning/training opportunities for Indigenous people.

Letters of Reference

A letter of reference helps to paint a complete picture of the nominee and should:

- Be written by an individual who knows the business well-enough to be able to talk about it from first-hand experience;
- Provide examples that show how the business is outstanding and a deserving candidate for the award (i.e. why the jury should select the business);
- Demonstrate persuasively how and where the nominee has made a difference;
- Describe the value and impact of the business;
- Explain how it has earned the respect of its peers and is a role model in its field;
- Be current and written specifically for the IBA program.

NOTE: Be sure to request reference letters early on so the referee has time to write a strong letter.



**BC Achievement
Indigenous
Business Award**

Language

- Strong nominations often use descriptive words to describe the nominees such as: leader, innovator, advocate, mentor, commitment, dedication, recognition, determination, exemplary, admired, passionate, inspirational, resourceful, persevering, resilient.

Presentation

- Be concise. Keep explanation clear and to the point. If a word count is provided, *please try to adhere to it*;
- Write in bullet-point form where indicated;
- Check spelling. Proof read all your documents before you submit them;
- Ask a friend/colleague to review documents before submitting them (they may have suggestions to make the nomination clearer or more concise).