



**BC Achievement
Indigenous
Business Award**



NOMINATION GUIDE & TIPS

“The light you shine on this business and others is an important beacon for other Indigenous entrepreneurs looking to begin their journey of a lifetime.”

Photo & Quote: 2021 Indigenous Business Awardee, Bob Joseph

This Nomination Guide includes important information that should be carefully reviewed before submitting a nomination and tips on how to present a compelling nomination package.

AWARD PROGRAM OVERVIEW

The Indigenous Business Award (IBA) program honours excellence and focuses on the successes of Indigenous businesses and entrepreneurs. The program offers awardees and their supporters an authentic space to showcase their achievements and build bridges between BC's Indigenous and non-Indigenous economies.

WHY NOMINATE OR APPLY

The IBA program serves: to identify and recognize successful Indigenous businesses; to honour and celebrate Indigenous business achievements; and to support and sustain Indigenous entrepreneurship.

DATES TO REMEMBER

June 1 – Nominations **OPEN**

June 30 – Nominations **CLOSE**

October – Awardees **ANNOUNCED**

November – Gala Dinner & Presentation Ceremony

CATEGORIES

Individuals and businesses may enter in **ONE** category only.

Young Entrepreneur of the Year: this award recognizes success by a young entrepreneur in the operation of an existing business. Nominees must be aged 35 years and under by June 30, 2022, have been in business for at least two years, and be the sole owner of the business.

Business of the Year (*the business must be at least 51% Indigenous-owned and operated): these awards recognize the outstanding achievements of Indigenous entrepreneurs in three sub-categories:

- Businesses with 1-2 employees
- Businesses with 3-10 employees
- Businesses with 11+ employees

Community-owned Business of the Year (*businesses must be 100% owned by the community): this award acknowledges one or more businesses owned by a community with the intention of building a strong economic foundation for community members. There are two sub-categories for this award:

- Community-owned one entity
- Community-owned two more entities

Business Partnership of the Year (*Indigenous ownership must be at least 50%): this award recognizes a business partnership created by two or more parties.

WHO CAN NOMINATE / APPLY

The IBA program provides an opportunity to identify and recognize successful Indigenous businesses and shine the light on Indigenous entrepreneurship. Any person, group or organization may submit nominations for the Award with exceptions noted below:

- Current members of the selection committee, or members of the selection committee's immediate family may not submit a nomination
- BC Achievement board members may not submit a nomination

Note: A business may self-nominate (i.e., apply for the award program).

ELIGIBILITY

The nominee's business must:

- Be at least 51% Indigenous owned and operated (First Nations, Métis or Inuit)
- Based in British Columbia
- Have been in operation for a minimum of two years

The following individuals/groups are ineligible to receive the Award:

- Government agencies and institutions
- BC Achievement board members
- Selection committee members

Note: Past awardees must wait five years before reapplying unless the nature of the business has significantly changed.

HOW TO NOMINATE / APPLY

The nominator must complete the **online Nomination form** and include the following:

- **Nominator name & contact information**
- **Nominee name & contact information**
- **Nominee website & social media handles**
- **Indigenous affiliation**
- **Number of years in operation**
- **Business Description**
- **Ownership structure**
- **Number of employees** (Indigenous and non-Indigenous)
- **Successes**

- **For Indigenous-Industry Partnerships, outline the role of the Indigenous partner**
- **Business Support Letter** (must be written by someone other than the nominator)
- **Recent Challenges - optional**
- **Additional Materials - optional**

TIPS FOR SUBMITTING A COMPELLING NOMINATION

The nominator should include evidence and clear examples of what makes the nominee (i.e., business) so exceptional and illustrate how their achievements have had a positive influence on their community and/or province.

Business Description (max 3,000 characters incl. spaces or approx. 500 words)

Start with a clear, direct and specific statement of why the nominee deserves recognition and include:

- The business' mission, vision, goals & activities
- Background information about the nominee &/or business
- Why the nominee started the business
- What inspires them

Indicate if the nominee has an Indigenous employment strategy.

Highlight the Indigenous partner's role in the Indigenous-Industry partnership, if applicable.

The nominator may wish to include a description of how others regard the business (e.g., recognized expert, progressive leader, innovative entrepreneur, committed to capability building for the community etc.).

Ownership Structure (max 2,000 characters incl. spaces or approx. 350 words)

Please provide information on the structure of the business including name, Indigenous affiliation and position of the individual who owns and manages the business.

Describe unique aspects of ownership and leadership that qualify this business as Indigenous led.

Successes (max 3,000 characters incl. spaces or approx. 500 words)

Describe business successes both past and present and how the business grown has in size and scope; won any awards; and what specific goals have been set and achieved etc.

Explain how the business has experienced success in areas such as job creation, training, mentorship, net gains for the environment, cultural revitalization, and other social benefits.

Describe the business' operational viability (e.g., keeping staff employed, financial reinvestment into growth, other gains and learnings).

For Indigenous-Industry Partnerships ONLY, please outline fully the role of Indigenous partner (max 2,000 characters incl. spaces or approx. 350 words)

Business Support Letter

Provide one business support letter from someone other than the nominator which speaks to the organization's practices and impact.

Please ensure the support letter is on letterhead and signed by the writer.

The support letter should come from outside the nominee's immediate family.

Recent Challenges - optional (max 2,000 max characters incl. spaces or approx. 350 words)

Given the impact of COVID-19, please share the nominee's story of resilience or how the pandemic has affected the business; what difficulties the business has faced and overcome; how the business has pivoted and thrived in this challenging environment. Expand upon:

- **What did the business do?** (e.g., List projects and/or activities this past year that caused the business to successfully pivot or adapt their business model and financial outlook)
- **How did they do it?** (e.g., through initiative, leadership, teamwork, creativity and/or innovation, behaviours and/or attitudes)
- **What were the results and/or impact?** (e.g., What did those efforts accomplish?)

Note: Jury members value learning about the nominee's story of resilience and recovery; and how Indigenous values have been helpful. Nominators are encouraged to provide statistical data or historical context, if applicable; and list or outline future plans.

Additional Materials - optional

- Jury members appreciate the opportunity to review support letters, testimonials, certificates, videos or media coverage that tell the story the nominee's achievements and their work (**each link submitted is considered one additional material**).

Other suggestions:

- It is important to tell the nominee's story as you would to a stranger
- Create a unique picture of the nominee
- Solicit information from others to strengthen the nomination
- Don't just say your nominee (the business) is outstanding – prove it! It's important to use specific and concrete examples to illustrate how the nominee meets the award criteria
- Longer doesn't mean better; keep explanations clear and to the point while ensuring there is enough information for the jury to make their decision
- Support the nomination with your own observations as well as qualitative and quantitative facts, statistics, metrics etc.
- Ask a friend/colleague to review nomination content before submitting (they may have suggestions to make the nomination resonate with the jury)

Strong nominations often use descriptive words such as: leader, innovator, trailblazer, mentor, supporter, advocate, visionary, changemaker; resilience, perseverance, commitment, dedication, recognition, determination; exemplary, admired, motivated, passionate, inspirational, extraordinary, committed, dedicated, resourceful, tireless, resilient etc.

UPDATING A NOMINATION

Nominations are valid for three years including the first year of nomination and two subsequent years.

Nominators are strongly encouraged to update their nomination package for consideration by the following year's selection committee if their nominee was not recognized in the previous year's Awardee cohort.

To update your nomination, please complete the online nomination form, and select “this is an update to a previous submission” + the year

BEFORE YOU BEGIN

- Have ALL nominator and nominee contact information on hand (full name, street & mailing address, email, phone number, website & social media handles, if applicable)
- Use a word document to prepare the content first; then copy and paste the content into the required field (e.g., Business Description, Ownership Structure, Successes, Recent Challenges etc.)
- Have all documents ready to upload
- Budget 15-20 minutes to complete the online form

SELECTION OF AWARDEES

An independent jury panel representing Indigenous business expertise throughout BC evaluates nominations based on the documentation provided. The jury selects one Recipient, and may select up to two Outstanding Business Achievers, in each category. The decision of the jury is final. Nominees are notified only if selected for an award. Nominators are informed as to whether or not they have been successful with their application.

Selection of Awardees is based on the nomination package submitted.

AWARD OF DISTINCTION

The Award of Distinction (formerly, Individual Achievement Award) is presented to a person who, over his or her career, has made a significant difference in the Indigenous business community through his or her entrepreneurial endeavours and, in doing so, serves as a leader, role model, mentor and inspiration. The individual may be a pioneer in his or her business activities, a successful entrepreneur, or an individual who has been instrumental in supporting or creating Indigenous business activities in the province. Past recipients are:

- 2021 Ken Cameron
- 2020 Carol Anne Hilton
- 2019 Paulette Flamond
- 2018 Chief Gordon Planes
- 2017 Chief Gibby Jacob
- 2016 Robert Louie
- 2015 James Walkus
- 2014 Councillor Garry Feschuk
- 2013 Chief Commissioner Sophie Pierre & Ruth Williams
- 2012 Chief Councillor Garry Reece
- 2011 Chief Clarence Louie
- 2010 Dolly (Watts) McRae and John Harper
- 2009 Dorothy Grant & Angelique Merasty Levac

RECOGNITION

IBA recipients are awarded \$2500 each and are featured in a Recognition film produced by BC Achievement. In addition, they receive a medallion and lapel pin designed by renowned First Nations artist Robert Davidson, CM, OBC, along with a commemorative plaque certificate and letter from the Premier recognizing their achievements.

Awardees are also granted the use of the Indigenous Business Award seal to signify their entrepreneurial excellence.

A gala dinner will be held to celebrate the achievements of the awardees late November in Vancouver.

FREQUENTLY ASKED QUESTIONS

1. What is the definition of a business?

A business is defined as an occupation or trade and the purchase and sale of products or services to make a profit. In a business, people work to make and sell products or services; other people buy the products and services.

2. What is the definition of a business partnership?

A business partnership is an entity formed between two or more businesses to undertake economic activity together. The businesses agree to create a new entity by contributing equity, and they then share in the revenues, expenses and control of the enterprise.

3. Does a certain percentage of a business have to be Indigenous-owned?

Yes, community-owned businesses must be 100% owned by the community. Other businesses must be at least 51% Indigenous-owned and operated. Business partnerships in which the second partner is non-Indigenous must be at least 50% Indigenous-owned.

4. If I am 35 years old, can I enter the Youth Entrepreneur of the Year Award category?

Nominees must be 35 years of age or under by the nomination deadline. However, youth are free to apply to any other business category as long as the business has been operational for a minimum of two years.

5. Can information be saved on the online nomination form and completed at a later date?

Yes, it can.

6. Should occasional, part-time and full-time employees be counted separately?

Please identify full or part-time permanent staff only. If there are instances that the business increases the number of employees for short periods of time this can be included in the description of your business activities but should not be included in total employee numbers.

7. If a business is 100% owned by the community, can it be nominated under the Business of the Year Category?

No, it cannot. A wholly owned community enterprise must be nominated under the Community-Owned Business Category.

8. Is a nomination package considered for more than one year?

Yes. Submitted nomination packages begin a three-year program, during which time the information can be reviewed by up to three juries. Nominators are given the opportunity to update their nomination each year prior to review by the independent jury panel.

9. Does the business have to be registered?

No, but the business must provide goods and/or services to consumers.

10. When are awardees notified and where are the names published?

Awardees are notified in October. Their names are published on BC Achievement's website and social media channels.

PRIVACY POLICY

BC Achievement is committed to protecting the privacy of people through responsible management of information received. Nominations are kept confidential between the nominator and BC Achievement.

Photographs and information about the award recipients may be used for the promotion of the FNA program and other promotional activities (i.e., on BC Achievement's website, social media channels, in media releases etc.).

FOR MORE INFORMATION

Visit the BC Achievement website to view the IBA program page or email:

indigenousbusiness@bcachievement.com