



BC Achievement Indigenous Business Award



NOMINATION GUIDE & TIPS

“Thank you for creating a space to recognize the great work by our Indigenous businesses and individuals. Our young people need to be inspired and we have a responsibility to up lift our youth so they know whatever they set their minds to they can achieve”.

Photo & Quote: 2022 Award of Distinction recipient, Chief David Jimmie

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

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

- **May 1** – Nominations **OPEN**
- **May 31** – Nominations **CLOSE**
- **September** – Awardees **ANNOUNCED**
- **November 1** – Gala Dinner & Presentation Ceremony @ Fairmont Hotel Vancouver

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 May 31, 2023, have been in business for at least two years, and the business must be at least 51% Indigenous owned and operated (First Nations, Métis or Inuit).

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.

Award of Distinction: The Award of Distinction for lifetime achievement 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 an innovator 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.

*Please visit the website to read more about past award of distinction recipients.

NOMINEE ELIGIBILITY

An eligible nominee **must** be a business that:

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

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

The following are **ineligible** to receive the Award:

- Government agencies and institutions
- Those operated or owned by BC Achievement board members
- Those operated or owned by jury panel members
- Posthumous nominations are *not eligible*

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

NOMINATOR ELIGIBILITY

Any person, group or organization may submit nominations for the Award with exceptions noted below:

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

SELECTION OF AWARDEES

An independent jury panel representing Indigenous business expertise throughout BC elevates nominations based on the documentation provided. The jury selects one recipient 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 material submitted.

RECOGNITION

IBA recipients receive \$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 artist Robert Davidson, OC, OBC, along with a commemorative plaque certificate and letter from the Premier recognizing their achievements. Recipients are granted 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 on November 1, 2023 in Vancouver.

HOW TO NOMINATE / APPLY

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

- **Nominator (if applicable) name & contact information**
- **Nominee name & contact information**
- **Nominee website & social media handles**
- **Indigenous Affiliation** (First Nations, Métis or Inuit)
- **Indigenous Community** (What Indigenous community claims the owner/nominee as a member?)
- **Nominator Statement**
- **Community Impact Statement**
- **Ownership Structure Statement**
- **Number of full- &/or part-time permanent employees** (Indigenous and non-Indigenous)
- **For Indigenous-Industry Partnerships ONLY, outline the role of the Indigenous partner**
- **Support Letter** (written by someone other than the nominator)
- **Additional Materials – optional, but strongly recommended** (up to 5 items max.)

TIPS FOR SUBMITTING A COMPELLING NOMINATION

Note: It is recommended the nominator write out their Nominator Statement, Community Impact and Ownership Structure statements in a word document first before adding the content to the online nomination form.

Nominator Statement (max. 3000 characters including spaces or approximately 500 words)

- Provide reasons for the submission and a description of why it should be considered for the award
- State the business' mission, vision and goals; background information about the nominee and/or business and indicate if the nominee has an Indigenous employment strategy
- Consider describing why the nominee started the business, and whether it has grown in size and scope since its inception
- Explain what inspires the nominee and why you think the nominee should be considered to receive the award
- **Please use bullet points**

Community Impact (max. 2000 characters including spaces or approximately 350 words)

- Describe the nominee's success and impact on their community
- Explain how the nominee has reported success in areas such as: job creation, training, mentorship, leadership, net gains for the environment, cultural revitalization, and other social benefits
- **Please use bullet points**

Ownership Structure (max. 2000 characters including spaces or approximately 350 words)

- Provide information on the structure of the business including the name and position of the individual who owns and manages the business
- **Please use bullet points**

For Indigenous-Industry Partnerships ONLY (max. 2000 characters including spaces or approximately 350 words)

- Please outline fully the role of Indigenous partner
- **Please use bullet points**

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, be current and written **specifically for the IBA program**

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

Additional Materials – optional, but strongly recommended

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

Other Suggestions:

- Tell the nominee's story as you would to a stranger and 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.

Note: Request support letters early on so the referee has time to write a strong letter.

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 for consideration by the following year's jury 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 the nomination was first submitted.

TIPS BEFORE YOU BEGIN

- Have ALL nominator and nominee contact information on hand (full name, address, email, phone number, website & social media handles, if applicable)
- Use a word document to prepare the Nominator Statement, Community Impact & Ownership Structure statements; then copy and paste the content into the required field
- Budget 15-20 minutes to complete the online form
- Have all documents ready to upload
- If you don't have all the information at hand, click on '[Save and Continue Later](#)' – you will be prompted to enter your email and will receive a link that you can access to complete your nomination prior to the deadline

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 nomination form and completed at a later date?

Yes, it can. If you don't have all the information at hand, click on 'Save and Continue Later' – you will be prompted to enter your email and will receive a link that you can access to complete your nomination prior to the deadline.

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, a wholly owned community enterprise must be nominated under the Community-Owned Business Category.

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

Yes. Submitted nomination 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 September; their names are published on BC Achievement's website and social media.

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 IBA 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