

Awards Entry Form 2025 Handbook



**The Good
Small Business
Awards 2025**

Introduction

This document explains what the awards entry criteria then provides descriptions about information needed to complete our Awards Entry Form located on The Good Small Business Awards website. We then provide a list of useful tips to consider in answering the Awards Entry questions.

Entry Criteria

The Good Small Business Awards recognises the good that small businesses are doing for people and planet. Your business will be ‘small’ if it has the following:

- 50 employees or less
- a turnover of £10.2 million or less.

All personal information will be kept confidential.

Entry Conditions

- The Awards are free to enter and no costs are incurred to submit an entry.
- All entries must be submitted through The Good Small Business Awards web portal.
- All entries must meet the entry criteria and entry conditions or the entry will be discarded.
- You may enter more than one award category but a new Awards Entry Form must be completed per award category.
- Each Award Entry Form must be individually tailored to the chosen award category and will be removed if the content is duplicated from another Award Entry Form.
- Entrants may be asked to provide further information supporting entry forms.
- Sponsors may not enter a category they are sponsoring and judges will not judge a category they are entering.
- All comments, facts, and figures submitted on your entry must be accurate to the best of your knowledge and will be kept confidential.
- It is the entrant’s responsibility to ensure any testimonials, customer information, or data supplied as part of the entry meets GDPR guidelines.
- Entries received after the deadline date will not be considered.
- The judges’ decision is final, and no correspondence will be entered into.
- The judges reserve the right to move your entry to another category or add your entry to another category.
- By submitting your entry, you agree to allow your business and you to participate in the publicity of the Awards, including any images taken on the Awards night.
- We reserve the right to withdraw a category at any time; extend the entry deadline; change the Awards dinner date; change some tickets to online (for example to meet COVID restriction requirements)
- Due to Entry submission volumes, the Finalists shortlisted will be distributed to all entrants.
- Although there is no fee to enter, we request Finalists to attend the Award Gala to benefit from amazing connections, opportunities and have an amazing contribution to a high impact event.
- All accepted nominees will be offered a special discount to join the Small Biz Pioneers community in Good Business Solutions.

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Nominated Business

This is the required information about the Nominated Business that shows the basic information we need about your Company:

NOMINATOR DETAILS [The person submitting the Award Entry Form]	
Nominator Name	
Nominator Email	
Nominator Phone	
NOMINATED BUSINESS DETAILS [The business entering The Good Small Business Awards 2025]	
Company Name	
Business Trading Name	
Business Trading Address	
How many years has your business been active or trading?	
Contact Person Name	
Contact Person Email	
Contact Person Phone	
Number of employees	
Business Type	
Award Category	

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The Awards Entry Form Questions

Remember, complete an Award Entry Form per Award Category you have selected.

Please note, it is advised to provide specific reasons and examples about what actions or activities you have done and are doing for the award category heading that you have selected to enter.

1	Social 1000 words	In relation to the chosen award category, what is your business doing to empower PEOPLE in your SOCIAL IMPACT? Prioritising people sustainability requires a business to consider the policies and experiences of people across their entire value chain: employees, contingent workers, suppliers, and people in their communities. Please add specific reasons and examples for the award category you have selected. Maximum of 750 words.
2	Environmental 1000 words	What is your business doing to nurture the PLANET in ENVIRONMENTAL IMPACT? Prioritising planet sustainability requires a business to consider how it measures and minimise its environmental impact, directly or indirectly. Please add specific reasons and examples for the award category you have selected. Maximum of 750 words.
3	Governance 500 words	What systems and processes a company uses to ensure it operates responsibly and ethically for long-term stable prosperity? Prioritising strong governance requires a business to consider how it is managed, including its ethical behaviour, decision-making processes, and how it interacts with stakeholders. Governance is often seen as the foundation upon which economic, environmental and social performance are built. Please add specific reasons and examples for the award category you have selected. Maximum of 500 words.
4	Purpose 500 words	What is the sustainability PURPOSE of the business, enterprise or organisation? A business sustainability purpose is the ultimate goal of the business, the essential reason why it exists, and how it contributes to the common good. Please add specific information related to the award category you have selected. Maximum 500 words.

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Answering Awards Entry Form Questions

**This about Progression not Perfection –
every business is different and each small action makes a difference**

- ✓ Remember these awards are about your business sustainability actions and goals - not a marketing exercise as this is not a brand popularity or sales agenda. It's all about your sustainability purpose and how your business creates positive impact. Show us the amazing sustainability things you do!
- ✓ Your purpose is the foundation to your sustainability activities. It is not your mission to be the top company in your local region or beyond - even if this is great. Your purpose is the reason your business is committed to being sustainable.
- ✓ Walk the walk - It's about what your business has done and the strategies in place to take the next steps. Please be careful not to just describe what you intend to do. This could be innovative great ideas but it is not about the impact you have and are creating. Write about the amazing things you've delivered and currently in action.
- ✓ In the economic development, describe how your business is governed and your compliance. What are your key policies to support sustainability activities? How do you manage finances? How does your business leaders develop? What accreditations or professional bodies do you have?
- ✓ Demonstrating your actions. Remember judges need equal reviewing time per entry to ensure a fair process. Sending loads of weblinks is not supporting a good review so the maximum is five links. Instead provide only the links requested and summarise supporting information into a document. E.g. screenshot customer feedback
- ✓ What industry compliance and professional memberships do you and your business have? E.g. Accountants - FCA accredited and Good Business Charter pledge

Sustainability Summit & Awards Gala Event 2025

**In entering the Awards, we request an enthusiastic commitment to attend this year's Summit & Awards Gala event. The agenda is designed to support business growth by collaboration opportunities and authentic connections. There will be engagement between large and small businesses too. We are different – our events bring recognised value to all who attend – it is far beyond just for winners. Get your tickets booked early!
Note: It is not a profit activity but cost only brimming with value.**