



## WOMEN ENTREPRENEURS OF SASKATCHEWAN INC.

Business Solutions for Success

### MEMBER OF THE YEAR AWARDS 2010

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#### **General Rules:**

Anyone may submit an application on behalf of a W.E. Full member; however the member must sign the application form. Members are encouraged to submit their own application. The award is given to the member herself, based on the success of her business.

Deadline for applications: **4:00 p.m., Friday April 9, 2010.** Applications can be sent to our Saskatoon or Regina office.

#### **Saskatoon office:**

#108, 502 Cope Way  
Saskatoon, SK S7T 0G3

#### **Regina office:**

#100, 1919 Rose Street  
Regina, SK S4P 3P1

#### **Applicants:**

- Must be a FULL member in good standing, for a minimum of six months prior to the closing date for applications. For partnerships to be eligible, both must be full members.
- Must be a majority owner in the business and actively involved in the day-to-day operations.

#### **Selection Process:**

The Selection Committee will select the finalist in each category. These finalists will be notified by Friday, April 30. Award winners are asked to attend the Conference Banquet on May 7 in Regina, where the awards will be presented.

The Selection Committee reserves the right not to select a finalist, should the applicants not meet the required criteria.

**All applicants are required to submit most recent year end financial statements (Balance Sheet and Income Statements) for the business to the Selection Committee auditor for review.** These will be kept confidential and will be seen only by the auditor for due diligence purposes to confirm the business is viable and practices good financial management.

Please note applications without adequate financial information will not be considered. Judges' decisions are final and not subject to review.

#### **Award Categories:**

##### **1. Emerging Business**

- a woman who has been in business for three years or less from the time of close of applications
- the business provides a product or service that is supported by a solid plan for growth
- must be a business registered in Saskatchewan
- applicants will be judged on the following criteria: an evaluation of the business planning process, job creation, innovation, and demonstrated financial viability and profit potential.

## 2. Existing Business

- a woman who has been in business for more than three years, and is a role model for women entrepreneurs
- a woman who through her dedication and hard work has developed or expanded her business to contribute significantly to the local economy by creating job opportunities for others and benefits for the community
- a woman who demonstrates the ability to change, grow and refocus with emerging trends to ensure the continued success of her business
- the business has demonstrated long term financial viability and profitability
- there is a demonstrated contribution or connection to entrepreneurship in general through such organizations as W.E.

### How to Apply:

**Applicants will not be considered unless the following information is received by the deadline.**

1. The attached application form.
2. Typewritten information prepared specifically for this awards program under the following headings:
  - Mission Statement (your vision of your business and future plans)
  - History (background, why and when the business was established, and the business structure)
  - Products/Services (what you sell, what makes it unique, who are your customers)
  - Marketing Objectives (target markets, growth potential, analysis of competition)
  - Management Structure (current and projected organizational structure, human resource policies and job creation)
  - Growth Strategies (future plans; anticipated barriers and how you plan to overcome them)
  - External Advisors and References (who have aided in your entrepreneurial efforts, as evidenced by letters of reference from unrelated parties such as customers, business affiliates, or suppliers)
  - Community (contribution and support of other women in business in your community)
  - Additional Information relevant to the application (clearly explain why your business is qualified for the award)
  - **Financial statements (\*\*including 3 years of historical information and \*\*pro-formas for a minimum of one year)**
  - Emerging businesses must include their original business plan

Applications may be supplemented by a reasonable selection of company literature, media clippings or other pertinent data. Materials will not be returned. **Please provide five (5) copies of the application for distribution to the judges.**



**WOMEN ENTREPRENEURS OF SASKATCHEWAN INC.**

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**APPLICATION FORM 2010**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Membership in Women Entrepreneurs since: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Award Category:

\_\_\_\_\_ Start-Up \_\_\_\_\_ Existing

Release:

I hereby authorize and release the following to the Women Entrepreneurs of Saskatchewan Inc. Selection Committee, in connection with the W.E. Member of the Year Awards:

- To contact references and external advisors to verify information provided.
- To perform due diligence by the Awards auditor to verify information provided. All such information is to remain confidential.
- To use my name and business name, photographs, or other forms of media. I agree that no compensation shall be due to me or my company for such usage if I am selected as an award recipient.

The information I have provided is true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

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