

## Tips for Completing your 2012 NSBA Business Builders Award Submission

Please review the following tips and guidelines before submitting your NSBA Business Builder Award application. Due to the large number of submissions received each year, it's important to follow the tips and guidelines to ensure your application is presented in the best possible format.

### Tips and Guidelines to Follow

1. Review, understand and follow the award criteria. Successful applications are awarded to companies that are able to clearly demonstrate how their organization delivered on the outlined criteria within the specific category. Ensure you are following the criteria set out in the application form and not including additional information that is not required.
2. Keep your applications concise and to the point. Eliminate all information that does not directly enhance your entry. Judges review several submissions, so the more focused your application is to the award criteria the better.
3. Ensure all required information is completed and attached within the original application. Use the checklist provided within the application form to ensure you have completed and attached the necessary supporting information.
4. Clearly identify what best practices or tactics were implemented that helped achieve success for your business. Be as detailed as possible with the outcomes (financial, reputational, employee satisfaction, etc.) that provide support to your application as it relates to the category.
5. Review, spell-check and review again. If possible have others from your organization review the application before submission to ensure your application is free of spelling and grammatical errors and the content is accurate.

*Remember the application you submit is a reflection of your business, so take the necessary time to review the application and ensure all information is presented in a clear, concise manner that reflects positively on your business and the past year's successes.*

Best of luck to all applicants, we look forward to reviewing your submission and seeing the positive contribution you have made to the Saskatoon business community over the past year.

Sincerely,

