



Yorkshire and Humberside Family Business Awards Guidance Notes for Entrants

These notes will help you prepare your application for the Yorkshire and Humberside Family Business Awards. Please read the guidelines carefully to ensure your entry meets the requirements and stands out to the judges.

Eligibility

The Yorkshire and Humberside Family Business Awards are open to businesses that meet the following criteria:

Operate within Yorkshire and Humberside.

Are family-owned, with family members actively involved in the management and/or ownership of the business.

Meet the specific criteria outlined for the category you are applying for.

Choosing a Category

The awards include a wide range of categories to recognize excellence across different industries and business practices. Make sure to select the category that best fits your business. The categories include:

Agri-Business Excellence Award: For innovation and diversification in farming ventures.

Builders of Tomorrow Award: Recognises construction, property, and engineering excellence.

Business Services Excellence Award: For businesses powering the Yorkshire region's service sector.

Yorkshire Manufacturing Excellence Award: Honours innovation and ingenuity in manufacturing.

Vital Transporters Award: Celebrates businesses involved in haulage, logistics, and distribution.

Retail Innovators Award: For excellence in retail, both physical and online.

The Green Award: For exceptional environmental sustainability.

Leadership Excellence Award: Recognises outstanding leadership.



Employee Excellence Award: Honours an exceptional employee's contributions.

People's Choice Community Champion Award: Celebrates businesses making a significant community impact.

Full category descriptions are available on the awards website to help you determine the best fit. You can enter multiple categories using one application form, and the awards are free to enter

Key Dates

Application Deadline: October 11th, 2024

Finalists Announced: Week commencing 14th October

Judging Visits: October/November

Awards Ceremony: November 22nd, 2024, at The Royal Armouries in Leeds

Completing the Application

The application form covers key details about your business, including its history, structure, and achievements. Ensure all required fields are completed:

Business Overview: Provide a summary of your business, including founding year, employee count, and family involvement.

Roles of Family Members: Describe the roles family members play in the business.

Governance: Explain how decision-making and accountability are managed within the family business.

Vision and Values: Describe your business's vision, values, and purpose.

Marketing: Indicate whether and how you promote your family business identity.

Equality, Diversity, and Inclusion: Share your approach to fostering diversity and inclusion in the workplace.

For specific categories like The Green Award, Digital Transformation Award, and Leadership Excellence Award, completion of additional category-specific questions for the ones that you are entering will be required. Ensure these are completed thoroughly.

***See Tips for a Strong Application Further down the Guidance Notes**



Supporting Materials

Photos: You are required to submit high-resolution images of key individuals (family members or nominees) and the business. These will be used in the programme and promotional materials.

Optional Video: You may also submit a video supporting your application. This is optional but can be a powerful way to present your business.

Company Logo: Submit your company's logo in high resolution for use in the awards programme.

You can send supporting information by email to info@yorkshireandhumbersidefamilybusinessawards.co.uk or send via We Transfer

Submitting Your Application

Submit your completed application form online or via email by the deadline. This gives us time to come back to you if further information is required before passing the applications onto the judges.

Judging Process

Your application will be judged by a panel made up of former family business winners, sponsors and peers of The Family Business Community. The judging process is confidential, and your business information will not be shared beyond the judging team.

Once the shortlist is finalised and announced, the judges will make direct contact to arrange your judging visit – further guidance on this visit will be sent at the time of this contact

When the judges are looking at your paper applications each questions have a score against it which we have detailed below as we felt this would be additional helpful guidance for you:

Compulsory Question's for all to complete:

Q1 – 15 points

Q2 – 5 points

Q3 – 5 points

Q4 – 15 points



Q5 – 10 points

Q6 – 10 points

Q7 – 10 Points

Q14 – 10 points

****You only complete Q8 to 13 if you are entering those specific categories***

There will be a score out of 10 against each category you enter; to help the judge understand why you have entered that category and do the details on the application form help describe that to them and get a real understanding you your family business.

For this reason, we have no word count as we want you to be able to give concise explanations to champion your family business against the categories you wish to enter but not be limited to what you want to say.

It's helpful for the judges to understand and get to know you and your business before they visit you as finalists if successful on shortlisting.

Tips for a Strong Application

Be Clear and Concise: Ensure your answers are clear and address the questions fully. Avoid long-winded responses that don't add value.

Bullet point/list your milestones to help tell that story. For Governance think about how you meet to make decisions, is it round the kitchen table or over Sunday lunch or is it structured with more formal meetings.

What do you include as your governance for your family business and does this help you to be fit for the future planning or are things in progress and being developed. This information is all helpful in understanding the structure and how you operate as a business regardless of size and industry.

Provide Evidence: Where possible, include specific examples or metrics that demonstrate your business's achievements. For instance, explain how digital technologies have transformed your business or how sustainability efforts have made a measurable impact.

Highlight Family Involvement: Judges are particularly interested in how family values contribute to the success of your business, so make sure this is highlighted.

Engage the Judges: Make your application interesting and compelling. Use the optional video to bring your business's story to life.



Remember what is obvious to you, is not to someone who is learning about your family business for the first time so include all that information as well

Questions and Support:

If you have any questions regarding your application or the awards process, please contact:

Sue Howorth**: 07866 536050

Dave Clarkson**: 07908 783305

Email: info@yorkshireandhumbersidefamilybusinessawards.co.uk

We wish you the best of luck with your application!