**Small Business Friendly Borough Awards 2022: Award Rules**

1. The awards are open to all 32 London boroughs and the City of London Corporation.
2. There are five award categories, which are:

* **Best All-Round Small Business Friendly Borough**

This award commends councils for successfully implementing wide-ranging policies to support and develop the local micro and small business community.

* **Best Small Business Friendly Procurement to Support Local Trade**

This award celebrates council procurement activities that have enabled local micro and small businesses to gain access to public sector and other local contracts.

* **Best Programme of Support for Small Businesses**

This award recognises programmes of support around a particular theme, which have encouraged and supported the borough’s micro and small business community. Support measures could include measures to support businesses during the Covid crisis; or reduce the level of unemployment and increase skills levels.

* **Best Programme to promote Environmental/Sustainable support to small businesses**

This award celebrates council activities that have supported businesses looking to reduce their carbon footprint, move to Net Zero, Green their business, and/or make their business more environmentally sustainable

Councils can nominate projects delivered from November 1st 2019 to or October 31st 2021 in any of the award categories.

1. Councils can submit nominations in as many of the award categories as they wish.
2. Councils can nominate more than one project per category for consideration by the judging panel.
3. Joint projects between councils are eligible for submission by all of the councils involved but any award will be given on a joint basis.
4. Each project nomination should be no more than 500 words and should include the following:

* Brief project summary
* Outline of the project rationale and goals
* Description of what the project involved
* Information on the project outcomes and benefits for local businesses
* Endorsements from local businesses affected by the project (where available) – please note that these will not be counted as part of the word limit
* Images relating to the project (where applicable) with authorisation for media use

Any entries that exceed 500 words will be marked down or disqualified.

1. All nominations should also include a statement of council payment policy regarding micro and small businesses, including any policy to improve payment conditions in council supply chains. In the event of a tie in any category the judges will take this payment policy into account when determining the winner. The policy should be no more than 150 words and will not count towards the 500-word nomination limit.
2. Nomination forms for the awards must be emailed to [Matthew.Jaffa@fsb.org.uk](mailto:Matthew.Jaffa@fsb.org.uk) by no later than 5pm on **Friday 10 December 2021**. Nomination forms submitted after this date will not be eligible for inclusion in the awards scheme.
3. Following nominations, councils may be asked to submit additional material to meet the judges' criteria.
4. The judges for the awards will be appointed by the Federation of Small Businesses (FSB) and London Councils. The judges' decisions are independent of the awards administration and shall be final. The FSB and London Councils will not enter into any discussion or correspondence concerning the results.
5. The winners of the awards will be announced in February 2022.
6. In submitting your application, you are giving consent to London Councils and to any media partners to publish details of your entry and to use it as an example of good practice in future publications, webpages or events.

**Small Business Friendly Borough Awards 2022: Nomination Form**

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| --- | --- |
| Name of council |  |
| Contact name |  |
| Position |  |
| Telephone no. |  |
| Email address |  |

**Please indicate which of the award categories you are nominating your council for:**

1. Best All-Round Small Business Friendly Borough
2. Best Small Business Friendly Procurement to Support Local Trade
3. Best Programme of Support for Small Businesses
4. Best Programme to promote Environmental/Sustainable

support to small businesses

Councils are invited to submit nominations in more than one category, if appropriate.

Each nomination should be no more than 500 words, and should include the following:

* Brief project summary
* Outline of the project rationale and goals
* Description of what the project involved
* Information on the project outcomes and benefits for local businesses
* Endorsements from local businesses affected by the project (where available) – please note that these will not be counted as part of the word limit
* Images relating to the project (where applicable) with authorisation for media use

Each nomination should also include a statement – of no more than 150 words – of the council’s payment policy for micro and small businesses, including any policy to improve payment conditions in council supply chains.

**Statement of council payment policy for micro and small businesses**

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**Best All Round Small Business Friendly Borough**

***This award commends councils for successfully implementing wide-ranging***

***policies to support and develop the local micro and small business community.***

Please provide the details of your nomination below.

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**Best Small Business Friendly Procurement to Support Local Trade**

***This award celebrates council procurement activities that have enabled local micro and small businesses to gain access to public sector and other local contracts.***

Please provide the details of your nomination below.

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**Best Programme of Support for Small Businesses**

***This award recognises programmes of support around a particular theme, which have encouraged and supported the borough’s micro / small business community. Support measures could include measures to support businesses during the Covid crisis; or reduce the level of unemployment and increase skills levels.***

Please provide the details of your nomination below.

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**Best Programme to promote Environmental/Sustainable support to small businesses**

***This award celebrates council activities that have supported businesses looking to reduce their carbon footprint, move to Net Zero, Green their business, and/or make their business more environmentally sustainable*** Please provide the details of your nomination below.

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