AFRICAGROWTH INSTITUTE

Africagrowth Institute
PO Box 3628, Tygervalley, 7536
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20 January 2011

Dear SMME Manager / Owner

2011 AFRICA SMME AWARDS COMPETITION

To acknowledge and appreciate the important role the sector plays in promoting wealth and prosperity in the continent, Africagrowth Institutes, in partnership with African governments and government's institutions, Private Sector Institutions, NGOs and SMME support agencies is pleased to introduce the 2011 Africa SMME Conference and Awards. The idea behind the Awards is to identify and recognise the best performing SMMEs in the continent. The Award ceremony showcases the continent's best SMMEs in the trade, services and industrial sectors. The overall winner will receive the African SMME of Year Award. The Awards ceremony will take place 13 October 2011, South Africa. (venue to be confirmed).

The 2011 Africa SMME Awards ceremony aims to recognise the success and vitality of the Africa SMME sector. This unique annual awards program has been established specifically to acknowledge, encourage and celebrate excellence amongst African SMMEs by giving them the opportunity to gain valuable exposure and well-deserved recognition for their national and global expansion ambitions. The Awards are the highest honours that can be bestowed to SMME owners in the continent. The main goal of the Award program is, therefore, to help the Africa SMME business sector grow and prosper, and to market Africa as an investment destination for the rest of the world.

We kindly invite you to enter your company for this prestigious Award.

The closing date for entries is 30st of June 2011. Attached please find the entry criteria and entry form for submission.

Yours sincerely

NBIEKPE
Professor Nicholas Biekpe
President: Africagrowth Institute

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2011 Africa SMME Award

13 October 2011

Venue : TBC

1. INTRODUCTION

SMMEs play a crucial role in the economy of Africa. It is estimated that the sector, excluding government, provides more than 90% of the workforce of the continent and contributes significantly to the GDP of its economy. In a nutshell the sector is the heart that pumps the economic blood to the vital organs of the Africa's economy.

2. AWARDS CATEGORIES

Categories	Areas
Industrial Sector Award	This is an award for the Manufacturing; Electricity; Gas & Water; Construction; Mining & Quarrying and Agriculture
Trade Sector Award	Wholesale, Retail sector, Arts and Crafts
Services Sector Award	This is an award for the Financial & Business Services; Transport Storage & Communications; Hospitality sector, Tourism
Best New Business Award	For outstanding results achieved in creating a new business, less than three years in operation, and attaining quantifiable business outcomes
Young Enterprise Award	For the outstanding accomplishment made by a business Director and/or Owner at the age of 30 or under. (must submit proof of age)
Most Innovative Enterprise Award	For the outstanding entrepreneurial spirit a company possesses in pioneering new approaches and the ability to adapt and develop products. **This award will be selected from all the entries by the judges.**
Africa SMME of the Year Award	The overall SMME of the Year recipient will be selected from the winners of the categories shown above.

3. WHO IS ELIGIBILE TO ENTER?

To be eligible, your business must satisfy all of the following criteria:

- Employ less than the full time equivalent of 200 persons and must have a turnover ranging between R40 000 and R10 million
- Registered in Africa
- In active operation for at least two years;
- Be resident in Africa;
- Not be a branch of another business.

4. WHO IS INELIGIBILE TO ENTER?

Your business is not eligible to enter if it is:

- A franchisee or franchisor;
- A club, co-operative or not for profit organisation;
- Not more than 50 per cent owned by another business;
- Majority Government funded or a Government agency or NGO/Donor funded;
- Part of a larger group with significant buying power.

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5. HOW TO ENTER?

1. **Entry is free and SMMEs or nominees may enter for only one category.**
2. Complete entry form template below and email or mail it to the coordinators as soon as possible.
3. The document should be completed in MS Word as far as possible and entrant must use the template to make inter-company comparisons possible.
4. **The nominee should supply financial statements for the past 2 years or latest audited financials or management accounts.**
5. **Previous winners in this competition are not allowed to enter, only after every 3 years.**

Application information for the **Africa SMME Awards** should be directed to:

Portia Modisakeng; Africagrowth Institute; PO Box 3628, Tygervalley, 7536
Tel: (021) 914 6778 Fax: (021) 914 4438; Email: portia@africagrowth.com

6. CATEGORY SELECTION

SMMEs are welcome to enter for **ONLY ONE** of the five categories.

7. REQUIREMENTS

Each submission is restricted to maximum of 2000 words and should specifically respond to the entry questions listed below. Submissions must be typed not less than size 10 font and no longer than twenty pages (i.e. your submission and supporting material together must comprise no more than twenty A4 sheets).

8. JUDGES

Submissions will be judged by a panel of SMME experts drawn from the public and private sectors, who will seek demonstrated quality, innovative techniques and strategic practice, amongst other qualities, in all submissions. Judges will mark submissions using a numeric method, and reserve the right not to award a winner in any category if they do not find entries that reach the desired standard. The decision of the judges will be final.

9. SUPPORTING MATERIAL

Supporting material such as brochures, media clippings, letters of appreciation, certificates etc. may be included where you believe they will assist your submission for outstanding achievement in the category.

A letter will be sent to all entrants confirming entries have been received. If you do not receive this letter, please let us know. All information provided will be treated as confidential. At the conclusion of the awards, copies of submissions will not be returned. For this reason, please ensure that you keep a copy of your submission for your own records and do not send in the original of any supporting documents, such as press clippings or certificates.

10. IMPORTANT DATES AND DEADLINES:

- Deadline for submission of material: 30 June 2011
- Finalists to be notified: 31 July 2011
- Awards banquet and media releases to announce winners: 13 October 2011

CONTACT INFORMATION

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ENTRY FORM

2011 AFRICA SMME AWARDS: ENTRY QUESTIONS:

The following list of requests and questions must be answered in each submission. Insert a cross (X) in the boxes, where applicable, and provide the requested information in the spaces provided below. All Sections **are compulsory and must be filled**. Insert "NA" if information is not available. Please be as brief as possible.

SECTION 1:

Name of Owner/Manager		
Company Name		
Telephone		
Fax		
Email		
Website		
Postal Address		
Categories	**Areas**	
Industrial Sector Award	Manufacturing; Electricity; Gas & Water; Construction; Mining & Quarrying and Agriculture	
Trade Sector Award	Wholesale and Retail sector	
Services Sector Award	Financial & Business Services; Transport Storage & Communications; Hospitality sector, Tourism	
Best New Business Award	For outstanding results achieved in creating a new business, less than three years in operation, and attaining quantifiable business outcomes	
Young Enterprise Award	For the outstanding accomplishment made by a business Director and/or Owner at the age of 30 or under. (need to submit proof of age)	
Most Innovative Enterprise Award	For the outstanding entrepreneurial spirit a company possesses in pioneering new approaches and the ability to adapt and develop products. **This award will be selected from all the entries by the judges.**	
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SECTION 2

Criteria	Key Areas of Focus
Company Definition & Ownership **(X out of 5 points)**	(a) In what year was your organisation founded? Include company registration document. (b) Short summary of what your company is doing. (c) In what specific industry area (e.g. Manufacturing) does your business operate? (d) Expressed as a percentage, what is the ownership structure of your business? (E.g. 80% owned by you and 20% by another company or government) (e) Are your company BEE Compliant, if yes, what percentage? **Response here:**

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Financial performance & Labour force

(X out of 20 points

- Please provide five years sales or revenue, costs, and profit before tax history of the product or service submitted

Year	2007	2008	2009	2010	2011
Revenue					
Cost					
Profit before Tax					
Full-time Employees					
Part-time Employees					

*****Please supply financial statement for the past 2 years or latest audited financials or management accounts.***

Services Rendered

(X out of 20 points)

Summarise the history of your product, service or company.

GUIDELINES FOR YOUR SUBMISSION:

(a) How has your product/service met the needs of your target market?
(b) Do you have a business plan and how has this evolved in your business?
(c) What are the most important factors which make your company what it is today?
(d) Does your company have internet presence?
(e) How important is, marketing, research and development to your company? Explain

Response here:

Business model

(X out of 30 points)

Explain how you produced an exceptional outcome in your chosen category?
GUIDELINES FOR YOUR SUBMISSION:

Focus on the achievements your business has accomplished with relevance to the category chosen.

(a) Outline specific strategic approaches which assisted your business in gaining results.
(b) Why were these achievements exceptional and how did they affect company staff?
(c) How have you performed within your competitive environment and what obstacles have you overcome to achieve results?
(d) Describe the vision for your business and plans for future growth.

Response here:

Corporate governance & Quality Control

(X out of 15 points)

(a) Do you have quality control systems in place?
(b) Provide Qualifications and experience of management
(c) Does your company have Board of Directors?
(d) Do you have a customer satisfaction evaluation programme?
(e) Do you have an ISO certification or similar quality certification (e.g. SABS)?

Response here

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Social Responsibility **(X out of 10 points)**	Outline your company's social responsible investment involvement *GUIDELINES FOR YOUR SUBMISSION:* (a) Describe the company's role in youth development. Issues. (b) What role does the company play in community development? **Response here**

SECTION 3

ENTRANT'S DECLARATION & AUTHORITY TO USE INFORMATION:

I ACKNOWLEDGE THAT:

- The information contained in this form constitutes my application. If I or my company is selected as a finalist I will be required to provide additional information for the awards presentation if necessary.
- The judges may take any factors that they consider relevant into account in reaching a decision. I will be prepared to provide financial statements should the judges need it to fully assess my entry. The judges' decision will be final.
- The information I provide will be collected and used by Africagrowth Institute for purposes connected with the administration and marketing purposes of the SMME Awards and for the purpose of research and training.
- I hereby authorise the use and public release in connection with the African SMME Awards of my name, my business name, and information supplied in connection with my submission. (Sensitive financial information will be withheld from publication at the request of entrants.)

PERSONAL INFORMATION:

- Your personal information is collected by Africagrowth Institute.
- Under the Privacy Act, you may be entitled to gain access to your personal information while we store it.
- If you do not provide your personal information, you will not be eligible to enter the awards.

I DECLARE THAT:
The information I have provided in this form and submission is true and correct. If it is found that such information is not true or that is deliberately misleading, the nominee will be disqualified or the award will be withdrawn if the nominee has already been given an award.

I have read and consent to the content of this declaration and authority.

……	……	……
Name	**Signed**	**Date**

Position in Company……

Company's name……..

Contact details: All information must either be couriered or/and emailed to: Africagrowth Institute, PO Box 3628, Tygervalley, 7536: Email: dina@africagrowth.com

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