



Africagrowth Institute
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20 July 2014

Dear SMME Manager / Owner

2015 SOUTH AFRICA SMME AWARDS COMPETITION

Small, micro and medium enterprises (SMMEs) are the engine of growth in any economic. The sector creates a very significant portion of the workforce in the country. The significance of the sector has been strengthened by the recent establishment of a Ministry of Small Business. To acknowledge and appreciate the important role the sector plays in promoting wealth and prosperity in the country, Africagrowth Institutes, in partnership with major Private Sector Institutions, NGOs and SMME support agencies will be organising the 2015 South Africa SMME Conference and Awards. The one-day conference and awards ceremony will take place on the 4th of June 2015 at the Lord Charles Hotel, Cape Town.

The idea behind the Awards is to identify and recognise the best performing SMMEs in our country. The Award ceremony showcases the countries best SMMEs in the trade, services and industrial sectors. The overall winner will be crowned as the South African SMME of Year.

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

The closing date for entries is 28 February 2015. Attached please find the entry criteria and entry form for submission.

Yours sincerely

NBIEKPE

Professor Nicholas Biekpe
President: Africagrowth Institute



2015 South Africa SMME Award

4 June 2015

Venue : Lord Charles Hotel, Somerset-West, Cape Town

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 South 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.
South 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 ELIGIBLE 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 not have a turnover more than R30 million per annum.
- Registered in South Africa
- In active operation for at least two years;
- Be resident in South Africa;
- Not be a branch of another business.

4. WHO IS INELIGIBLE 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.

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 2012 and 2013 or latest audited financials or management accounts.

Application information should be directed to: *Dina Potgieter; Africagrowth Institute; PO Box 3628, Tygervalley, 7536: Tel: (021) 914 6778 Fax: (021) 914 4438; Email: dina@afriagrowth.com*

6. CATEGORY SELECTION

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

7. REQUIREMENTS

Please make sure all questions are answered. Incomplete entries will be disqualified.

The document should be completed in MS Word as far as possible and entrant must use the template to make inter-company comparisons possible.

8. JUDGES

Submissions will be judged by a panel of SMME experts drawn from the public, government 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 entries and material: 28 February 2015
- Finalists to be notified: 31 March 2015
- Awards banquet and media releases to announce winners: 4 June 2015

CONTACT INFORMATION

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ENTRY FORM

2015 SOUTH 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 give a good description of each question.

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	
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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. This award will be selected from all the winners of the categories above.	

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 description 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)
	Response here: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

<p>Financial performance & Labour force</p> <p>(X out of 20 points)</p>	<ul style="list-style-type: none"> Please provide five years sales or revenue, costs, and profit before tax history of the product or service submitted <table border="1" data-bbox="472 232 1430 510"> <thead> <tr> <th>Year</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cost</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Profit before Tax</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Full-time Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Part-time Employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>*Please supply financial statement for 2012 and 2013 or latest audited financials or management accounts. Compulsory...</i></p>	Year	2010	2011	2012	2013	2014	Revenue						Cost						Profit before Tax						Full-time Employees						Part-time Employees					
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<p>Services Rendered</p> <p>(X out of 20 points)</p>	<p>Summarise the history of your product, service or company.</p> <ol style="list-style-type: none"> How has your product/service met the needs of your target market? Do you have a business plan and how has this evolved in your business? What are the most important factors which make your company what it is today? Does your company have internet presence? How important is, marketing, research and development to your company? <p>Explain</p> <div data-bbox="472 824 1430 1066" style="border: 1px solid black; padding: 5px;"> <p>Response here:</p> </div>																																				
<p>Business model</p> <p>(X out of 30 points)</p>	<p>Explain how you produced an exceptional outcome in your chosen category?</p> <ol style="list-style-type: none"> What is your strategy for your business to grow, going forward? List your strengths (staff/products/services) and how it impacts your business. What are your weaknesses and what did you put in place to overcome it? List the opportunities you have identified to grow/expand your business, product and service. Describe the vision and mission for your business. <div data-bbox="472 1406 1430 1648" style="border: 1px solid black; padding: 5px;"> <p>Response here:</p> </div>																																				
<p>Corporate governance & Quality Control</p> <p>(X out of 15 points)</p>	<ol style="list-style-type: none"> What kind of quality control systems do you have in place? Please explain. What customer satisfaction evaluation programme do you have in place? What systems do you have in place to measure staff performance and growth? <div data-bbox="472 1832 1430 2074" style="border: 1px solid black; padding: 5px;"> <p>Response here</p> </div>																																				

