

The Queen's Awards for Enterprise Promotion

Guidance Notes
for Nominators 2014





FREQUENTLY ASKED QUESTIONS

WHAT IS THE QUEEN'S AWARD FOR ENTERPRISE PROMOTION?

1. The Queen's Award for Enterprise Promotion, introduced in 2004, recognises individuals who have played an outstanding role in promoting the growth of business enterprise and/or entrepreneurial skills and attitudes in others. It is part of The Queen's Awards for Enterprise which also has three categories of business awards.
2. There are up to ten Awards granted each year plus one Lifetime Achievement Award, if there is an appropriate candidate.

WHAT ARE THE TIMINGS FOR THE AWARDS?

3. These are annual Awards. Nomination forms are available from 21 April and must be submitted by the last working day of September in the same year.

IS THERE AN ENTRY FEE?

4. No – the Awards are free to enter.

WHAT ARE THE ELIGIBILITY CRITERIA FOR THIS AWARD?

5. The Queen's Award for Enterprise Promotion is an award for those individuals who are active in the field of enterprise promotion. Awards are bestowed on the basis of nominations, substantiated by letters of support from up to four other people. Self-nomination is not permitted.
6. The activity for which the individual is nominated must take place in the UK and/or Crown dependencies (the Channel Islands and the Isle of Man).
7. Those nominated should be active in the role/area for which they are being nominated at the time of nomination and have undertaken the activity for not less than two years.

8. The 'Lifetime Achievement Award' is given for outstanding, consistent and effective promotion of business enterprise skills and attitudes over a substantial period of time (not less than ten years).
9. We are specifically looking for individuals who contribute more than simply the requirements of their paid employment or primary activity and whose achievements make them stand out against others. (Guidelines on types of activity are provided later in this guidance note.)
10. Nominations that may bring a reputational risk to the Awards will not be accepted.

CAN I NOMINATE SOMEONE WHO IS NOT A UK CITIZEN?

11. Substantive awards are made to UK citizens or citizens of Commonwealth countries of which The Queen is Head of State. However, citizens of other countries may be considered for honorary awards.

WHO CAN MAKE A NOMINATION?

12. Anyone can make a nomination. The form should be completed in respect of one individual only. Joint nominations are not acceptable.

AM I ALLOWED TO INFORM THE NOMINEE OF MY NOMINATION?

13. No. The nominee should not be made aware that they have been nominated and should not assist in the completion of the nomination form.

WHAT KIND OF ACTIVITY IS COVERED BY THE TERM 'ENTERPRISE PROMOTION'?

14. Enterprise promotion covers the encouragement or facilitation of the skills and attitudes found in an enterprise environment, whether in a commercial business or a social enterprise.



15. We are looking for those individuals who go beyond the limits of their day-to-day role to foster an entrepreneurial spirit and promote enterprise within others. For example:

- entrepreneurs, business men and women, inventors and innovators who give their time, knowledge and experience to support other potential entrepreneurs
- individuals who provide assistance and possibly financial support to other potential entrepreneurs, whether or not they are still in education or at the business start-up/growth stage
- those in education, training and youth work who are providing people of all ages, particularly the young, with enterprise skills and attitudes
- people involved in social enterprise who achieve business outcomes or equip others with business skills (A 'social enterprise' is one which exists to fulfil a social purpose but which generates all its income through trading and then reinvests any surpluses in the work).

We are particularly looking for nominees whose activities have taken place within:

- challenging circumstances; or
- disadvantaged or deprived communities; or
- where young people or under-represented groups have particularly benefited

CAN YOU GIVE EXAMPLES OF THE TYPES OF ACTIVITY NOMINEES MIGHT BE EXPECTED TO HAVE UNDERTAKEN?

16. Please see the following suggestions. This is not an exhaustive list:

- Offering a role model and/or business model to motivate people to engage in enterprise and promoting these models eg through mentoring

- Using innovative ways to increase the understanding of business skills and processes in particular communities, for example students, schoolchildren, those in a deprived area or those who influence individuals' career choices
- Mentoring and/or offering financial support to start-up and/or developing businesses or providing ways to develop specific skills which can be used to start a business
- Developing ways in which to explain the risks of business enterprise and promoting the development of enterprise and risk management skills
- Developing partnerships between the business community and educational institutions or youth organisations in order to promote an understanding of enterprise and/or the development of enterprise skills
- Working to help innovators and inventors to bring ideas to business fruition
- Promoting business enterprise in disadvantaged communities, possibly but not necessarily through the medium of a social enterprise, and/or working to change the perception that businesses cannot be established and run successfully in deprived areas

HOW MANY LETTERS OF SUPPORT MUST BE PROVIDED AND FROM WHOM?

17. You are required to provide a minimum of two letters of support, up to a maximum of four. The letters should be from others who have first-hand knowledge of the nominee's contribution to enterprise promotion and the impact their work has had on them and/or others. Letters must be signed by the author.



WHAT INFORMATION WOULD YOU EXPECT TO FIND IN THE LETTERS OF SUPPORT?

18. We are looking for details of the length of time involved and quantitative evidence that demonstrate the clear impact of the nominee's activities. For example:
- evidence of the benefits resulting from the nominee's services to a particular field, area, group, community or society as a whole
 - where a nominee's work covers a number of activities, it would be beneficial to receive letters highlighting the impacts of the different aspects of the nominee's work, rather than multiple letters covering one singular activity
 - a personal perspective from those who have benefited from, or had direct experience of, the success of the nominee's work
 - at least one from an organisation with a wide enough remit to be able to provide an assessment of the extent to which the nominee's contribution sets them aside from their peers eg Chambers of Commerce, voluntary organisations, local authority, employer, contractor, college, industry network etc.
 - The letters should make clear why a nomination is being supported and should not simply say "I wish to support the nomination of".

HOW DO I COMPLETE A NOMINATION FORM?

19. Nominations forms are completed online. You will need to register on The Queen's Awards website to access the online form: www.queensawards.org.uk. PDF copies may be downloaded for drafting purposes but all forms must be submitted online.
20. Please complete the nomination form fully and accurately, taking care to closely follow

the instructions for each section and provide as much information and evidence about your nominee and their achievements as possible.

21. Completed forms are submitted electronically. All letters of support must be uploaded and submitted with the nomination form.

WHOSE RESPONSIBILITY IS IT TO OBTAIN THE LETTERS OF SUPPORT?

22. The nominator has sole responsibility for obtaining the letters of support.

CAN I SEND IN EXAMPLE OF MY NOMINEE'S WORK (EG VIDEOS, PHOTOGRAPHS, BOOKS)?

23. No. We cannot take responsibility for their safekeeping, nor are we able to return them.

WILL I RECEIVE AN ACKNOWLEDGEMENT AND UPDATES ON THE PROGRESS OF MY NOMINATION?

24. Nominators will receive an e-mail acknowledgement from The Queen's Awards Office confirming their unique reference number which will begin with 'QA' eg QA0123/14EP. If you do not receive this notification, please contact the helpline promptly.
25. The Queen's Awards Office cannot enter into correspondence about either the merits of a particular nomination or its progress during the Awards process.

WHAT SHOULD I DO IF THERE ARE CHANGES TO INFORMATION ALREADY SUBMITTED?

26. The Queen's Awards Office must be advised of any changes to the information supplied on the nomination form eg changes to the nominee's personal details. Please send an email containing the unique reference number and the updated information to: info@queensawards.org.uk



HOW ARE NOMINATIONS ASSESSED AND WHO JUDGES THEM?

27. HM The Queen bestows the Award on the advice of the Prime Minister who is assisted by an Enterprise Promotion Assessment Committee. Since the nominations are judged solely on merit, there is no allocation of awards to particular regions or territories. All nominations are treated in the strictest confidence.
28. An independent assessment of nominations is carried out between October and November and a shortlist is drawn up. The Queen's Awards Office undertakes due diligence checks of the shortlisted candidates which are then considered by the Enterprise Promotion Advisory Committee. The Committee is chaired by the Director of Enterprise Directorate at The Department for Business, Innovation and Skills and comprises public/private expert representation from the fields of entrepreneurship, enterprise and education.

WHEN DO I FIND OUT IF MY NOMINATION HAS BEEN SUCCESSFUL?

29. The Queen's Awards Office will notify all nominators/nominees if they have been successful shortly before the public announcement of the winners on 21 April, The Queen's birthday. Details of Award winners are published as a supplement to the London Gazette and on The Queen's Awards website.

WHAT HAPPENS IF MY NOMINEE RECEIVES AN AWARD?

30. Recipients of the Award will receive an engraved crystal glass commemorative chalice and a Grant of Appointment at a Presentation Ceremony at the Department for Business, Innovation and Skills. All recipients and their nominators will also be invited to a Royal reception at Buckingham Palace.

31. This is an individual Award and recipients may not use The Queen's Award for Enterprise emblem for promotional purposes. Guidance on how to refer to the Award will be sent to recipients.

WILL I BE TOLD IF MY NOMINATION IS NOT SUCCESSFUL?

32. Yes. Nominators will also be informed shortly before the announcement if their nomination is unsuccessful.

CAN I NOMINATE AN INDIVIDUAL THAT HAS BEEN NOMINATED BEFORE?

33. Yes, if a previous nomination was unsuccessful. Please note that unsuccessful nominations are not re-considered automatically and a new nomination form will need to be submitted via the online system.

COULD A CANDIDATE RECEIVE BOTH A QUEEN'S AWARD FOR ENTERPRISE PROMOTION AND A PERSONAL HONOUR?

34. Yes, it is possible for an individual to receive The Queen's Award for Enterprise Promotion and a personal honour, providing they are for different achievements. However, if enterprise promotion forms a significant part of a citation for an honour, a candidate would not be eligible for both in close proximity.

CONTACT DETAILS FOR THE QUEEN'S AWARDS OFFICE

The Queen's Awards Office
1 Victoria Street
London
SW1H 0ET

Helpline tel: 020 7215 6880

E-mail: info@queensawards.org.uk

Website: www.queensawards.org.uk

LinkedIn Group: Queen's Awards for Enterprise