

# The Queen's Awards for Enterprise

---

General Background Note  
For Business Awards





## FREQUENTLY ASKED QUESTIONS

### WHAT IS THE PURPOSE OF THE QUEEN'S AWARDS FOR ENTERPRISE?

1. The Queen's Awards for Enterprise are the UK's most prestigious business awards, designed to recognise and encourage the achievements by businesses in the UK, the Channel Islands and the Isle of Man in the fields of Innovation, International Trade and Sustainable Development.

### WHEN WERE THE QUEEN'S AWARDS FOR ENTERPRISE INTRODUCED?

2. The Queen's Awards Scheme, originally known as The Queen's Award to Industry, was instituted by Royal Warrant in 1965. The first Awards were made in 1966.

### WHAT ARE THE TIMINGS FOR THE AWARDS?

3. These are annual Awards. Entries must be submitted between 21 April and 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 THESE AWARDS?

5. As a minimum, any organisation entering the Awards must operate in the UK, including the Channel Islands and the Isle of Man, and employ a minimum of two full-time employees. Unlike personal Honours, The Queen's Awards are given to a business as a whole. Entries are not accepted from individuals. 'Divisions' within organisations, if they have sufficient separate identity, are eligible to enter.
6. Entrants must be able to demonstrate commercial success over a minimum of two or three years, depending on the category entered. The specific criteria for each category of the Awards (International Trade, Innovation and

Sustainable Development) are outlined in the individual guidance notes that accompany the relevant entry forms. There is a specific requirement for the International Trade category that entrants must have achieved a minimum of £100k export sales in the first year of their entry.

7. Businesses are required to provide assurances of responsible conduct in managing the impact on society and the environment, in the selection and control of suppliers, management of the production process and of human resources, and customer service. They need to provide evidence of success in these fields, including any specific initiatives. Such evidence will count in the entrant's favour.
8. Entries are assessed against the criteria for the Award in question as well as against other businesses in their sector.
9. Any entries that may bring a reputational risk to the Awards will not be accepted.

### HOW DO I COMPLETE AN ENTRY FORM?

10. Entries must be made on the appropriate forms which are available, together with the accompanying guidance notes, from the Queen's Awards website at: [www.queensawards.org.uk](http://www.queensawards.org.uk). PDF copies may be downloaded for drafting purposes but all forms must be submitted online. Entrants should complete forms fully and accurately, taking care to closely follow the instructions for each section and provide as much information as possible.

### CAN I ENTER MORE THAN ONE AWARD CATEGORY?

11. Yes, providing your business meets the eligibility criteria for each category you wish to enter.



## HOW DO I SUBMIT A COMPLETED ENTRY FORM?

12. Completed entries must be submitted electronically on The Queen's Awards website at: [www.queensawards.org.uk](http://www.queensawards.org.uk). Entrants will receive an e-mail acknowledgement from The Queen's Awards Office confirming their unique reference number which will begin with 'QA' eg QA0123/14T. If an e-mail is not received, entrants should contact the helpline promptly. In November, entrants will be notified if their entry has been shortlisted for the Awards.
13. The Queen's Awards Office cannot enter into correspondence about either the merits of a particular form or its progress during the Awards process.

## WHAT HAPPENS AFTER I SUBMIT MY FORM?

14. Following an independent technical assessment of your entry, if you are shortlisted you will be asked to provide an independent practising, qualified accountant's or auditor's certificate confirming your commercial performance figures/estimates and compliance with the applicable accounting standards in preparing the entry. This request is usually made in November but does not indicate that an entrant will necessarily gain an Award. The costs for this exercise are borne by entrants to the Awards.

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

15. The Queen's Awards Office must be advised promptly, and certainly before winners are announced on 21 April, if there are any changes to the information supplied on the entry form eg changes to the entrant's personal details or to the name/ownership/structure of the organisation which occur/are expected to occur. Updated information should be submitted for consideration to: [info@queensawards.org.uk](mailto:info@queensawards.org.uk).

## HOW ARE ENTRIES ASSESSED AND WHO JUDGES THEM?

16. HM The Queen bestows the Awards on the advice of the Prime Minister, who is assisted by an Advisory Committee that includes representatives of Government, industry and commerce, and the trade unions.
17. During October and November, entries are assessed for each Award category against the relevant criteria by contracted, independent technical assessors and a shortlist is drawn up. In addition to the commercial data verification exercise, The Queen's Awards Office undertakes due diligence checks of the shortlisted candidates. The results of these exercises are used to inform the next stage of the process.
18. The shortlist is considered by panels of judges, made up of public and private sector experts, which appraise the relative merits and commercial success of the entrant businesses. Each category has a separate judging panel and is chaired by a Permanent Secretary: Department for Business, Innovation and Skills (Innovation), Department for Environment, Food and Rural Affairs (Sustainable Development) and the Chief Executive of United Kingdom Trade and Investment (International Trade). These panels make their recommendations to the Prime Minister's Advisory Committee which is chaired by the Head of the Home Civil Service.
19. The membership of the Advisory Committee is provided in Annex A.



### **WHEN DO I FIND OUT IF I HAVE BEEN SUCCESSFUL?**

20. The Queen's Awards Office will notify all entrants of the final outcome of their entry in April, shortly before the public announcement of the winners on 21 April, The Queen's birthday. Details of Awards winners are published as a supplement to the London Gazette and are listed on The Queen's Awards website.

### **WHAT HAPPENS IF I WIN AN AWARD?**

21. An Award presentation ceremony is conducted at the winners' premises by the Lord-Lieutenant of the County as HM The Queen's representative. The Awards consist of a Grant of Appointment and a presentational item bearing the Emblem. An Award is valid for five years.
22. Successful businesses may fly the Queen's Award flag at their principal premises and are entitled to use the Queen's Award Emblem on their stationery, advertising and goods. Commemorative articles can be given to employees.
23. Additionally, HM The Queen usually hosts a reception at Buckingham Palace for representatives of the winning businesses.

### **IS THERE A SET QUOTA OF AWARD WINNERS EACH YEAR?**

24. There is no set number of Awards, the nature of the Scheme is competitive and the Advisory Committee is charged with maintaining a high standard. Since the entries are judged solely on merit, there is no allocation of Awards for particular industries or regions.
25. Details of the number of Awards granted and entries received are provided in Annexes B and C.

### **WILL I RECEIVE FEEDBACK ON MY ENTRY FORM?**

26. Unsuccessful businesses receive feedback on the assessment of their entry. This highlights perceived strengths and weaknesses, indicating whether the entry has failed to match the competitive standard when judged by one of the key criteria or has been unsuccessful for some other reason. It may also indicate the assessors' view of their underlying performance and provide notes on how they might improve their entry, should they decide to re-enter. Feedback will be sent around the time of the announcement of winners.

### **HOW ARE STANDARDS OF PROPRIETY MAINTAINED?**

27. The Queen's Awards Office is charged with ensuring that the Awards are only granted to businesses that maintain the highest standards of propriety. It is meticulous in verifying the authenticity and credibility of entrants to the scheme and conducts comprehensive checks for all prospective winners. As part of this verification process, Government Departments and Agencies are required to provide detailed information about any company to whom they believe it would be inappropriate to grant a Queen's Award. This includes breaches of the law (including EU law), tribunal hearings, adverse media comment or serious complaints involving quality, reliability or broken delivery promises.
28. All entrants are required to give their consent on the entry form to all necessary enquiries being carried out by The Queen's Awards Office.



## KEY DATES IN THE HISTORY OF THE QUEEN'S AWARDS

- 1965** The Queen's Awards Scheme, originally known as The Queen's Award to Industry, was instituted by Royal Warrant following the recommendations of a Committee chaired by HRH The Duke of Edinburgh.
- 1966** The first awards were made
- 1970** The Scheme was reviewed by a Committee chaired by Lord McFadzean
- 1975** The Scheme was reviewed again by a Committee chaired by HRH The Duke of Edinburgh
- 1976** Following the reviews of the Scheme, The Queen's Award to Industry was replaced by two separate Awards - The Queen's Award for Export Achievement and The Queen's Award for Technological Achievement.
- 1993** A third Award, The Queen's Award for Environmental Achievement, was instituted by Royal Warrant.
- 1999** A Committee chaired by HRH The Prince of Wales carried out a comprehensive review. They recommended that the Awards be collectively known in future as The Queen's Awards for Enterprise with three categories of Award for outstanding achievement in International Trade, Innovation and Environmental Achievement. The last was to be replaced as soon as possible by a category for outstanding achievement in Sustainable Development.
- 2000** The first Queen's Awards for Enterprise were made
- 2001** The Sustainable Development category was introduced in 2001.

The Review Committees' recommendations form the basic rules under which the Scheme operates.

## 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](mailto:info@queensawards.org.uk)  
Website: [www.queensawards.org.uk](http://www.queensawards.org.uk)  
LinkedIn Group: Queen's Awards for Enterprise



## ANNEX A

### THE QUEEN'S AWARDS FOR ENTERPRISE THE PRIME MINISTER'S ADVISORY COMMITTEE (MARCH 2013)

**Sir Bob Kerslake DCLG (Chairman)**

Head of the Home Civil Service

**Mr Martin Donnelly**

Permanent Secretary  
Department for Business, Innovation and Skills

**Mr Nick Baird**

Chief Executive  
UK Trade and Investment

**Ms Bronwyn Hill**

Permanent Secretary  
Department for Environment, Food and Rural Affairs

**Ms Frances O'Grady**

General Secretary  
Trades Union Congress

**Mr Stuart Popham**

Chairman  
TheCityUK

**Rear Admiral Nigel Guild CB FREng CEng Chairman**

The Engineering Council UK

**Sir Roger Carr**

President  
Confederation of British Industry

**Ms Rosemary Radcliffe CBE\* Independent Member**

(The members, except those asterisked, are appointed ex-officio)



## ANNEX B: NUMBER OF AWARDS

Year	International Trade (Export)	Innovation (Technology)	Export & Technology (combined)	Sustainable Development (Environmental Achievement)	Total
2013	116	27		9	152
2012	151	50		8	209
2011	102	44		10	156
2010	95	38		10	143
2009	135	49		10	194
2008	85	42		12	139
2007	71	40		8	119
2006	90	48		7	145
2005	88	41		8	137
2004	66	39		7	112
2003	62	51		10	123
2002	85	37		9	131
2001	76	42		15 <sup>▲</sup>	133
2000	77	32		7	116
1999	82	14		5	101
1998	115	14			133
1997	110	16			134
1996	107	16		6	129
1995	140	17		6	163
1994	139	18		8	165
1993	118	25		12 <sup>#</sup>	155
1992	127	38			165
1991	118	40			158
1990	126	49			175
1989	116	40			156
1988	102	43			145
1987	120	34			154
1986	114	27			141
1985	90	29			119
1984	88	23			111
1983	90	20			110
1982	91	19			110
1981	92	17			109
1980	87	17			104
1979	101	19			121
1978	107	17			124
1977	106	19			125
1976	95	20	*		115
1975	76	17	2		95
1974	59	19	-		78
1973	66	15	2		83
1972	72	17	1		90
1971	93	13	4		110
1970	74	25	5		104
1969	69	24	6		99
1968	60	17	8		85
1967	48	28	9		85
1966	86	11	18		115
<b>TOTAL</b>	<b>4,584</b>	<b>1,357</b>	<b>55</b>	<b>179</b>	<b>6,175</b>

\* Combined Awards discontinued. Since 1976, entrants have been able to win Awards in each category in the same year.

# First year of the Environment Award. Since 1993 entrants were able to win Export, Technology and Environmental Awards in the same year.

• First year of The Queen's Awards for Enterprise: International Trade, Innovation and Environmental Achievement.

▲ First year of The Queen's Awards for Enterprise: Sustainable Development (replaced the Environmental Achievement Award).



## ANNEX C: NUMBER OF ENTRIES FOR THE AWARDS

Year	International Trade (Export)	Innovation (Technology)	Sustainable Development (Environmental Achievement)	Total
2013	311	216	82	609
2012	423	311	128	862
2011	387	273	121	781
2010	565	414	190	1169
2009	503	405	170	1078
2008	354	305	143	802
2007	307	260	116	683
2006	351	344	144	839
2005	337	298	154	789
2004	280	295	162	737
2003	362	421	225	1008
2002	418	320	165	903
2001	385	306	202 *	893
2000 •	477	285	104	866
1999	520	163	82	765
1998	864	207	144	1215
1997	1300	278	146	1724
1996	1191	254	116	1561
1995	1315	253	137	1705
1994	1246	303	133	1682
1993	1230	352	240 #	1822
1992	1181	384		1565
1991	849	293		1142
1990	969	386		1355
1989	801	286		1087
1988	724	261		985
1987	813	258		1071
1986	1015	266		1281
1985	789	306		1095
1984	709	253		962
1983	713	236		949
1982	618	261		879
1981	966	259		1225
1980	611	231		842
1979	1390	250		1640
1978	1601	259		1860
1977	1500	309		1809
1976	1401	320		1721
1975	1070	262		1332
1974	692	206		898
1973	740	279		1019
1972	921	226		1147
1971	1102	348		1450
1970	1042	332		1374
1969	811	304		1115
1968	839	361		1200
1967	1185	436		1621
1966	734	274		1008
<b>TOTAL</b>	<b>39,475</b>	<b>14,109</b>	<b>3,103</b>	<b>56,687</b>

# First year of the Environment Award.

• First year of The Queen's Awards for Enterprise: International Trade, Innovation and Environmental Achievement.

\* First year of The Queen's Awards for Enterprise: Sustainable Development (replaced the Environmental Achievement Award).