



The Western Cape Entrepreneurship Competition 2018

Women-owned Business Official Entry Form

ABOUT THE AWARDS

The Western Cape Entrepreneurship Competition 2018 is the first edition of a competition that recognizes the achievements and potential of some of the Province's most exciting entrepreneurs.

By acknowledging and showcasing successful entrepreneurs, this awards competition is helping to build a culture of entrepreneurship in the Western Cape – and in turn, support the creation of opportunities by small and medium businesses.

CATEGORY

CATEGORY – Women-owned Business

A business in its initial growth phase operating in the Western Cape for 12 months or longer, but not longer than 36 months with a minimum annual turnover of R100 000.00.

OVERALL WINNER: ENTREPRENEUR OF THE YEAR

The winner of this category is also eligible for the Entrepreneur of the Year Award

The overall winner will be judged on the ability of the business to sustain/create jobs and to increase its turnover in the medium to long-term.

HOW TO ENTER

You can enter the competition using this entry form, or online at www.westerncape.gov.za

The closing date for entries is 21 October 2018 at 18:00.

Late entries will not be accepted.

Government employees (local, provincial and national government departments) are not permitted to enter the competition.

THE JUDGING PROCESS

A panel of experienced and independent judges will evaluate all entries using a standard scoring system.

HOW TO SUBMIT THIS FORM

By hand: drop off at your local Seda office or other nominated business organisations (list available on request)

By email: scan the completed entry form and email it to

Mfundo.Vika@westerncape.gov.za

By post: No 80 St Georges Mall
Waldorf
building
Cape town
8000

- Please complete legibly with a black pen.
- Make sure you answer all the required sections.
- Make sure you sign the entry form where indicated.

If the space provided for answers is insufficient, you are welcome to use white A4 paper which can be attached to this entry. If you do, please indicate the relevant sections and questions.

CONTACT INFORMATION

For more information on the competition or the adjudicators:

Website: www.westerncape.gov.za

Email: Mfundo.Vika@westerncape.gov.za

Tel: 021 483 5735(Mfundo), 021 483 8768 (Patricia)

Where you heard about the competition:

- website
- facebook
- twitter
- e-mails
- other

(Tick the relevant box)

SECTION A: CONTACT DETAILS

Contact details for the designated representative of the business (who must be a director or shareholder).

Name:	
Designation (business title):	
Email:	
Cell:	
Landline:	
Fax:	
Postal Code	

SECTION B: BUSINESS DETAILS

Legal name of business:	
Trading name (if different):	
Business type:	<input type="checkbox"/> Pty Ltd <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Co-operative <input type="checkbox"/> Other <input type="checkbox"/> Not for profit <input type="checkbox"/> NGO
Registration number:	
Physical address:	
Postal address:	
Postal Code:	

Municipal region (e.g. West Coast District, Eden, etc.):	
Website:	
BBBEE rating:	
% Black ownership:	
Business chamber:	

I confirm that the business operates in the Western Cape and is not a branch, franchise or subsidiary of a company whose primary operations are outside the Western Cape.

Yes No

(Tick the relevant box)

SECTION C: BUSINESS PROFILE

CORE BUSINESS

Nature of business (e.g. manufacturing, services, retail, etc.):	
Industry/Sector:	
Main product or service:	
Please give a short description of the main business activity:	
Describe when and how the business started:	

What is the vision for the business over the next 3 years?	
Projected business turnover for the next three years:	
Based on the above response. What will the main turnover drivers be?	
What geographic area does the business activities span?	

ACHIEVEMENTS
What have your three main achievements been as a business over the past one to three years?

SECTION D: IMPACT PROFILE

EMPLOYMENT			
How many people does the business currently employ?			
Full-time		Part-time/ Seasonal	
If your business grows according to plan, how many additional people do you believe you will be employing in the next three years, if any?			
Full-time		Part-time/ Seasonal	

INNOVATION
Please describe the role that innovation plays in your business. Is your business based on an innovation or are you planning to innovate in your industry sector?

COMMUNITY
How has the business positively impacted on the community in which it operates, in terms of social and economic development?

CHALLENGES
What are the three main challenges that the business faces in the next three years, and how do you intend to meet these challenges?

GREEN SUSTAINABILITY
Give an indication of the clean systems, products, technology that you have employed/implemented in your business to enhance resource productivity.

SECTION E

To what extent have you involved the local community in your project?

SECTION F: DOCUMENTS AND ATTACHMENTS

Please include the following documents, where required, which should be attached to or enclosed with your entry:

- Confirmation of company registration
- Copy of ID
- Tax clearance certificate
- Copy of your 2016/17 and 2017/18 Financial statements signed by you and your bookkeeper / auditor and one year's management accounts if the 2017/18 statements are not yet available.

IMPORTANT: Failure to submit these documents with your application before the closing date will mean that your entry will not be judged, so please ensure that all documents are submitted on time and in full.

If you would like to attach or include any 'information' documents such as a Business Plan, product pictures, leaflet copies, etc. for the adjudicators, you are welcome to do so. Please note that these cannot be returned!

COMPETITION RULES, TERMS AND CONDITIONS

A. GENERAL CONDITIONS

1. By entering the Entrepreneurship Competition ('the competition'), the entrant agrees to be bound by these terms and conditions, regardless of whether the entry form is fully completed, signed or not.
2. Any entry which is found to be partially or fully incomplete, non-compliant with the competition criteria, illegible or otherwise substantially deficient or ill-prepared; or which is submitted after the closing date and time, may be withdrawn from consideration, without notice and at the sole discretion of the organisers.
3. The entrant confirms that all information provided is true and accurate. Any entry containing false or misleading information may be withdrawn from consideration, without notice and at the sole discretion of the organisers.
4. The decision of the adjudicators and organisers with regard to eligibility, scoring and the allocation of Awards shall be final.
5. Entrants are required to co-operate as far as reasonably possible with the organisers in respect of the provision and verification of information and site visits. Any failure to provide all reasonable co-operation may result in withdrawal from the competition.
6. Entry may only be made by means of the official online or printed entry forms.
7. The entrant grants permission to the organisers of the competition to have their photograph taken and/or be filmed, without prior notice, during site visits and attendance at any competition meeting or event; and for any such photograph or film to be used without payment of any consideration in printed, online (internet), video or other promotional or competition related communication, press release or article, without prior notice.
8. Any cash prizes awarded shall only be paid into the primary bank account of the business entity which is being entered. No cash prizes shall be paid into any individual's bank account except where the business is a sole proprietorship and the proprietor and business share a bank account. The organisers reserve the right to require and request proof that the bank account is that of the entered entity and the consent of all directors to payment being made into such account.
9. The organisers reserve the right to change, without prior or any notice other than on the competition website, the dates, entry forms and requirements, adjudication process, criteria, categories and any other competition feature and process, in the interests of fairness, transparency, or where operational circumstances require such change.

10. Business ideas or existing businesses in the tobacco, firearms (excepting sporting use), alcohol, adult (sex) and gambling / wagering industries will not be considered for the Competition.
11. A business which operates in the Western Cape, but is a branch, franchise or subsidiary of a company whose primary operations are outside the Western Cape is not eligible to enter.
12. All information shall be handled with the necessary confidentiality and care, subject to the Department's right to publish information about the winning entrants as set out herein before.
13. I confirm that any and all intellectual property which forms part of my/our business and my/our entry, is the property of the entering business and/or its owners and directors, or that any third-party intellectual property used in our business or entry is used with the permission of the owners thereof, and in this regard we indemnify the organisers and the Western Cape Government against any claim from any third party in relation to the unauthorised use of any intellectual property.
14. All competition prizes are non-negotiable.

B. CONDITIONS RELATING TO BUSINESS FEEDBACK AND COMMENTARY FROM ADJUDICATORS

1. I/we understand and agree that the competition and its authorised adjudicators may provide me with certain comments and feedback on certain parts of my entry and acknowledge and agree that:
 - 1.1 Such feedback and comments represent the views and opinions of the individual adjudicators, in their personal capacities, and not those of the organisers or the Western Cape Government or its agents;

- 1.2 The feedback and comments are provided in good faith only, and on the basis of the information provided, for the purpose of assisting the entrant to improve, *inter alia*, their business concept, model, performance, processes and competitiveness;
- 1.3 The comments and feedback do not purport to be, and are not offered as, professional financial, legal and technical advice;
- 1.4 I/we should not under any circumstances make any decisions, or take any action, whether legal, financial, technical or of any other kind, without full and thorough consideration and without first obtaining appropriate financial, legal, technical and other professional advice
- 1.5 In view of the fact that business models, plans, processes and performance are dynamic and subjective, no correspondence will be entered into with regard to the adjudicators' comments and the adjudicators will not be identified individually.

I warrant that I am authorised to represent the business or entity being entered. I understand, accept and agree to abide by the rules, terms and conditions of the Entrepreneurship Awards Competition, on behalf of myself and the business I represent.

Please ensure you sign below!

SIGNED _____
 Name: _____
 Date: _____