

Background and Guidance Notes for
The Queen's Award for

Enterprise Promotion 2011

*An Award for individuals in recognition of the
development and promotion of business enterprise
skills and attitudes in others*



BACKGROUND

The Queen's Award for Enterprise has three categories of business award, given for outstanding achievements in International Trade, Innovation and Sustainable Development.

In 2004 a new Award for individuals was announced. **The Queen's Award for Enterprise Promotion** rewards people who have played an outstanding role in promoting the growth of business enterprise and/or entrepreneurial skills and attitudes in others. There are up to 10 Awards per year plus one Lifetime Achievement Award, if there is an appropriate candidate.

HM The Queen makes the Awards on the advice of the Prime Minister who is assisted by an Enterprise Promotion Assessment Committee.

The Committee comprises representatives of business organisations (The CBI and Enterprise UK) and Government Departments/Agencies (HM Treasury, the Department for Children, Schools and Families, the Department for Business, Innovation & Skills, the Department for Communities and Local Government and the Learning and Skills Council) as well as an academic working in the enterprise field. Competition for the Award is very strong and the Enterprise Promotion Assessment Committee is charged with maintaining a high standard.

Since the nominations are judged solely on merit, there is no allocation of awards to particular regions or territories. This Award is intended to recognise the promotion of ways in which business enterprise can flourish in the UK, nationally or amongst specific communities.

The Awards are announced annually on 21st April, The Queen's birthday. Recipients of the Award will receive an engraved crystal glass commemorative item and a Grant of Appointment and will be invited to a Reception at Buckingham Palace. **THOSE WHO MAKE SUCCESSFUL NOMINATIONS WILL ALSO BE INVITED TO THE RECEPTION.**

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

WHO MAY MAKE A NOMINATION?

1. Any person may nominate another person by completing a nomination form. The nominee should not be aware that they have been nominated, nor should they help in the completion of the nomination form. This can be forwarded to The Queen's Awards Team at the address on the form or submitted electronically. You cannot nominate yourself.
2. The form should be completed in respect of one individual only. Joint nominations are not acceptable.

ELIGIBILITY CRITERIA

3. The eligibility criteria are set out at Annex A. Examples of the types of activities that will be recognised include working with schools to expand enterprise in educational institutions, mentoring business start-ups, possibly in disadvantaged areas, or helping innovators and inventors to bring ideas to business fruition. We are looking, in particular, for those who contribute more than the requirements of their paid employment. Those nominated should have undertaken the activity for not less than two years. The Lifetime Achievement Award will be given for outstanding consistent and effective promotion of business enterprise skills and attitudes over a substantial period of time (not less than 10 years).

TIMING OF NOMINATION

4. Nominations may be sent to The Queen's Awards Office AT ANY TIME between 21st April 2010 and 2pm on 29th October 2010 in order to be considered for an Award announced on 21st April 2011. Please do not leave your nomination to the last minute. It will take time to complete the form fully. You also need to arrange letters of support (see paragraph 17).
5. Unsuccessful nominations from previous years will not be reconsidered automatically: but you may re-nominate someone nominated previously.
6. Normally Awards will be made to people who are still active in the enterprise promotion field. Nominations should therefore be made while the nominee is still active.

ANNOUNCEMENT OF AWARDS

7. Awards will be announced on 21st April 2011 and nominees will be informed shortly before the announcement if the nomination has been successful. The names of those receiving the Award will be published in the London Gazette.
8. All nominations will be told whether or not their nomination was successful by 30 April 2011.

CONFIDENTIALITY

9. All nominations are treated in the strictest confidence. A nominee should not be informed that he/she has been nominated (please see paragraph 12 below).

COMPLETING THE NOMINATION FORM

10. Nomination forms are available from our website – www.businesslink.gov.uk/queensawards/. You can either download a copy, complete it by hand & return it by post or complete it and submit it online.

GUIDANCE

11. Please fill in the nomination form completely and accurately following closely the instructions in each section. It is important that you provide as much information as possible about your nominee and explain what his/her specific contribution to promoting enterprise in others has been and over what period of time. We need to know whether this contribution is paid or voluntary or both. The key question is "What makes this individual stand out from someone else performing a similar role?"
12. You might find it difficult to answer some of the questions we ask. The nominee should not be approached but you could approach (in confidence) a personal assistant or secretary, a line manager, the nominee's personnel/ HR department, a colleague or member of the nominee's family. Some information might be found on a website. Please ring us if you encounter difficulties.
13. You may use up to 3 sheets for Part 3A of the Recommendation section, which we have provided on the form. We do not accept continuation sheets for the other sections.
14. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as we cannot take responsibility for their safekeeping.

SUBMITTING THE FORM

15. The deadline for nominations is 2pm on 29th October 2010. Nominations can be submitted online or by hard copy.
16. If you are completing a hard copy of the form by hand (NB: a facsimile copy of the form is not acceptable), it must be sent to The Queen's Awards Team to arrive no later than 2pm on 29th October 2010 (see also under Letters of Support below).

PLEASE KEEP A HARD COPY OF YOUR COMPLETED FORM

LETTERS OF SUPPORT

17. Letters of support for public nominations should be from others who have first-hand knowledge of the nominee's contribution to enterprise promotion and wish to support your nomination. The letters should make clear why they support the nomination and should not simply say "I wish to support the nomination of [x]". They must be signed originals not photocopies and specific to this Award. The nominator should obtain these letters. The Queen's Awards Team does not do so. The letters must be sent in with the nomination form or be received by The Queen's Awards Office no later than 5 working days after dispatch of the form. If two letters of support have not been received by 12th November 2010, the nomination will be invalid.

ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

18. Your nomination will be acknowledged but The Queen's Awards Office cannot enter into correspondence about the merits of a particular nomination, nor on its progress, either while it is being considered or after the Awards have been announced. Nominators will be informed whether or not the nomination has been successful.

CHANGES TO INFORMATION SUBMITTED

19. The Queen's Awards Office must be advised if there is any change to the information supplied on the nomination form e.g. any later changes to the nominee's personal details.

NOMINEES WHO ARE NOT UK CITIZENS

20. Substantive awards may be made only to UK citizens or citizens of Commonwealth countries of which The Queen is Head of State but citizens of other countries may be considered for honorary awards. 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).

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

21. Yes, it is possible for an individual to receive the QAEP and a personal honour as long as 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.

ENQUIRIES

22. Further information can be obtained from The Queen's Awards Team:

The Queen's Awards for Enterprise
Department for Business, Innovation and Skills
Enterprise Directorate
1 Victoria Street
LONDON
SW1H 0ET
Tel: 020 7215 6880 (Helpline)
Email: info@queensawards.org.uk
Website: www.businesslink.gov.uk/queensawards

Enterprise promotion covers encouraging or facilitating the sort of skills and attitudes which are found in an enterprise environment, whether in a commercial business or a social enterprise.

We are looking for:-

Entrepreneurs, business men and women, inventors and innovators who give their time 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.

Those involved in social enterprise who achieve business outcomes or equip others with business skills.

(A social enterprise is a business with primarily business objectives whose surpluses are principally re-invested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.)

The following list illustrates the types of activity nominees might have been expected to have undertaken. It is not intended to be exhaustive and may be altered over time.

1. Offering a role model and/or business model to motivate people to engage in enterprise and promoting these models e.g. through mentoring.
2. Using innovative ways to increase the understanding of business skills and processes in particular communities, for example students, schoolchildren, or those in a deprived area or among those who influence individuals' career choices.
3. 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.
4. Developing ways in which to explain the risks of business enterprise and promoting the development of enterprise and risk management skills.
5. 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.
6. Working to help innovators and inventors to bring ideas to business fruition.
7. 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 deprived areas are not places where businesses can be established and run successfully.