



APPLICATION INFORMATION

Who is eligible?

Any Maine-based family-owned business that has two or more members of the same family operating or owning it, and whose policies and business practices have had a positive impact on the business and community.

Deadline:

Nominations are due **March 1, 2010**. Applications and all accompanying materials must be received by **March 25, 2010** to be considered for the 2010 Maine Family Business Awards

Who can nominate?

Nominations can be submitted by anyone. You can nominate your own company.

Gannett Award Categories:

- Maddy Corson Award (Fewer than 25 employees)
- Leon Gorman Award (25+ employees)
- Shep Lee Award (Community Service)

Judging and judging criteria

A panel of independent judges will evaluate and select the winners based on the following criteria:

- Business success
- Positive business and family linkages
- Contributions to the community and industry
- Family participation
- Work environment
- Communication
- Innovative business practices or strategies

If the pool of applicants does not clearly fit the categories listed above, the committee will consider other criteria.

Application directions

Applications can be submitted by the nominated company or by associated parties. Application submissions must be received by **March 25, 2010**. Electronic applications can be accessed at www.fambusiness.org



"I was honored just to have my business nominated."

PETER NOYES, PRESIDENT
EARLE W. NOYES & SONS
2009 AWARD WINNER



"The Awards also send a clear signal that family business and buying locally are closely tied."

KC HUGHES, VICE PRESIDENT
LT'S INC.
2009 NOMINEE

APPLICATION

Directions: Please type or print the following sections. All information submitted will be confidential and used only by the judges in selecting the winners. No disclosures will be made without the prior consent of the applicants.

Section I: Applicant information

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Web Address: _____

Contact Person regarding this application: _____

Contact Person email address: _____

Contact Person phone: _____

Section II: About the Company

Number of Employees (FT): _____ (PT): _____

Year Founded: _____

Year the nominated family assumed control of business _____

Approximate gross revenue for your most recent fiscal year:

- Up to \$1 million
- \$1-5 million
- \$6-10 million
- \$11-15 million
- \$16-20 million
- \$21+ million

Company Industry _____

Principal product or service _____

Principal Owners: _____

Geographic market your business covers _____

Number of family members currently employed by the company (including those on board of directors) _____

Number of generations currently involved in the company _____

Number and locations of company's current operations _____

APPLICATION

Section III: Application questions

Please address the following topics. Judges will consider information in the application or attached to it, understanding that a business need not have fully implemented or have achieved complete success in all areas and that some of the questions may not be applicable to all businesses.

1. The History of Your Family Business

Give a brief history of your family business. Consider including:

- How the company was started, how it has changed, its present nature and a glimpse of its future.
- How many generations have been involved in ownership and management.
- A family tree showing the generations of family members working in the business.

2. The Relationship of Your Family with Your Business

How has your family business successfully linked your family and your business? Consider:

- Your family's involvement, quality of family relationships, commitment to the company, division of responsibilities.
- How control and ownership have been transferred from one generation to the present or how future continuity is planned.
- How your family's values and beliefs are incorporated into your business practices.
- The atmosphere in the company and the culture of your work environment.
- Other than direct operation, in what way are family members involved.

3. The Relationship of Your Family Business within the Community

Describe the impact of your family business on the community. Consider:

- Contributions such as leadership, service, and financial support for civic, philanthropic, and industry organizations.
- Include the names of the family members involved.

4. Describe how your family business has achieved success.

Consider for example:

- Innovation within your family business.
- The impact and success of your family business in your industry or Maine.
- Use sales figures, statistics, market share, contributions, stability, growth rate, job creation.

5. Family Involvement

Consider:

- How your business utilizes external resources (board of directors/advisors, industry experts, professional advisors, etc.).
- Guidelines or rules established for family involvement in the business (such as conflict resolution, entry and exit to the business, requirements for board participation and family forums, etc.).
- How has being a family-owned business contributed to the success of your company (Is there a direct, recognizable value to being a family-owned business?).

6. Business Communication and Culture

- What are the most effective ways you communicate with each of the following groups (and provide samples if available): family members; shareholders; employees and customers.
- Describe the culture of your business and how it has changed over time. Consider: values; beliefs; training; opportunities for advancement; recognition programs; employee empowerment and benefits.

APPLICATION

Section IV: Additional Information Requested

Please provide the following information:

1. A company brochure or catalog (6 copies please)
2. Photocopies of newspaper or magazine articles about your company
3. Photocopies of business-related and family photographs that represent your business and/or family
4. Company logo
5. Samples of printed marketing materials (5 copies please)
6. Mission statement or values statement.
7. A list of vendors and business colleagues we can invite to attend the Maine Family Business Awards on May 17 (bankers; lenders; accountants; legal team; suppliers; others on boards where you serve)

THANK YOU for completing this application.

Submissions

Return complete application and all materials by **March 25, 2010** to:



Tom Juenemann, Director
Institute for Family-Owned Business
PO Box 9300
Portland, ME 04104-9300

Questions about your application or the awards?

Contact:

Tom Juenemann, Director
Institute for Family-Owned Business

tomj@fambusiness.org

Phone: **207-780-5935**

www.fambusiness.org

***Plan to join us Monday, May 17, 2010 at the Maine Family Business Awards.
Portland Marriott at Sable Oaks***
