

Small Business Friendly Program Awards

Message from the Commissioner

The Small Business Friendly Program Awards celebrate the dedication and achievements of our members in creating thriving environments for small businesses across Queensland. These awards highlight the collaborative efforts between local governments, businesses, and stakeholders to foster a more supportive business landscape.

This year, we continue to honour excellence with three prestigious award categories. The Awards are presented at the annual Small Business Friendly Conference, which coincides with Queensland Small Business Month in May each year. The Awards are aligned to the Small Business Friendly Charter and Accelerator.

By nominating, you showcase your commitment to small businesses and inspire others to follow in your footsteps. I encourage all members to take part and share their successes.

Dominique Lamb

Small Business Commissioner

2025 Awards Timeline

- Monday 17 March 2025 – Nominations Open
- Wednesday 16 April 2025 (4:30 PM AEST) – Nominations Close
- Early May 2025 – Finalists Announced
- Thursday 29 May 2025 – Awards Presented at the Annual SBF Conference

Links to nomination forms:

[Member of the Year](#)

[Regional Member of the Year](#)

[Initiative of the Year](#)

Award Guidelines

1. **Apply Online**

Nominations must be submitted via the QSBC nomination form by **4:30 PM, Wednesday 16 April 2025**.

Members can self-nominate for more than one category as appropriate but can only win one award. However, they can be a finalist or commended in other categories.

2. **Respond to Criteria**

Each nomination must address the award-specific criteria within the character limit. Confidential information should not be included.

3. **References**

Provide **two independent referees**, submitting a testimonial.

Referees may be from entities such as:

- Local chambers of commerce, tourism and business associations
- Industry associations
- Not-for-profit organisations
- Local small businesses.

Testimonials should be no more than 250 words and:

- Refer to the nomination
- Include the referee's interpretation of how the nominee has made it easier for small business to interact with them and operate within their region.
- As part of the standard reference check process, referees may be contacted to verify their testimonial and provide additional information.

4. **Supporting Documentation**

Submit a high-resolution image of the nominee's initiative or community. Up to **five** supporting documents (photos, media, reports) may be provided to strengthen the nomination.

Receipt of nominations will be acknowledged via email within two business days of submission. You may be contacted after submitting a nomination to provide further details.

For more information about the awards or nomination process, please [contact us](#).

Nomination and Judging Criteria

(Nomination Form structure for the Small Business Friendly (SBF) Program Awards 2025)

Nominee Information **(all award categories)**

1. Member – Organisation name
 2. Member website address
 3. Contact person (Full name)
 4. Mobile phone number
 5. Email
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Award Categories

Member of the Year - Awarded to the member that has demonstrated overall excellence across the SBF Program and delivered significant enhancements to the operating environment for small and family businesses in their area.

Regional Member of the Year - Awarded to the member of a Local Government Area with a population under 50,000, that has demonstrated excellence across the SBF Program and delivered significant enhancements to the operating environment for small and family businesses in their area.

Initiative of the Year - Celebrating an outstanding initiative, policy, or program that has positively impacted small and family businesses. Open to all members who have met their SBF Program member requirements regardless of size.

Note: members have the option to nominate for a maximum of two categories. This requires completion of an additional nomination form.

Links to nomination forms:

[Member of the Year](#)

[Regional Member of the Year](#)

[Initiative of the Year](#)

Member of the Year and Regional Member of the Year (criteria are the same)

6. Nomination pitch (limit to 1000 characters)

Provide a brief statement about your nomination, including:

- *An opening sentence about your local economy and the number of small and family business in your area.*
- *One to two sentences outlining the significant actions you took to enable your local small and family businesses to thrive.*
- *A closing sentence stating the measurable outcomes your actions achieved for small and family businesses (including data supporting your claim).*

7. Commitment to the SBF Program (30% weighting) (limit to 1500 characters)

Describe how your actions demonstrate excellence in the SBF Program, including:

- *How you met and exceeded all the commitments in the SBF Charter.*
- *How you met your SBF Member requirements (e.g. Roundtable participation, Annual Report, Accelerator Action Plan – if applicable).*
- *Any high-level advocacy enabling local small and family businesses.*

8. Impact on Small Business Community (40% weighting) (limit to 1500 characters)

Explain how your efforts have directly enhanced the operating environment for small and family businesses:

1. *Key policies, programs, or initiatives implemented (across your organisation and/or area).*
2. *Measurable outcomes from your actions (data, economic impact).*
3. *Testimonials from small and family businesses (email as supporting documents).*

9. Collaboration and innovation (30% weighting) (limit to 1500 characters)

Describe how your organisation has actively collaborated with and/or implemented innovative solutions to problems impacting small and family businesses:

- *Partnerships with businesses, industry bodies and government agencies.*
 - *Unique initiatives or problem-solving approaches enabling small and family businesses.*
 - *Scalability or replication potential of your initiatives for others.*
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Initiative of the Year (criteria)

6. Nomination pitch (limit to 1000 characters)

Provide a brief statement about your nomination, including:

- An outline of your initiatives and the number of small and family business involved.
- How the initiative enabled your local small and family businesses to thrive.
- The specific outcomes your initiative achieved for small and family businesses (including data supporting your claim).

7. Engagement and Problem-Solving (40% weighting) (limit to 1500 characters)

Describe the initiative, including:

- A clear description of the problem or need your initiative aimed to address.
- How did you engage with small and family businesses to understand it better.
- What data and methods did you use to inform and design your initiative.
- What was required or involved in delivering the initiative.

8. Measurable Outcomes and Benefits (40% weighting) (limit to 1500 characters)

Provide evidence of the initiative's success:

- Direct benefits to small businesses (e.g., increased revenue, reduced costs, time saving).
- Measurable impact (e.g., participation numbers, economic benefits).
- Testimonials from small and family businesses (email as supporting documents).

9. Collaboration & Scalability (20% weighting) (limit to 1500 characters)

Explain how the initiative engaged small businesses and stakeholders:

- Partnerships that contributed to its success.
 - How it can be scaled or replicated in other regions.
 - Lessons learned from implementation.
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Please provide documents to support your nomination. This must include at least 2 photographs (high resolution <5MB each) relating to the nomination and any other relevant materials (e.g. a published report, an information sheet, media, etc.).

10. *Supporting documents have been emailed to sbfprogram@qsbcc.qld.gov.au*

Referees

Please provide the contact details for your **two referees** who are independent and external to your organisation.

Ensure your referees:

- Have direct knowledge of how the nominee's activities or innovation have benefited the local small business community.
- Have consented to being contacted by the judging panel if necessary.

Nominations must include at least two testimonials from organisations or local small and family businesses in relation to the nomination (maximum 250 words each). Testimonials are to be emailed to sbfprogram@qsbcc.qld.gov.au

Referee 1

11. Referee full name
12. Referee organisation/business
13. Referee position
14. Referee email
15. Referee mobile phone

Referee 2

16. Referee full name
17. Referee organisation/business
18. Referee position
19. Referee email
20. Referee mobile phone

21. *At least two testimonials have been emailed to sbfprogram@qsbcc.qld.gov.au*

Consent and Submission

By submitting this form, you consent to the Queensland Small Business Commissioner (QSBC), elected members and other government agencies collecting, sharing, disclosing and using the personal and other information (such as name, email address, telephone number, experiences and opinions) provided in this form to inform and promote small business friendly activities.

The QSBC may also use deidentified personal information for reporting, research and statistical purposes. Personal information will be handled in accordance with *the Information Privacy Act 2009* and will not otherwise be used or disclosed unless authorised or required by law.
