



# CITY OF WEST CHICAGO



**2018**

## **PROGRAM GUIDELINES AND INFORMATION**

## Program Overview

The Brilliance in Business Award Program is the highest honor given by the City of West Chicago in recognition of exemplary and innovative business practice. It aims to acknowledge the specific efforts businesses make towards achieving their goals and the positive impact they have on the community. The program highlights and acknowledges successful initiatives, projects, ventures, business models, and practices that continue to enhance the West Chicago business environment and further the community's economic development goals. The Program brings to the forefront the level of diversity, creativity, and corporate citizenship that epitomizes West Chicago Business.

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## Award Categories

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Business nominees must meet select criteria for recognition and comply with the specific eligibility requirements in one of the following categories:

### Outstanding Downtown Entrepreneurship

**Recognizing businesses that:**

- Deliver exceptional service, or products, as a sole proprietor or with a small dedicated staff
- Exemplify the importance of being independent, 'thinking' local, and are champions of West Chicago's downtown
- Contribute to the diversity of and uniqueness of West Chicago

**Eligibility:**

- Must be a business within Downtown TIF District ([click here to view district map](#))
- Recently established, in business less than (3) years.
- Privately Held
- Less than 8 Employees

### Outstanding Small Business

**Recognizing businesses that:**

- Deliver exceptional service or products with a flexible and multi-functional staff
- Continue to improve management practices and have expanded their business plan
- Experience gradual growth and continued refinement of business presence in West Chicago

**Eligibility:**

- Must be a business within City of West Chicago
- Must be in business a minimum of (3) years.
- Privately Held
- Less than 75 Employees

### Outstanding Growth

**Recognizing businesses that:**

- Are undergoing business expansion and planning new development
- Experience outstanding revenue growth
- Sustain increases in production and addition of jobs

**Eligibility:**

- Must be a business within City of West Chicago
- Privately Held
- Any size business

### Outstanding Achievement in Design and Innovation

**Recognizing businesses that:**

- Enhance their curb appeal with façade improvements, landscape enhancements, and other infrastructure investments
- Use technology, social media, and marketing campaigns innovatively to enhance their presence
- Incubate, develop, and test 'new' ideas constantly as part of their business practice

**Eligibility:**

- Must be a business within City of West Chicago
- Privately Held
- Any size business

### Outstanding Achievement in Health, Safety, and Environment

**Recognizing successful implementation of practices which:**

- Prevent workplace accidents and injuries, and, increase safety awareness
- Reduce on-site waste and conserve environmental resources
- Achieve triple-bottom line impacts

**Eligibility:**

- Must be a business within City of West Chicago
- Privately Held
- Any size business

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## Nomination Submission

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A written statement on why you like to nominate a business or company for the award shall be submitted with each nomination. Limit is 500 words. Additional supporting documentation (optional) will be considered as part of the nomination and can be submitted in the following forms:

- Documentation of recent industry awards
- Publicly available reports outlining achievements
- Customer satisfaction feedback and survey results
- Short video highlighting business and/or staff describing achievement or business practice

Submit your nomination online and supporting documentation at the following link: <http://bit.ly/bibAward> . You may also remit your nomination via mail by downloading the BIB nomination form and mailing it to: City of West Chicago, Community Development, BIB Awards Program, 475 Main Street, West Chicago, IL 60185.

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## Nomination Limit

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Multiple nominations for individual businesses will be accepted and taken into consideration during judging. However, an individual may submit only one (1) submission per business or resident per category during the Nomination Period regardless of email or physical address used.

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## Deadlines

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The nomination period for the Brilliance in Business Awards program opens **Wednesday, August 1<sup>st</sup>, 2018 8:00 A.M.** and closes **Monday, October 15<sup>th</sup> 2018, 11:59 P.M.** Awardee notifications will be distributed in November.

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## Submission Review

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The Brilliance in Business Awards Program is juried by City of West Chicago Staff, previous BIB Awardees, and by a panel of regional business leaders. Judges will evaluate nominees based on the criteria above, the specific descriptive contributions of the business, and number of unique nominations supporting the nominee.

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## Award and Recognition

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Awardees will be recognized at City of West Chicago's City Council meeting on **Monday, December 3<sup>rd</sup> 2018 at 7:00 P.M.** This year our awardees will be awarded and will be able to participate in the following:



**Business Site Visit Meet-n-Greet**

with *Special Guest Mayor Ruben Pineda* and City staff

**Participation in the annual BIB Awards Business Breakfast 2018**

with *Special Guest Mayor Ruben Pineda* and City staff



**Participation in City of West Chicago's annual spring festival *Blooming Fest 2019***

Business vendor space will be provided free of charge, (1) per awardee, and promotional marketing material placement opportunities



**Business Profile Features**

Profile feature through *Marketplace Milestones* column on City of West Chicago's website.