



GOVERNOR'S AWARD FOR BUSINESS EXCELLENCE 2021

AWARD CATEGORIES:

- ***Welcome Home Award***

Recognizes business excellence in underrepresented demographics, including (but not limited to): veterans, women, minorities, and New Mainer business owners.

- ***Heritage Industry Award***

Recognizes business excellence in agriculture, forestry, marine, and manufacturing sectors.

- ***Rural Revitalization Award***

Recognizes business excellence that has contributed to the revitalization and growth of one of Maine's rural and/or distressed economic regions.

- ***Innovation Award***

Recognizes business excellence in innovation and entrepreneurship.

NOMINATION INSTRUCTIONS:

Business excellence is epitomized by a balanced combination of manufacturing and service excellence, and a steadfast commitment to employees, customers, and the community. This award is presented to for-profit companies that demonstrate a consistently high level of attentiveness and dedication in these areas. Companies may self-nominate and can submit as often as they choose but may only win once. Companies may only be nominated if they have been in business in Maine for at least five (5) years, be in good financial health and good standing with all respective State of Maine agencies. Please be advised all nominations will be vetted by Maine Revenue

Services and any other agency deemed appropriate by those processing the Governor's Award for Business Excellence (GABE) nominations. Nominations for the *Welcome Home* and *Innovation* award categories may be exempt from the five-year rule.

A completed application is typed and consists of:

1. A cover sheet that includes the company name and address and indicates which GABE Award category is most applicable.
2. Description of the company, the products and/or services provided, and years of operation.
3. Number of employees and average hourly wage, excluding management.
4. The signature of the nominee and at least three (3) letters of reference.
5. Completed Form: Maine Revenue Services Interagency Authorization Form (<https://www.maine.gov/decd/sites/maine.gov/decd/files/inline-files/Interagency%20Authorization%20Form.pdf>). This allows us to check with Maine Revenue Services to confirm the business being nominated is in good standing with the State.

Nomination materials should be submitted electronically in PDF format by **5:00 p.m., Friday, October 15, 2021** to: BizAwards.DECD@maine.gov. Please include "GABE Nomination Materials" in the email subject line.

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NOMINATED BUSINESS: _____

(Please be accurate with business name – this name will appear on the award, if chosen)

Contact: _____ **Title:** _____

Address: _____ **City/State/Zip:** _____

Phone: _____ **E-mail:** _____

SIGNATURE OF NOMINEE:

The factual information contained herein is true and accurate to the best of my knowledge.

Signature/Contact: _____

Title: _____ **Business:** _____

Phone: _____ **E-mail:** _____

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Utilizing the following categories, please provide a 1 – 2-page narrative addressing the demonstrated commitment to:

- I. **Employees**
- II. **Community**
- III. **Customer Satisfaction and Manufacturing and/or Service Excellence**

Also, whenever possible, please:

- *Express monetary donations as a dollar amount OR a percentage of pretax profits
- *Express in-kind services as a dollar amount OR number of hours donated
- *List prior awards and/or recognitions and the year they were presented

When preparing your nomination, remember that a group of individuals who might not be familiar with the company will be reviewing the materials. The quality of the nomination will have a direct impact on how the company will be evaluated. Be sure your nomination reflects your best effort and “tells the story” of the company you are nominating.

I. COMMITMENT TO EMPLOYEES

An excellent company cares about the well-being of its employees. Indicate how the nominee has demonstrated concern for its employees and their development by addressing any or all of the following: its development of innovative human resource programs, child care services, wellness programs, internal or external educational initiatives, safety programs, wage incentive and employee recognition programs, job retention rates, or any other initiatives that demonstrate an abiding commitment to employees.

II. COMMITMENT TO COMMUNITY

An excellent company contributes to its community. This may be manifested as monetary or non-monetary support of the arts, charities, schools, institutions, or general support of people in need. Include a summary of the outstanding contributions made by the company, including specific information and exhibits such as newspaper articles or letters of appreciation, when available.

III. COMMITMENT TO CUSTOMER SATISFACTION AND MANUFACTURING AND/OR SERVICE EXCELLENCE

Excellence can, perhaps, most aptly be measured by customer satisfaction. It is a vital strategic measurement that is indicative of a company's success in gaining market share, customer loyalty and profitability. It comes from a systemic dedication to excellence from top management, employees, internal and external quality initiatives, streamlined processes and continuous innovation and change. How has the nominee excelled in these or related areas? What sets this firm apart from its competitors? Please speak to the nominee's commitment to customer satisfaction and its efforts to achieve manufacturing and/or service excellence. Consider exhibits such as customer or vendor testimonials, performance metrics, or other documentation of the company's superior efforts and results.