**Inaugural Excellence in Enterprise Mentoring Awards 2013**

Guidance notes for mentoring organisations

Please note that whilst the nomination forms are completed by the mentoring organisation, the awards are given to the mentor and the business being mentored

Mentoring organisations should bear in mind that the awards are for **enterprise mentoring only**. In addition please do not submit more than two nominations for each category, which are **growth, export, start up, innovation, diversity, and remote mentoring**. For each category, the award criteria and nomination forms are available from mentorsme.co.uk

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| **Excellence in Exporting**  Sponsored by  **EY** | C:\Documents and Settings\tom.howitt.INTERNAL\Desktop\LOGOS\EY_Logo2.jpg |

The export award is open to mentoring organisations who are resident on mentorsme and other organisations that show clearly a mentoring service. However awards will be given to the mentoring relationship that best meets the following criteria.

Nominations for this award could cover mentoring relationships that featured businesses (including not for profits and social enterprises) who are new to exporting or businesses who have shown innovation or creativity in exporting, effective entrance into new markets or significant growth in existing markets and have used a mentor to provide help and assistance.

Judges will be looking for your application to prove the following:

Mentoring

* An early understanding of the challenges facing the business
* Clearly stated objectives for the mentoring
* Effective use of time and resource
* A highly effective and successful mentoring relationship
* Significant benefits to the business and mentor

Export and Trade

* Increased export turnover or sales in new markets
* Evidence of managing identified risks and rewards in exporting
* An understanding of the overseas markets
* Demonstrating strong aspirations to grow and expand into new markets
* Having the finance in place to facilitate further growth (if relevant)
* Evidence of an ethical and sustainable approach to business

**Applications to be sent to** [**tom.howitt@bba.org.uk**](mailto:tom.howitt@bba.org.uk) **by 2nd October 2013**

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Name of nominating mentoring organisation:

Contact Name:

Tel No:

Email: