



**Nominations
Overview and
Guidance 2023**

Nominations Overview

The Black British Business Awards (BBBAwards) showcases and celebrates exceptional Black business professionals and entrepreneurs who are changing the game in their field, supporting their communities and have inspired success in others.

Entrants can either nominate themselves or be nominated by someone else and must be a Rising Star or Senior Leader (see definitions below).



RISING STAR

A Black professional with exceptional performance in their business, a leader amongst their peers and exceeding expectations as a culture carrier - the one to watch.
The nominee should be aged 35 or under on 30 June 2023.



SENIOR LEADER

An outstanding Black senior executive, who is recognised by industry observers as an expert in their field. A senior manager operating at a strategic level in their business, leading significant populations, projects, budgets and/or product lines. A role model, inspiration and game changer.

KEY DATES



JUDGING DAY
13 JUNE 2023



FINALIST ANNOUNCEMENT
13 JULY 2023



AWARDS CEREMONY
13 OCTOBER 2023

CATEGORIES



ARTS AND MEDIA

includes all media, design, fashion, performance art, publishing and advertising



CONSUMER AND LUXURY

includes food beverages, household, goods retail, leisure, cosmetics, personal and luxury goods



ENTREPRENEUR

operating their own business or social enterprise for over 18 months as at 30 June 2023



FINANCIAL SERVICES

includes banks, brokers, payment services, insurance companies, credit card funds and regulators



PROFESSIONAL SERVICES

includes law, accounting, management consultancy and in-house professionals



STEM

includes digital solutions, health, industrials, telecoms, pharmaceuticals, construction, transport and energy

Nominations Process

All nominations must be submitted online

JUDGING DAY: 13 JUNE 2023

AWARDS CEREMONY: 13 OCTOBER 2023

ROUTE 1

REFERRAL TO NOMINATION

1 SUBMIT A REFERRAL

Anyone can submit a referral online. Candidates are notified that they have been referred to and will be contacted by the BBB Awards team to submit a nomination.

2 COMPLETING THE NOMINATION FORM

- All nominations must be submitted online
- Soft copies are available to download via the BBB Awards website
- Candidates are advised to read the 'top tips', and watch the guidance webinar before beginning the form
- The average time to complete a good quality nomination form is 1 hour
- Candidates should take their time and not rush to complete the form
- Candidates are encouraged to submit supporting evidence (up to 5MB)

3 NOMINATION SUBMITTED

Once you've submitted the form - that's it! All nominees will be notified in due course if they have been successful. Before then, nominees must be available for all the key dates (see page 1). Referees for successful candidates will be contacted to provide a general or finance reference.

4 JUDGING DAY

Candidates will need to attend Judging Day in-person. Further details will be provided if the candidate is shortlisted.

ROUTE 2

SELF-NOMINATION OR ON BEHALF OF THE NOMINEE

1 SELF-NOMINATION OR A NOMINATION ON BEHALF OF NOMINEE

Nominations can be submitted by the nominee themselves or by someone else on behalf of the nominee. We encourage self-nominations.

2 COMPLETING THE NOMINATION FORM

- All nominations must be submitted online
- Soft copies are available to download via the BBB Awards website
- Candidates are advised to read the 'top tips', and watch the guidance webinar before beginning the form
- The average time to complete a good quality nomination form is 1 hour
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Top Tips for Candidates

- 1 It is perfectly fine for you to nominate yourself. We encourage you to do so!
- 2 It is also fine for you to submit a nomination on behalf of someone else without them knowing. If they are shortlisted for an interview, they can then decide whether or not to participate.
- 3 Absolutely keep within the word limits. Responses that are significantly below the word limit are unlikely to be considered. Nominations that exceed the word limit will be marked down by the judges.
- 4 Avoid a rushed job. Plan ahead and take your time to consider the best content for an outstanding submission within the deadline (**31 March 2023**).
- 5 Reflect on the nominee's career as a whole and over time. We recognise that success often does not happen overnight. Give us enough detail so we can fully grasp the nominee's achievements taking into account their journey, challenges and milestones.
- 6 Treat this like an elevator pitch – tell us absolutely everything that you or the nominee are most proud of AND do it in a succinct manner. Stick to the point and avoid unnecessary information.
- 7 Remember the BBBAwards highlight business excellence, and so while reference to voluntary contributions to CSR and DEI is helpful, the majority of the content must be about the nominee's role in the business's performance as further expanded on below. The most impressive submissions have included some of the following anecdotes:
 - Impressive metrics – sales targets, percentage increases/decreases, retention statistics.
 - Cutting-edge inventions, process improvements, digital innovations, joint ventures.
 - Examples of dynamism and daring to be different or challenging the status quo.
 - Technical or creative excellence that has been recognised internally and/or externally.
 - Effective leadership contributing to, project delivery, profitability, business development.
 - Achieving success beyond immediate business objectives, expectations or targets.
 - Involvement in driving important business initiatives or tackling business issues.
 - Outstanding contribution to cultural transformation of teams or organisations.
 - Evidence of significant influence on internal and/or external stakeholders.
 - Unique or outstanding contributions to the relevant profession or sector.
 - Evidence of exceptional motivation, purpose and burning desire for results.
 - Notable contributions externally, including as a volunteer, advocate, public figure.
 - Anecdotal evidence that others are significantly inspired by the nominee and their business.