



BUSINESS ASSOCIATION OR NETWORK OF THE YEAR — 2010 ENTRY FORM

The following are compulsory questions. Insert 'N/A' if information is not available.

GENERAL INFORMATION

AWARD CATEGORY ENTERED <i>(Please refer to last page for description of categories before selecting)</i>	<ol style="list-style-type: none"> 1. Business Association/Network of the Year 2. Excellence Award in Urban or Suburban Development 3. Excellence Award in Rural Economic development 4. Excellent award in Environment or Energy Economic Development
Name of the Association	
Year of foundation	
Current number of members	
Number of members by category	<input checked="" type="checkbox"/> Small Size <input checked="" type="checkbox"/> Medium size <input checked="" type="checkbox"/> Large size
Nature of Business	
Number of fulltime staff working for the association	

GOOD GOVERNANCE

a. Do you have audited accounts for 2008, 2009, 2010?

Yes No

If yes, you will be required to submit them when shortlisted for oral interviews.

b. Organization of general meetings?

Yes No

If yes, indicate when you held the last 2 general meetings?

c. Do you have a Code of Ethics / Conduct for your members?

Yes No

If yes, you will be required to present document upon shortlist for selection interviews.

d. How often do your Governing Board / Executive committee meet?

- Annually
- Bi-annually
- Quarterly
- Monthly
- Weekly
- Other (specify)

You will be required to present proof upon shortlist.

MEMBERSHIP DEVELOPMENT

a. Number of paid up members as a percentage of the total membership:

_____ %

b. Number of non-paid members as a percentage of the total membership:

_____ %

c. Does the association organize trainings for the members?

Yes No

If yes, indicate up to 5 training programs, their duration and coverage undertaken in 2009/2010

- i.
- ii.
- iii.
- iv.
- v.

d. What other capacity building services do you offer your members?

- i. Mentorship programs
- ii. Exchange visits
- iii. Internship programs
- iv. Others (specify).....

a. Does the organization have a newsletter / magazine?

Yes No

If yes, what is the name and frequency (daily, weekly, monthly, quarterly or annual?)

b. Does the organization have a website?

Yes No

If yes, i.)Website is: _____

ii.) When was it developed?

ii.) How often is it updated?

c. Other publications of the organization:

1.

2.

3.

4.

d. What other methods do you use to communicate with your members?

1.

2.

3.

4.

ACTIVITIES

a. Does the association organize networking meetings for the members?

Yes No

If yes, State at least 3 types of networking meetings and their frequency.

I.

II.

III.

b. Does the association organize exhibitions for the members?

Yes No

If yes, Name at least three exhibitions you held in 2009/2010

I.

II.

III.

c. Does the association participate in exhibitions organized by PSFU / Other organizations?

Yes No

If Yes, Name at least 5 in the 2009/2010

I.

II.

III.

IV.

V.

d. Does the association undertake research/survey?

Yes No

If yes, indicate at least 3 research activities in 2009/2010

- i.
- ii.
- iii.

FINANCIAL MANAGEMENT AND SUSTAINABILITY

a. What are your major sources of income? (Indicate percentage).

- i. Membership fees _____%
- ii. Training programs _____%
- iii. Donations _____%
 - Foreign
 - Local
- iv. Rentals _____%
- v. Trade _____%
- vi. Sponsorship _____%
- vii. Others(specify) _____%

b. What is the payment behavior of member with respect to membership fees and annual subscription fees?

REPRESENTATION OF MEMBERS LOBBYING & ADVOCACY

a. State the policies you have successfully lobbied for your members in the past 3years.

b. State the HIV/AIDS programs in place for your members and employees.

DESCRIPTION CATEGORIES

BUSINESS ASSOCIATION/NETWORK OF THE YEAR - NATIONAL LEVEL

- ☑ This award recognizes a business Association, Network or any form of member based organization that has a National presence. With a well established secretariat, good governance structures, audited accounts and has been in existence for more than 7 years with recognizable achievement in membership development, policy research and advocacy.

EXCELLENCE AWARD IN URBAN OR SUBURBAN DEVELOPMENT

- ☑ This award recognizes an urban based network based initiative with a focus on innovation, market based strategies to improve urban or sub urban development results. Formal groups, networks and registered cooperative societies at sub county or division level that have been in existence for more than 4 years will be eligible to participate in this category.

EXCELLENCE AWARD IN RURAL ECONOMIC DEVELOPMENT (ACCORDING TO 5 REGIONS)

- ☑ This award recognizes a network based initiative with a focus on innovation, market based strategies which has result in economic empowerment of rural communities. Formal groups, networks and registered cooperative societies at village ,sub county or division level that have been in existence for more than 4 years will be eligible to participate in this category.

EXCELLENT AWARD IN ENVIRONMENT OR ENERGY ECONOMIC DEVELOPMENT

- ☑ This award recognizes a network based initiative which promotes innovative strategies in the development of environmental – led or energy led projects in rural or urban communities that that attract substantial capital investment and attract higher wage jobs.

TERMS AND CONDITIONS OF THE ENTRY

- The judges' decision is final.
- Only the short listed nominees will be contacted personally.
- Short listed nominees will be notified in early November and will make a 4-minute presentation and the judges will then make a final decision and announce the winners on the awards ceremony.
- Acceptance of the award constitutes permission to use the name of the winners for promotional purposes without additional consultation.
- Prizes must be taken as stated and cannot be deferred. there will be no cash alternative unless PSFU management decides otherwise
- The winners agree to take part in publicity campaign as a result of the competition.
- PSFU does not accept any responsibility for late or lost entries.
- Proof of sending is not proof of receipt