



LUCA AWARDS

New Practice of the Year

Tuesday 29th November 2016
Mansion House, London, EC4N 8BH

In the presence of HRH Prince Michael of Kent GCVO
Black Tie

New Practice of the Year



The LUCA for New Practice of the Year will be awarded to the Practice that, in the opinion of ICB, can demonstrate that it upholds the standards and ideals of ICB and can show that it deserves to be awarded the title 'New Practice of the Year'. Whilst the specific criteria for what constitutes a New Practice of the Year is that it is made up of five or less people any other criteria may apply, such as: it is expected that nominated practices will have achieved significant success or established a solid reputation from clients or external partners in a short space of time. This could be, by way of example, a new practice that has used effective marketing to promote itself and ICB; it might also be a practice that is able to demonstrate that it has contributed to an ICB branch or region, or has undertaken activities in the wider community.

Criteria

1. Nominations for the Large Practice of the Year LUCA Award may be submitted by the Practice itself or by another person associated with the Practice who believes that the Practice is worthy of the title 'New Practice of the Year'
2. The Practice must have held an ICB Practice Licence for less than twelve months immediately preceding the LUCA Awards ceremony.
3. Previous winners or nominees are eligible to enter
4. The Practice must consist of four or fewer people. The four or fewer must include the owner/principal. These need not necessarily all be undertaking bookkeeping/accounting roles. For instance you may have a receptionist or a marketing executive. The four or fewer people may be employees or if freelancers they must have been engaged by the Practice on a regular basis. Regular meaning for at least ten occasions during the last twelve months.
5. Nominations should take the form of a letter detailing why the Practice deserves to be awarded the LUCA for New Practice of the Year.
6. The nomination should be submitted to ICB via email to luca@icbglobal.org. The email subject line must include "New Practice of the Year nomination", together with the name of the Practice being nominated.
7. The letter of nomination must include the following basic information:
 - The name of the Practice
 - Name of the nominator
 - Name of the owner/principal of the practice
 - Names of people working in the practice and their job roles/titles
8. The application fee for New Practice of the Year is £100 +VAT. An invoice for the application fee will be issued upon receipt of your application. Payment will be due within 7 days from the date of invoice. If funds are not received within this time your nomination may be revoked.
9. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from clients, accountants etc., are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately the subject line must include the name of the Practice being nominated and must state that it is supporting documentation.
10. ICB will acknowledge receipt of each nomination and separate supporting information. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
11. All nominations and supporting documentation must be received by ICB not later than midnight on Monday 14th November 2016. The date and time recorded on the ICB's inbox will be taken as the date and time received and late entries will not be accepted.
12. Nominated practices may be contacted by ICB for interview
13. Nominees who are shortlisted will receive 2 tickets to the LUCA Awards event taking place on Tuesday 29th November at the Mansion House in London (value £480). Nominees will be expected to attend the awards ceremony.
14. ICB's decision will be final and no correspondence will be entered into.