

## Greater Rochester Chamber MWBE Awards Frequently Asked Questions (FAQ)

<p><b>What are the criteria for a company to be eligible for the Program?</b></p>	<p><b>To be eligible for the Greater Rochester Chamber MWBE Awards Program, a company must meet all the following criteria:</b></p> <ol style="list-style-type: none"> <li><b>1. Must be independent with no parent company</b> A parent company is an entity that owns a majority interest in another entity and has control over management and its operations, including influencing or electing its board of directors. An entity considered to be under the control of a parent is deemed to be a subsidiary and not independent.</li> <li><b>2. Must be privately held and not publicly traded on a stock exchange</b> A public company is a company that has issued securities through an initial public offering (IPO) and is traded on at least one stock exchange or the over-the-counter (OTC) market.</li> <li><b>3. Must have revenues of <b>MAXIMUM</b> \$20 million in each of their three most recent fiscal years</b> Insero &amp; Co. CPAs, LLP reserves the right to make the final determinations of appropriate comparable revenue levels based on the facts and circumstances; all revenue figures will be held in the strictest confidence by Insero &amp; Co. CPAs, LLP.</li> <li><b>4. Must be headquartered in the Greater Rochester area</b> Includes Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties.</li> </ol>
<p><b>Who can apply/nominate a company for the awards program?</b></p>	<ul style="list-style-type: none"> <li>▪ Anyone can apply or nominate a company as long as all of the above criteria are met.</li> <li>▪ An application form is required to be completed each year regardless of past participation in the program.</li> <li>▪ Greater Rochester Chamber and Insero &amp; Co. CPAs, LLP is not responsible for contacting applicants regarding the completion of a Nomination Form.</li> <li>▪ The provision of accurate information is the responsibility of the applicant.</li> </ul>
<p><b>Is there a special Application Form?</b></p>	<p><b>Yes. A special Greater Rochester Chamber MWBE Awards Applications/Nomination Form is available and must be completed online.</b></p> <ul style="list-style-type: none"> <li>• The application form and instructions can be found on the Chamber's website:</li> <li>• <a href="https://my.greaterrochesterchamber.com/form/Fill/PNn61IJP">https://my.greaterrochesterchamber.com/form/Fill/PNn61IJP</a></li> </ul>
<p><b>What documents are required when submitting the Application Form?</b></p>	<p>No other documents are required upon submission of the Application Form, however...</p> <ul style="list-style-type: none"> <li>▪ All qualifying applicants are required to provide Insero &amp; Co. CPAs, LLP with copies of the company's statement of income or relevant income page from the company's annual tax return for each of their three most recent fiscal years.</li> <li>▪ If available, please include the required information as proof of revenue when submitting your application form. If proof of revenue is not available, a representative from Insero &amp; Co. CPAs, LLP will contact the applicant before the end of February to verify the submitted figures and obtain the required proof to be eligible.</li> <li>▪ All revenue and growth information will be held in the strictest confidence by Insero &amp; Co. CPAs, LLP and will not be made public.</li> </ul>
<p><b>What contacts will be needed?</b></p>	<p><b>When submitting the Application Form, in addition to the highest-ranking executive, the following contacts will be required:</b></p> <ul style="list-style-type: none"> <li>• <b>Marketing or Administrative Contact:</b> Will be required to verify all company information and submit required recognition materials including logo, executive(s) headshot, and a company group shot. This contact will also receive all communications leading up to the events.</li> <li>• <b>Financial Contact or Accountant:</b> Will be required to provide to Insero &amp; Co. CPAs, LLP with proof of revenue (statement of income or relevant income page from the company's annual tax return) for each of the three most recent fiscal years if not submitted with the application form</li> </ul>
<p><b>How do I apply for the MWBE Awards?</b></p>	<p>An Application/Nomination Form may be completed and submitted on the Chamber's website. Online: <a href="https://my.greaterrochesterchamber.com/form/Fill/PNn61IJP">https://my.greaterrochesterchamber.com/form/Fill/PNn61IJP</a></p> <p>For further assistance, please contact Insero &amp; Co. CPAs, LLP via email at <a href="mailto:sarah.stage@inserocpa.com">sarah.stage@inserocpa.com</a></p>

<p><b>How are the submitted Application Forms confirmed for entry?</b></p>	<p>All submitted and received Application Forms will be confirmed by Insero &amp; Co. CPAs, LLP.</p> <p>If you do not receive an email confirmation on your submission within five business days after submission, please contact Insero &amp; Co. CPAs, LLP at <a href="mailto:sarah.stage@inserocpa.com">sarah.stage@inserocpa.com</a></p>
<p><b>What is the deadline for application entries?</b></p>	<p>The deadline for applications is posted online. In fairness to all applicants who meet the deadline, no applications will be accepted after that date.</p>
<p><b>How are companies ranked?</b></p>	<p><b>Qualified companies are ranked according to revenue growth over their last three fiscal years, taking into consideration both dollar and percentage increases. Only qualified applicants who meet the criteria are considered in the rankings. The winners will be unveiled to the community prior to the Greater Rochester Chamber MWBE Awards celebration in May 2024 at the Rochester Riverside Convention Center.</b></p>
<p><b>When are this year's company rankings announced?</b></p>	<p><b>Greater Rochester Chamber MWBE Magazine</b></p> <p>A special magazine will be published honoring the companies of this year's Greater Rochester Chamber MWBE Awards program. This supplement will also be distributed at the awards ceremony. In addition, the rankings will be released on the Chamber's website and through our media outlets and made available online for easy access and distribution.</p>
<p><b>How do I get more information?</b></p>	<p><b>For Applications/Nominations:</b>  Greater Rochester Chamber MWBE Representative at Insero &amp; Co. CPAs, LLP  <a href="mailto:mwbe@inserocpa.com">mwbe@inserocpa.com</a></p> <p><b>For Event Related Questions Contact:</b>  Susan George, Director of Events at Greater Rochester Chamber of Commerce  <a href="mailto:Susan.George@GreaterRochesterChamber.com">Susan.George@GreaterRochesterChamber.com</a></p>