



**2011**

*SBA Awards Package*

*Nomination Guidelines and Forms*

Deadline for Submission: January 5, 2011

**Return Packages To:**

Small Business Awards Committee  
U.S. Small Business Administration  
Illinois District Office  
500 West Madison Street, Suite 1150  
Chicago, IL 60661-2511

Need more information? Call Mark Ferguson (312) 353-5430 or Christine Pollard (312) 886-0704.

You can download your complete nomination package at [www.nationalsmallbusinessweek.com](http://www.nationalsmallbusinessweek.com).



## 2011 SMALL BUSINESS AWARD NOMINATION

Help us recognize outstanding leaders in the small business community

[SBA's size standards](#) apply in defining a business as small-individuals who own and operate or bear principal responsibility for operating a small business are eligible.

### AWARD CATEGORIES

Please check one or more potential categories:

- **Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.
- **Small Business Exporter of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.
- **SBA Young Entrepreneur of the Year:** Owner will not reach 30th birthday by June 1, 2011, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.
- **Jeffrey Butland Family Owned Small Business:** A family owned business that has passed from one generation to another and owner has responsibility for operating the business with at least a 15 year track record.
- **Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

**Small Business Champions of the Year:** Those who promote small business, including volunteering time and services to small business interests and groups, advocating the cause of small business in the legislative process. Champions may or may not be small business owners.

- **Financial Services Champion (Accountant advocate merged with this category)**
- **Home Based Business Champion**
- **Minority Small Business Champion**
- **Veteran Small Business Champion**
- **Women in Business Champion**

### NOMINEE INFORMATION

I Nominate \_\_\_\_\_ Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

Nominee's Qualifications for this Award - **attach short description on why this business/champion should be considered:**

When nominating a business owner please complete the following: Is the company operating profitably? \_\_\_\_\_

# of years in business \_\_\_\_\_ # of employees \_\_\_\_\_ annual sales \$ \_\_\_\_\_ SIC/NAICS code \_\_\_\_\_

### NOMINATOR'S INFORMATION

Nominator Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

► Reply by January 5, 2011

**Mail complete package (this form and items from the Check List) to:**  
**Small Business Awards Committee**  
**U.S. Small Business Administration**  
**Illinois District Office**  
**500 West Madison, Suite 1150**  
**Chicago, IL 60661-2511**

For more information, please call (312) 353-5430 or (312) 886-0704. Self-nominations accepted. This form may be duplicated. Thanks for your support!

**ILLINOIS SBA  
2011 NOMINATION CRITERIA BY CATEGORY**

**SMALL BUSINESS PERSON OF THE YEAR**

Any individual who owns or operates or bears principle responsibility for operating a small business may be nominated. Partners who jointly own or operate the business may be nominated as a team, as long as the team does not exceed four.

- Staying power – a substantiated history as an established business
- Growth in number of employees
- Increase in sales and/or unit volume
- Current and past financial reports (For state consideration we request basic profit and loss & balance sheet info for past three years. The state winner will be asked to produce more complete P&L, and Balance Sheets for that time period)
- Innovativeness of product or service
- Response to Adversity
- Contributions to aid community-oriented projects

**SMALL BUSINESS EXPORTER OF THE YEAR**

Any individual who owns and operates a small business engage in exporting may be nominated.

- Increased sales, profits and/or growth of employment because of exporting
- Creative overseas marketing strategies, with description of products & markets served
- Effective solutions to export-related problems
- Encouraged other small businesses to export
- Introduction of unique trading companies
- Volunteer assistance to other small businesses entering the export market

**SBA YOUNG ENTREPRENEUR OF THE YEAR**

Any individual who serves as majority owner and operator for a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2011.

- Evidence of success as measured by sales and profits
- Increased employment opportunities
- Development and utilization of innovative or creative business methods
- Demonstrated entrepreneurial potential for long-term success

**JEFFREY BUTLAND FAMILY OWNED SMALL BUSINESS**

Family owned business that has passed from one generation to another and owner has responsibility for operating the business. Nominees must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

- Evidence of success as measured by sales and profits. (Profit & Loss and balance sheet information for the past three years will be requested)
- Increased employment opportunities for family and non family
- Demonstrated potential necessary for long-term business success and economic growth
- Voluntary efforts to strengthen family owned businesses within the community

## **ENTREPRENEURIAL SUCCESS**

Businesses that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

- Staying power - a substantiated history of an established business, including sustained expansion, steady growth including increased net worth
- Growth in number of employees (sustained over a minimum of 3 years)
- Increase in sales/and or unit volume - consistent growth
- SBA assistance – document the type and amount of assistance and the years obtained
- Innovativeness of product/service – describe uniqueness of product or service
- Response to adversity – examples of problems overcome
- Contributions to the community

## **FINANCIAL SERVICES CHAMPION**

Individuals who assist small businesses through advocacy to increase usefulness and availability of accounting or financial services

- Outside of regular business duties, the amount and quality of assistance given small businesses in obtaining financing
- Advocacy of changes in the financial services industry to assist small firms
- Encouragement of the flow of investment capital to small ventures
- Active support for legislative or regulatory action designed to help small firms
- Other significant contributions made by the nominee through financial services or accounting industry to advance small business interests

## **HOME BASED BUSINESS CHAMPION**

An individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated.

- Volunteered time and energy to improve conditions for home-based businesses
- Engaged in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses
- Demonstrated interest in home based-business as an owner or former owner
- Measurable accomplishments in advancing home-based businesses such as initiating public policy or expansion of a program

## **MINORITY SMALL BUSINESS CHAMPION**

An individual who has fulfilled a commitment to support minority entrepreneurs may be nominated.

- Volunteer efforts beyond business/professional responsibilities to advance minority small business interests/community, state or nation
- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement
- Voluntary provision of professional services to the minority small business community in legal, legislative, managerial or financial capacities
- Demonstrated accomplishment in advising minority small business groups of opportunities within the overall business community
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business

## **VETERAN SMALL BUSINESS CHAMPION**

An individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated.

- Active support for legislative or regulatory action designed to help small business
- Evidence of increased business opportunities for veterans as a result of the nominee's actions
- Advisory activities to improve awareness among veterans' groups of the small business opportunities
- Advocacy of special consideration for veteran-owned small businesses in government policymaking
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses

## **WOMEN IN BUSINESS CHAMPION**

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated.

- Active support for legislative or regulatory action designed to help small business
- Efforts to increase business and financial opportunities for women
- Legal, financial or managerial assistance provided to enhance women's business ownership
- Volunteer efforts to strengthen the role of women owned businesses in the community
- Other accomplishments demonstrating effectiveness in improving environment for the creation and expansion of women owned businesses
- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement



## SBA Awards Nomination 2011 Check List

Please use this easy check-list to help you assemble the necessary information to complete your award nomination. Please call us at (312) 353-5430 or (312) 886-0704 if you have any questions.

**DEADLINE: January 5, 2011**

OK	Need	Have	<b>Items for All Categories</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Cover Page.</b> Prepare a single, typed cover page that includes the name of the category (award), nominee's full name, business name, home address, business telephone and fax numbers. Include a one - paragraph description of the nominee's business or Champion's profession/occupation and include your name, title, place of business, business address, email address, and telephone number as nominator.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> An original 8" x 10" or 5" x 7" <b>photo</b> of the nominee. Photocopies are not acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Nomination Letter</b> (not to exceed three pages) that address the specific evaluation criteria for that specific award)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Nominee Biography</b> (not to exceed two pages)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Nominee Business Profile</b> business that includes what they do, market area, number of employees, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Statement of Qualities and Performance</b> (not to exceed 4 pages) that explains in a concise manner the specific qualities and performance that merit the award.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Financial Statement</b> of the nominee not to exceed 12 pages. ( <b>Note: Required only for Small Business Person of the Year, Exporter of the Year, Home-Based Business of the Year, and the Young Entrepreneur of the Year Award.</b> )
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Other Documentation</b> (not to exceed 10 pages) that you feel is significant including newspaper articles, letters of recommendation, or other evidence of the appropriateness of the nomination. Videos will not be considered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9. SBA Form 2137 Consent for Disclosure</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10. SBA Form 3300 Award Nomination Form (Please Print or Type)</b>



SMALL BUSINESS WEEK  
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the year, Champion of the Year, or Special Awards to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year, Champion or Special Award winners is made.

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Signature

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Date