



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.

SBA 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/advocate 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 Street, 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. Thank you 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 Check List

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

DEADLINE: January 5, 2011

| OK | Need | Have | Items for All Categories |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Cover Page. 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 nominees business or Champions 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"/> | 2. Photo of the nominee |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Nomination Letter (not to exceed three pages) that address the specific evaluation criteria for that specific award) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Nominee Biography (not to exceed two pages) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Nominee Business Profile business that includes what they do, market area, number of employees, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Statement of Qualities and Performance (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"/> | 7. Financial Statement of the nominee not to exceed 12 pages. (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.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Other Documentation (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"/> | 9. SBA Form 2137 Consent for Disclosure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. SBA Form 3300 Award Nomination Form (Please print or type) |



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.

Signature

Date

| | | |
|---|--|----------------------------|
|  <p>United States of America SMALL BUSINESS ADMINISTRATION</p> <p>Award Nomination Form</p> | <p align="center">Please Read Carefully- Print or Type</p> <p>This form must be completed by: (1) Each individual nominated for an award (2) All Members of teams nominated for an award (3) The official representative of a small business nominated for an award</p> <p>The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A. Use additional sheets if necessary.</p> | |
| <p>1. State name in full, if no middle name, state (NMN), or if initial only, indicate initial. List all former names used, and dates each name was used. Use separate sheet if necessary.</p> <p>First Middle Last</p> | <p>List all forms of SBA funded assistance received (e.g., SBDC, SCORE, WBC, guaranteed loan, contract, etc.) and the city and state where assistance was received.</p> | |
| <p>2. Name and Address of small business company</p> <p>Firm Name : Street : City, State and Zip Code: Business Telephone No. (Include A/C): Cell No. (Include A/C): Fax No. (Include A/C): E-Mail Address:</p> <p>Job Title:</p> | <p>Amount and date of financial assistance received or applied for (if applicable)</p> | <p>File No. (if known)</p> |
| <p>3. Present residence address: From: To: Address:</p> | <p>5. Give the percentage of ownership or stock owned in the small business</p> <p>6. Date of Birth (Month, Day, and Year)</p> <p>7. Place of Birth (City & State or Foreign Country)</p> <p>8. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If No, are you a Lawful Permanent resident alien: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If non-U.S. citizen provide alien registration no.: _____</p> <p>9. Congressional District:</p> | |
| <p>IT IS IMPORTANT THAT THE NEXT THREE QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR NOMINATION TO BE DENIED.</p> <p>IF YOU ANSWER "YES" TO 10, 11, OR 12, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.</p> | | |
| <p>10. Are you presently under indictment, on parole or probation? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate date parole or probation is to expire).</p> | | |

| | | |
|---|-------|------|
| <p>11. Have you ever been charged with and/or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet). <input type="checkbox"/> YES <input type="checkbox"/> NO</p> | | |
| <p>12. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other Than a minor vehicle violation? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> | | |
| <p>13 I authorize the Small Business Administration Office of Inspector General to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for a small business recognition award and to participate in the related activities, including programs authorized by sections 4(h) and 8(b)(1)(A)(iv) of the Small Business Act, 15 U.S.C. 633(h) and 637(b)(1)(A)(iv).</p> | | |
| <p>CAUTION: Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of program participation or other benefits awarded by the agency. A false statement is punishable under 18 USC 1001 by imprisonment of not more than five years and/or a fine of not more than \$10, 000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5, 000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1, 000, 000.</p> | | |
| Signature | Title | Date |

NOTICES REQUIRED BY LAW

Paperwork Reduction Act (44 U.S.C. 3501 et seq.)

SBA will use the information collected on this form, along with other information submitted by award nominees, to determine the nominee's eligibility for a particular small business award; to identify any actual or apparent conflict of interest and, to make eventual award determinations.

The estimated burden for completing this form is 15 minutes per response. However, the total estimated time for completing the nomination package, including the time for reviewing the instructions, gathering and compiling data, and completing the package is 2 hours. You are not required to respond to any collection of information unless it displays a currently valid OMB control number. Comments on these burden estimates should be sent to the U.S. Small Business Administration, Chief, AIB 409 3rd St., SW, Washington, DC 20416, and Desk Officer for the U.S. Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. **DO NOT SEND FORMS TO OMB.**

Privacy Act (5 U.S.C. § 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers, such as name or social security number. SBA will protect an individual's personal information to the extent permitted by law, including the Freedom of Information Act, 5 U.S.C. § 552, and the Privacy Act of 1974, 5 U.S.C. § 552a. However, as a routine matter information collected may be disclosed as follows: (a) to the news media for public disclosure of the name, address, and biography of award recipients; (b) to communicate with State and local governments about the status of a particular nominee; (c) to an individual nominee's Congressional office when that office is inquiring on the individual's behalf; (d) to Agency volunteers, interns, judges, experts and contractors who need access to the records in order to perform an award related activity; and (e) to the Department of Justice (DOJ); the court, adjudicative body, or a dispute resolution body when any of the following is a party to litigation or has an interest in such litigation:

- (1) The agency or any of its components;
- (2) An agency employee in his or her official capacity;
- (3) An agency employee in his or her individual capacity where DOJ has agreed to represent the employee; or
- (4) The United States Government, where the agency determines that litigation is likely to affect the agency or any of its components.

Before making any disclosures SBA must determine that the use of the records is relevant and necessary to the litigation, and disclosure of the records is for a purpose that is compatible with the purpose for which the records were collected.

Additional information regarding the retention and disclosure of this collection of information is listed in the systems of record notice published in the Federal Register at 69 FR 58597,58624(9/30/2004).