

2010 National Small Business Week Nomination Guidelines:

To honor the small business community's contribution to the American economy and society and recognize the people and organizations that assist small business, the President of the United States designates one week each year as National Small Business Week. In 2010, Small Business Week 2010 will be celebrated nationally late spring. As part of this celebration, awards will be presented in several categories:

Small Business Awards

- Small Business Person of the Year
- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Jeffrey Butland Family-Owned Business of the Year
- Entrepreneurial Success Award

Champion Awards

- Financial Services Champion of the Year
- Home-Based Business Champion of the Year
- Minority Small Business Champion of the Year
- Veteran Small Business Champion of the Year
- Women in Business Champion of the Year

Nomination guidelines for these categories are available from the SBA Indiana District Office or at www.sba.gov/IN. Completed nomination packages, must be postmarked or hand delivered to the SBA Indiana District Office on or before **November 13, 2009**:

Attention: Sharon Murff
U.S. Small Business Administration
8500 Keystone Crossing, Suite 400
Indianapolis, IN 46240

For additional information:

Sharon Murff at 317-226-7272 x123 or sharon.murff@sba.gov

Small Business Person of the Year

An Indiana Small Business Person of the Year will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week awardees will be recognized in our state late spring 2010.

The 2010 SBA Indiana Small Business Person of the Year will automatically compete with award winners from across the nation for the title of 2010 National Small Business Person of the Year. The National Small Business Person of the Year will be announced and honored at the National celebration in Washington, D.C. where other state winners of this award will join government officials and corporate leaders for several days of activities.

Who is eligible to be nominated for this award?

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards. Individuals who have received the small business person award at the district level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. SBA reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process. Note that individuals may be nominated for only one award category.

Who may submit nominations for this award?

Individuals may self-nominate. Employees may nominate a candidate. Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Small Business Person of the Year award. Many candidates have been generated from lists of community award winners such as chamber of commerce awardees. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be addressed specifically (see below). Incomplete nomination packages, such as those lacking financial statements, will not be considered. A complete nomination package will include in the following order:

1. Page One: the following information
 - The Award for which the nomination is being made
 - The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - If any SBA assistance was received include a statement about this (e.g., Received a 7(a) loan, or Received business counseling from SCORE)
 - One-paragraph description of the nominee's business
2. SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter which includes a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business profile detailing what the company sells (not to exceed one page).
7. Evaluation criteria responses answer in paragraph form for each topic
 - A. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
 - B. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.

- Increase over the three years must be in excesses of growth in Gross National Product.

C. Increase in sales and/or unit volume — an indication of continued growth over the last three years.

- Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.

D. Current and past financial performance — financial reports substantiate an improved financial position of the business. Nomination packages will not be eligible without these statements.

- Profit-and-loss statements for the last three years, reflecting sustained upward growth.
- Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.

E. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.

- Specific description of uniqueness of product or service.
- Explanation of how product or service fits a niche not being adequately addressed by the competition.

F. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:

- Specific description of financial, physical, legal or other crisis.
- Substantiation of the threat to the continuity of the business.
- Defined actions taken by the nominee to resolve the crisis.

G. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:

- List of specific contributions of money, time or resources to charitable causes.
- Membership in councils boards and clubs providing support and services to the community.

8. The nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports (not to exceed 12 pages, on 8 1/2" x 11" paper).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not to exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Small Business Exporter of the Year

An Indiana Small Business Exporter of the Year will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week Awardees will be recognized in our state late spring 2010.

The 2010 SBA Indiana Small Business Exporter of the Year will automatically compete with award winners from across the nation for the title of 2010 National Small Business Exporter of the Year. The National Small Business Exporter of the Year will be announced and honored at the National celebration in Washington, D.C. where other state winners of this award will join government officials and corporate leaders for several days of activities.

Who is eligible to be nominated for this award?

Any small business individual who owns and operates a small business engaged in exporting.

Who may submit nominations for these awards?

Individuals may self-nominate. Employees may nominate a candidate. Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Small Business Exporter of the Year award. Many candidates have been generated from lists of community award winners such as chamber of commerce awardees. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

Evaluation criteria for the Small Business Exporter of the Year award?

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be addressed specifically (see below). Incomplete nomination packages, such as those lacking financial statements, will not be considered. A complete nomination package will include in the following order:

1. Page One: the following information
 - The Award for which the nomination is being made
 - The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - If any SBA assistance was received include a statement about this (e.g., Received a 7(a) loan, or Received business counseling from SCORE)
 - One-paragraph description of the nominee's business
2. SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter which includes a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business profile detailing what the company sells (not to exceed one page).
7. Evaluation criteria responses in paragraph form for each topic
8. The nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports (not to exceed 12 pages, on 8 1/2" x 11" paper).
9. Any other supporting documentation deemed significant by the nominator, including news clips or letters of recommendation (not exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information
11. A description of the products exported and markets served

Entrepreneurial Success Award

An Indiana Entrepreneurial Success Award will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week awardees will be recognized in our state late spring 2010.

Who is eligible to be nominated for this award?

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

To be nominated and receive this award, the nominee must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for this award must own or operate a business that initially was defined as “small” under the applicable SBA size standards, developed into a large business and must have received SBA assistance. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. SBA reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.

Who may submit nominations for this award?

Individuals may self-nominate. Employees may nominate a candidate. Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Entrepreneurial Success Award. Many candidates have been generated from lists of community award winners such as chamber of commerce awardees. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be addressed specifically (see below). Incomplete nomination packages, such as those lacking financial statements, will not be considered. A complete nomination package will include in the following order:

1. Page One: the following information
 - _ The Award for which the nomination is being made
 - _ The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - _ The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - _ If any SBA assistance was received include a statement about this (e.g., Received a 7(a) loan, or Received business counseling from SCORE)
 - _ One-paragraph description of the nominee's business
2. SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter which includes a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business profile detailing what the company sells (not to exceed one page).
7. Evaluation criteria responses in paragraph form for each topic
8. The nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports (not to exceed 12 pages, on 8 1/2" x 11" paper).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not to exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Evaluation criteria for the SBA Entrepreneurial Success award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business. Nomination packages will not be eligible without these statements
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. SBA Assistance – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
7. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - List of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

SBA Young Entrepreneur of the Year

An Indiana SBA Young Entrepreneur of the Year will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week awardees will be recognized in our state late spring 2010.

The 2010 SBA Indiana SBA Young Entrepreneur of the Year will automatically compete with award winners from across the nation for the title of 2010 National SBA Young Entrepreneur of the Year. The National SBA Young Entrepreneur of the Year will be announced and honored at the National celebration in Washington, D.C. where other state winners of this award will join government officials and corporate leaders for several days of activities.

Who is eligible to be nominated for this award?

A young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2010.

Who may submit nominations for these awards?

Individuals may self-nominate. Employees may nominate a candidate. Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the SBA Young Entrepreneur of the Year award. Many candidates have been generated from lists of community award winners such as chamber of commerce awardees. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

Evaluation/selection criteria for the SBA Young Entrepreneur of the Year award?

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be addressed specifically (see below). Incomplete nomination packages, such as those lacking financial statements, will not be considered. A complete nomination package will include in the following order:

1. Page One: the following information
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 - _ The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - _ The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - _ If any SBA assistance was received include a statement about this (e.g., Received a 7(a) loan, or Received business counseling from SCORE)
 - _ One-paragraph description of the nominee's business
2. SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter which includes a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business profile detailing what the company sells (not to exceed one page).
7. Evaluation criteria responses in paragraph form for each topic
8. The nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports (not to exceed 12 pages, on 8 1/2" x 11" paper).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not to exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Jeffrey Butland Family-Owned Business of the Year

The 2010 Jeffrey Butland Family-Owned Business of the Year will be selected from the nomination packages received at the Indiana SBA District Office. The winner of the Jeffrey Butland Family-Owned Business of the Year Award will automatically compete with award winners from across the nation for the title of 2010 National Jeffrey Butland Family-Owned Business of the Year.

The National Jeffrey Butland Family-Owned Business of the Year will be announced and honored at the National celebration of Small Business Week. The Jeffrey Butland Family-Owned Business of the Year will join the other state winners, government officials and corporate leaders for several days of activities.

Who is eligible to be nominated for this award?

Any family-owned and operated business which has been passed on from one generation to another may be nominated. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

Who may submit nominations for these awards?

Individuals may self-nominate. Employees may nominate a candidate. Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Jeffrey Butland-Family Owned Business of the Year award. Many candidates have been generated from lists of community award winners such as chamber of commerce awardees. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

Evaluation criteria for the Jeffrey Butland Family-Owned Business of the Year award?

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be addressed specifically (see below). A complete nomination package will include in the following order:

1. Page One: the following information
 - _ The Award for which the nomination is being made
 - _ The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - _ The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - _ If any SBA assistance was received include a statement about this (e.g., Received a 7(a) loan, or Received business counseling from SCORE)
 - _ One-paragraph description of the nominee's business
2. SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter which includes a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business profile detailing what the company sells (not to exceed one page).
7. Evaluation criteria responses in paragraph form for each topic
8. The nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports (not to exceed 12 pages, on 8 1/2" x 11" paper).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not to exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Financial Services Champion of the Year

An Indiana Financial Services Champion of the Year will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week awardees will be recognized in our state late spring 2010.

Who is eligible to be nominated for this award?

Individuals who assist small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners. Note that individuals may be nominated for only one award category.

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

Evaluation criteria for the Financial Services Champion of the Year award?

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in an 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. Page One: the following information
 - = The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - = The Award for which the nomination is being made
 - = The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - = If any SBA assistance was received include a statement about this (e.g., Received a 7 (a) loan or Received business counseling from SCORE)
 - = One-paragraph description of the nominee's business or applicable organization
2. A completed SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business or applicable organization profile (not to exceed one page).
7. If applicable, the nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — (not to exceed 12 pages, on 8 1/2" x 11" paper).
8. Evaluation criteria responses for each topic in paragraph form
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation (not to exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Home-Based Business Champion of the Year

The 2010 Indiana Home-Based Business Champion of the Year will be selected from the nomination packages received at the Indiana SBA District Office. The winner of the SBA Indiana, of the Home-Based Business Champion Year will automatically compete with award winners from across the nation for the title of 200 National Home-Based Business Champion Year. Winners of previous years' state awards and the national awards receive extraordinary media coverage during and after their recognition.

The National Home-Based Business Champion of the Year will be announced and honored at the National celebration of Small Business Week.

Who is eligible to be nominated for this award?

Individuals who have experienced the rewards and difficulties of owning a home-based business and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners. Note that individuals may be nominated for only one award category. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Evaluation/selection criteria for the Home-Based Champion of the Year award?

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in an 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. Page One: the following information
 - = The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - = The award for which the nomination is being made
 - = The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - = If any type of SBA assistance was received include a statement about this (e.g., Received a 7 (a) loan, or Received business counseling from SCORE)
 - = One-paragraph description of the nominee's business or applicable organization
2. A completed SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business or applicable organization profile, (not to exceed one page).
7. If applicable, the nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — (not to exceed 12 pages, on 8 1/2" x 11" paper).
8. Evaluation criteria responses in paragraph form for each topic
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not to exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Minority Small Business Champion of the Year

An Indiana Minority Small Business Champion of the Year will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week awardees will be recognized in our state during late spring 2010.

The National Minority Small Business Champion of the Year will be announced and honored at the National celebration of Small Business Week.

Who is eligible to be nominated for this award?

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners. Note that individuals may be nominated for only one award category. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Evaluation criteria for the Minority Small Business Champion of the Year award?

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

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. If you have a question about which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in an 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. Page One: the following information
 - = The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - = The award for which the nomination is being made
 - = The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - = If any SBA assistance was received include a statement about this (e.g., Received 7(a) loan, or Received business counseling from SCORE)
 - = One-paragraph description of the nominee's business or applicable organization
2. A completed SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to Sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business or applicable organization profile (not to exceed one page).
7. If applicable, the nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — not to exceed 12 pages, on 8 1/2" x 11" paper).
8. Evaluation criteria responses in paragraph form for each topic.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not to exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Veteran Small Business Champion of the Year

An Indiana Veteran Small Business Champion of the Year will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week awardees will be recognized in our state late spring 2010.

The 2010 National Veteran Small Business Champion of the Year will be announced and honored at the National celebration of Small Business Week. The Indiana Veteran Small Business Champion of the Year will join the other state winners, government officials and corporate leaders for several days of activities.

Who is eligible to be nominated for this award?

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans. Note that individuals may be nominated for only one award category.

Evaluation criteria for the Veterans Small Business Champion of the Year award?

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

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

The nomination package

Nominations must be typewritten on **one side** of 8 1/2" x 11" white stationery, collated and secured in an 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. Page One: the following information
 - = The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - = The Award for which the nomination is being made
 - = The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - = If any SBA assistance received include a statement about this (e.g., Received a 7(a)loan, or Received business counseling from SCORE)
 - = One-paragraph description of the nominee's business or applicable organization
2. A completed SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business or applicable organization profile (not to exceed one page).
7. If applicable, the nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — (not to exceed 12 pages, on 8 1/2" x 11" paper).
8. Evaluation criteria responses in paragraph form for each topic.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information

Women in Business Champion of the Year

An Indiana Women in Business Champion of the Year will be selected from the nomination packages received at the Indiana SBA District Office. Indiana Small Business Week awardees will be recognized in our state during late spring 2010.

The 2010 Women in Business Champion of the Year will be announced and honored at the National celebration of Small Business Week. The Indiana Women in Business Champion of the Year will join the other state winners, government officials and corporate leaders for several days of activities.

Who is eligible to be nominated for this award?

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Note that individuals may be nominated for only one award category.

Evaluation/selection criteria for the Women in Business Champion of the Year award?

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

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. If you have a question about the nomination process or which award category is appropriate for your candidate, contact Sharon Murff at 317-226-7272 x123.

The nomination package

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1. Page One: the following information
 - = The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address (if applicable)
 - = The award for which the nomination is being made
 - = The nominator's name, title, place of business, business address and telephone number and e-mail address (if applicable)
 - = If any SBA assistance was received include a statement about this (e.g., Received 7(a) loan, or Received business counseling from SCORE)
 - = One-paragraph description of the nominee's business or applicable organization
2. A completed SBA Form 3300 Award Nomination Form. For "team" nominations, a form is required for each team member.
3. Photographs: Two original 8" x 10" or 5" x 7" photos of the nominee; or e-mail a digital photo to sharon.murff@sba.gov – at least 300 dpi or ppi; photocopies are not acceptable. Four to five additional photos of the nominee's company, employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award (not to exceed four pages).
5. A brief biography of the nominee (not to exceed one page).
6. A business or applicable organization profile (not to exceed one page).
7. If applicable, the nominee's business financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — (not to exceed 12 pages, on 8 1/2" x 11" paper).
8. Evaluation criteria responses in paragraph form for each topic.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (not exceed 10 pages).
10. A SBA Form 2137 - Small Business Week Consent for Disclosure of Information



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, Advocate of the Year, or Special Award winners (Phoenix Award) 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 and Advocate and Special Award winners is made.

Signature: _____ Date: _____