

MAINE 2005 SMALL BUSINESS AWARDS
JEFFREY H. BUTLAND SBA FAMILY-OWNED SMALL BUSINESS OF THE YEAR

Nominees for the SBA Family-Owned Small Business of the Year must meet the following criteria: Family owned and operated business which has been passed on from one generation to another. Nominees 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. Nominations will be evaluated on the following criteria:

Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities for family member and non family members for the nominee's business.
- Demonstrated potential necessary for long-term business success and economic growth.
- Voluntary efforts to strengthen family owned businesses within the community.

Nomination Package:

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a one & one-half inch binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —
 - The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
 - 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; and
 - A one-paragraph description of the nominee's business/profession/occupation
2. A completed SBA Form 898 (Biographical Data), which is enclosed.
3. An original 8" x 10" or 5" x 7" photo of the nominee; **photocopies are not acceptable.**
4. A nomination letter, **not exceeding two pages.**
5. A brief biography of the nominee, **not exceeding one page.**
6. A business profile, **not exceeding one page.**

7. A concise statement of qualities and performance that merit the award, **not exceeding two pages**.
8. Financial statements, including balance sheets, profit-and-loss statements and financial reports, for the past three years of the nominee, **not exceeding 12 pages**, on 8 1/2" x 11" paper.
9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Support documentation must not exceed 10 pages**. Videos will not be considered.
10. A completed Consent for Disclosure of Information (SBA Form 2137 – copy enclosed).

Nominations must be submitted to: Mary E. McAleney, District Director
U.S. Small Business Administration
Edmund S. Muskie Federal Building
68 Sewall Street, Room 512
Augusta, ME 04330

All nominations must be postmarked or hand delivered **no later than December 3, 2004**