

MAINE 2005 SMALL BUSINESS AWARDS SMALL BUSINESS PERSON OF THE YEAR

Any individual who owns and operates or 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.

Evaluation Criteria:

1. Staying power – a substantiated history as an established business.
 - 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 GNP.
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 on annual profit and loss statements over a minimum of three years.
4. Current and past financial reports – a substantiation of improved financial position of the business.
 - Profit and loss statements for 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. 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.
6. 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.
7. Contributions to aid community-oriented projects – evidence of the use of his/her personal time and resources, including:
 - Specific listing of contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to 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 of the nominee, - including balance sheets, profit-and-loss statements and financial reports for three years - **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 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.**