



2012 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, 2012, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.
- Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.
- 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
- 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.
- Veteran Small Business Champion**
- Financial Services Champion**
- Women in Business Champion**
- Home Based Business Champion**
- Minority Small Business Champion**
- Small Business Development Center Service Excellence and Innovation Center Award**

NOMINEE INFORMATION

I nominate _____ Title _____
Company/Organization _____ Address _____
Phone _____ Fax _____ Email _____

Nominees 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 \$ _____ NAICS code _____

NOMINATOR'S INFORMATION:

Nominator Name _____ Title _____
Organization _____ Address _____
Phone _____ Fax _____ E-mail _____

Reply by November 30, 2011

mail (or fax 216-522-2038) this form to:
James Donato, U.S. Small Business Administration
1350 Euclid Avenue, Suite 211
Cleveland, OH 44115

For more information, please contact: (216) 522-4180. Self-nominations accepted. This form may be duplicated. **For further consideration, a nomination binder with detailed materials will be requested.** SBA will contact the nominator with details. Thanks for your support!

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

- ✓ 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, 2012

- ✓ 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

VETERAN SMALL BUSINESS CHAMPION

- ✓ 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
- ✓ Other significant contributions through legal services to advance small business interests

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

WOMEN IN BUSINESS CHAMPION

- ✓ 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

HOME BASED BUSINESS CHAMPION

- ✓ 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

- ✓ Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/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 a legal, legislative, management or financial capacity
- ✓ Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests
- ✓ Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community

SMALL BUSINESS DEVELOPMENT CENTER SERVICE EXCELLENCE AND INNOVATION AWARD

- ✓ Delivers results: meets or exceeds milestones, reflected in on-site review (i.e. extended engagement clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, job creation/retention)
- ✓ Innovates: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions
- ✓ Champions: Advocates for SBA, SBDC, and the small business community
- ✓ Develops; Prepares center for success by actively participating with the lead center in the development and execution of the strategic plan and professional development of counselors

WOMEN'S BUSINESS CENTER OF EXCELLENCE

- ✓ Delivers results: meets or exceeds milestones, reflected in on-site review (i.e. long term clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, job creation/retention)
- ✓ Innovates: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions
- ✓ Champions: Advocates for SBA, SBDC, and the small business community
- ✓ Develops; Partners with variety of local, state and other entities to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC
- ✓ Good Standing: Center must be in good standing with the Office of Women's Business Ownership at SBA headquarters. This includes but is not limited to having no outstanding examination or review findings counselors