# 2016 Small Business Week Application
(DUE JANUARY 11, 2016)

## A. NOMINEE CONTACT INFORMATION

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<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Full Name</td>
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<tr>
<td>Title</td>
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<tr>
<td>Company Name</td>
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<tr>
<td>Work Address</td>
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<tr>
<td>Home Address</td>
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<td>Phone</td>
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<td>Email</td>
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<tr>
<td>Website</td>
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<tr>
<td>SBA Assistance (if any)</td>
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## B. NOMINATOR CONTACT INFORMATION (Self nominations are permitted)

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<th>Field</th>
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<tbody>
<tr>
<td>Full Name</td>
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## C. SMALL BUSINESS WEEK AWARD (Check ONLY one)

- Small Business Person of the Year
- Small Business Exporter of the Year
- 8(a) Graduate of the Year
- Innovation Through Technology Business of the Year
- Family-Owned Business of the Year
- Financial Services 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
- Young Entrepreneur of the Year
- Small Business Development Center Excellence and Innovation Award
- Women’s Business Center of Excellence Award

The National Small Business Person of the Year will be announced and honored at a National event during National Small Business Week. The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.
D. NOMINATION LETTER
   Note: Not to exceed four pages. Can be included here or attached separately

E. BRIEF BIOGRAPHY OF THE NOMINEE
   Note: Not to exceed one page. Can be included here or attached separately

F. BUSINESS PROFILE
   Note: Not to exceed one page. Please refer to Section R and Section T.

G. FINANCIAL STATEMENT
   Note: Not to exceed 12 pages. Can be included here or attached separately

H. PHOTO OF THE NOMINEE
   Note: Original 8"x10" or 5"x7" photo or digital photo at least 300 dpi.
   Photocopies are not acceptable.
   Attach separately

I. PHOTOS OF THE NOMINEE’S COMPANY AND EMPLOYEES AT WORK (four to five photos is fine)
   Note: Original 8”x10” or 5”x7” photos or digital photos at least 300 dpi.
   Photocopies are not acceptable
   Attach separately

J. OTHER SUPPORTING DOCUMENTATION
   Note: Supporting documentation must not exceed 10 pages. Videos will not be considered. Please refer to Section R and Section T.

List of awards received, if any:

List of interviews/media coverage/news articles, if any:
K. AWARD NOMINATION CONSENT FORM (SBA Form 2137)
   Link: SBA Award Nomination Consent Form (SBA Form 2137)
   Attach separately

Consent form attached separately.

L. AWARD NOMINATION FORM-BACKGROUND (SBA Form 3300)
   Link: SBA Award Nomination Background Form (SBA Form 3300)
   Attach separately

M. KEY DEADLINES

January 11, 2016 – Small Business Week nominations due to SBA district offices
May 2016 – National Awards will be announced (including Small Business Person of the Year).

N. WHERE TO SEND OR SUBMIT NOMINATIONS

1) Nominations for the Los Angeles District Small Business Week Awards must be submitted electronically to lado@sba.gov with the subject line 2016 SBA NOMINATION, along with the original hard copy and four (4) Xerox copies mailed to the U.S. Small Business Administration Los Angeles District Office at:

   U.S. Small Business Administration
   Los Angeles District Office
   Attn: Mike Blass
   Ref: 2016 SBA Nomination
   330 N. Brand Blvd., Suite 1200
   Glendale, CA, 91203
   Phone: 818-552-3201 (Main)

Nomination and eligibility guidelines are available on Los Angeles SBA’s website, www.sba.gov/ca/la.