



U.S. Small Business Administration

Los Angeles District Office

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

A. NOMINEE CONTACT INFORMATION

Full Name: _____
Title: _____
Company Name: _____
Work Address: _____

Home Address: _____

Phone: _____
Phone: _____
Email: _____
Website: _____
SBA Assistance (if any): _____

B. NOMINATOR CONTACT INFORMATION (Self nominations are permitted)

Full Name: _____
Title: _____
Company Name: _____
Work Address: _____

Phone: _____
Email: _____

C. SMALL BUSINESS WEEK AWARD (Check ONLY one)

<input type="checkbox"/>	➤ Small Business Person of the Year
<input type="checkbox"/>	➤ Small Business Exporter of the Year
<input type="checkbox"/>	➤ 8(a) Graduate of the Year
<input type="checkbox"/>	➤ Innovation Through Technology Business of the Year
<input type="checkbox"/>	➤ Family-Owned Business of the Year
<input type="checkbox"/>	➤ Financial Services Champion of the Year
<input type="checkbox"/>	➤ Minority Small Business Champion of the Year
<input type="checkbox"/>	➤ Veteran Small Business Champion of the Year
<input type="checkbox"/>	➤ Women in Business Champion of the Year
<input type="checkbox"/>	➤ Young Entrepreneur of the Year
<input type="checkbox"/>	➤ Small Business Development Center Excellence and Innovation Award
<input type="checkbox"/>	➤ 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.***



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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.