

# Illinois District Office Small Business Champion Awards 2013

## Nomination Guidelines

### Introduction

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Leading up to National Small Business Week 2013, the U.S. Small Business Administration (SBA), often in conjunction with public- and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to local entrepreneurs and those who support and champion small business. Many of the award winners from those local and state events will be invited to Washington, D.C. for SBW 2013 — Celebrating National Small Business Week.

The Illinois District office will recognize Small Business Champions from the State of Illinois. Small Business Champions are individuals or organizations dedicated to supporting small business.

***The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.***

### The Illinois District office Champion Awards \*\*\*

**The nomination and selection process, evaluation criteria and time frame for the various SBA Awards are set forth below.**

### Small Business Champion and Special Awards

- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Jeffrey Butland Family-Owned Business of the Year
- Financial Services Champion of the Year
- Home-Based Business 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

SBA will make the above referenced awards to eligible small businesses at the district level (in multi-district states), the state level (from each of the Region V states including Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin) and the regional level. The regional winners will be selected from the state winners.

### Who is eligible to be nominated for these awards?

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award:

Small Business Exporter of the Year: Any individual who owns and operates a small business engaged in exporting may be nominated.

SBA Young Entrepreneur of the Year: To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2012.

Jeffrey Butland Family-Owned Business of the Year: This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner 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.

Financial Services Champion of the Year: An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

Home-Based Business Champion of the Year: An individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

Minority Small Business Champion of the Year: An individual who has fulfilled a commitment to the advancement of small business opportunities for minority business owners may be nominated. Nominees may or may not be small business owners.

Veteran Small Business Champion of the Year: An individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

Women in Business Champion of the Year: An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Consult your nearest SBA district office if you have questions.

**Who may submit nominations for these awards?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

Nominations must be submitted to the state or territory where the nominee is located (see list beginning on page 6)...For Illinois, please send your nominations to: **U.S. Small Business Administration Illinois District office, 500 West Madison Street, Suite 1150, Chicago, IL 60661-2511 (Attn: Mark Ferguson)**

**What is the deadline for nominations?**

All nominations for the above Small Business Champion Awards must be postmarked or hand delivered to the appropriate SBA district office **no later than January 3, 2012.**

### **What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page stating —
  - 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, if applicable.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices. For "team" nominations for any of the above Small Business Champion Awards, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page, if applicable
8. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years, if applicable.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at SBA offices.
11. For Small Business Exporter of the Year, the nomination package must include a description of the products exported and markets served.

### **What are the selection procedures for this award?**

The SBA Small Business Champions will be selected at the district (in multi-district states), state, and regional levels. Winners at each level will be selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to the appropriate regional SBA office for review. The Region V Champions will be selected by the SBA Regional Administrator based on the recommendations of the Region V Small Business Week panel of judges. The winners will be announced prior to National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

### **Key Deadlines**

**January 3, 2013 - Illinois Small Business Week 2013 nomination(s) must be received by the SBA Illinois District office.**

**January 21, 2013 - SBA Illinois District office winners will be announced and forwarded to Region V for the multi-district/state SBW Regional Competition.**

**February 25, 2013 Regional SBA Small Business Champion Awards will be announced.**

**What are the evaluation/selection criteria for the Small Business Champion awards?**

Each of the above Small Business Champion awards has specific evaluation criteria which are listed below:

**Small Business Exporter**

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

**SBA Young Entrepreneur of the Year**

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

**Jeffrey Butland Family-Owned Business of the Year**

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

**Financial Services Champion of the Year**

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests.

## **Home-Based Business Champion of the Year**

1. Volunteer efforts to improve the conditions for home-based businesses.
2. Entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

## **Minority Small Business Champion of the Year**

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Volunteer efforts to provide professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

## **Veteran Small Business Champion of the Year**

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

## **Women in Business Champion of the Year**

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

**For More Information about Small Business Person of the Year and National Awards, please refer to the National Nomination Guidelines.**

As of November 19, 2012, the SBW Online Awards Portal has been launched at [NationalSmallBusinessWeek.SBA.gov](http://NationalSmallBusinessWeek.SBA.gov).

Below is a blog article about the portal that has been posted at <http://www.sba.gov/community/blogs/official-sba-news-and-views/open-business/sba-now-accepting-nominations-2013-nationa>.

Just a reminder, the SBW Online Awards Portal is optional. The Illinois District office will continue to accept award nominations via mail as in the past.

***If additional assistance is required, please contact -***

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**Did you know that America's 27.2 million small businesses—**

- employ half of the private work force?
- generate more than 50 percent of the nonfarm private gross domestic product?
- generate 60 to 80 percent of the net new jobs?