



AWARD CATEGORIES

Please check one or more potential categories. **Deadline for nominations is January 20, 2014.**

- Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity and community contributions.
- Exporting Small Business of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports and innovative methods of creating markets.
- Family-Owned Small Business of the Year:** A family-owned business with at least a 15-year track record passing from one generation to another.
- Veteran-Owned Small Business of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Woman-Owned Small Business of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Minority-Owned Small Business of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Manufacturer of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Financial Services Champion:** For assisting small businesses in obtaining financing either directly or through advocacy efforts to increase the availability of financial services.

NOMINEE INFORMATION

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

Nominee's qualifications for this award (**basic explanation why nominee should be considered**):

When nominating, please complete the following: Is the company operating profitably _____
Years in business _____ Number of employees _____ Annual sales \$ _____ SIC/NAICS code _____
Type of SBA Assistance Received (Counseling, Loans, or Government Contracting) _____

NOMINATOR'S INFORMATION:

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

Please e-mail this form to malise.sundstrom@sba.gov, or fax form to 202-481-1890 or mail form to:

Malise Sundstrom
U.S. Small Business Administration
10 Causeway Street, Room 265
Boston, MA 02222

For more information, call 617-565-8417. Self-nominations are accepted. This form may be duplicated. For further consideration, supporting materials will be required. SBA will contact nominee for more information. Thanks for supporting small businesses.

MASSACHUSETTS SBA 2014 NOMINATION CRITERIA BY CATEGORY

Small Business Person of the Year

Any individual who owns or operates or bears principal 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 with a three-year minimum history.
- √ Growth in number of employees, sustained expansion.
- √ Increase in sales and/or unit volume and net worth.
- √ Current and past financial reports. For state consideration, we request basic profit and loss & balance sheet info for past three years.
- √ Innovativeness of product or service.
- √ Response to adversity.
- √ Contributions to aid community-oriented projects.

Exporting Small Business of the Year

Any individual who owns and operates a small business engaged in exporting may be nominated.

- √ Increased sales, profits and/or growth of employment because of exporting. Profit and loss and balance sheet information for the past three years will be requested.
- √ Creative overseas marketing strategies, with description of products and markets served.
- √ Effective solutions to export-related problems.
- √ Encouraged other small businesses to export.
- √ Introduction of unique trading companies, relationships, products or services.
- √ Volunteer assistance to other small businesses entering the export market.

Family-Owned Small Business of the Year

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 and 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.

Veteran-Owned Small Business of the Year

Any individual(s) who owns and operates a small business and is a veteran of the U.S. armed forces may be nominated.

- √ Evidence of success as measured by sales and profits. Profit and loss and balance sheet information for the past three years will be requested.
- √ Increased employment opportunities.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.

Woman-Owned Business of the Year

Any woman/women who owns and operates a small business may be nominated.

- √ Evidence of success as measured by sales and profits. Profit and loss and balance sheet information for the past three years will be requested.
- √ Increased employment opportunities.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.

Minority-Owned Business of the Year

Any minority who owns and operates a small business may be nominated.

- √ Evidence of success as measured by sales and profits. Profit and loss and balance sheet information for the past three years will be requested.
- √ Increased employment opportunities.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.

Manufacturer of the Year

Any individual who serves as the owner of a small manufacturing business with a three-year track record.

- √ Evidence of success as measured by sales and profits. Profit and loss and balance sheet information for the past three years will be requested.
- √ Increased employment opportunities.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.

Financial Services Champion

Any individual who works in the financial services industry may be nominated.

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