SBA Award Guide

2014 Exporter of the Year

Due: January 17, 2014

This document is intended to guide you through creation of a *SBA Exporter of the Year Award* nomination package. Each page constitutes a required section of the award package and explains the required details.

It is recommended you print this guide in its entirety and use each page as a guide for assembling the award package. Your SBA district office personnel will assist you through the process for submission. ***Nominations must be typewritten on single sided white letter sized stationary and secured in a 1 ½" binder***.

Submit three (3) copies of the entire package, two (2) printed and one (1) digital (CD) to:

Larry Demirelli
Business Opportunity Specialist
(208) 334-9636
larry.demirelli@sba.gov

Or

Gregory Yerxa
Lender Relations Specialist
(208) z334-9634
gregory.yerxa@sba.gov

U.S. Small Business Administration
Boise District Office
380 East Parkcenter Blvd, Suite 330
Boise, ID 83706

This document and all 2014 SBPOY Award Information & Materials can be found at go.usa.gov/g5ad

Cover Sheet

Nominee's Full Name

Title

Business Address, Home Address, Telephone,
Fax, E-Mail

Exporter of the Year

Nominator's Full Name

Title

Business Address, Telephone, Fax, E-Mail

Single Paragraph Description of Nominee's Business

Including type of SBA assistance received (e.g. loans, SCORE/WBC counseling, SBDC assistance, STEP grants, etc)

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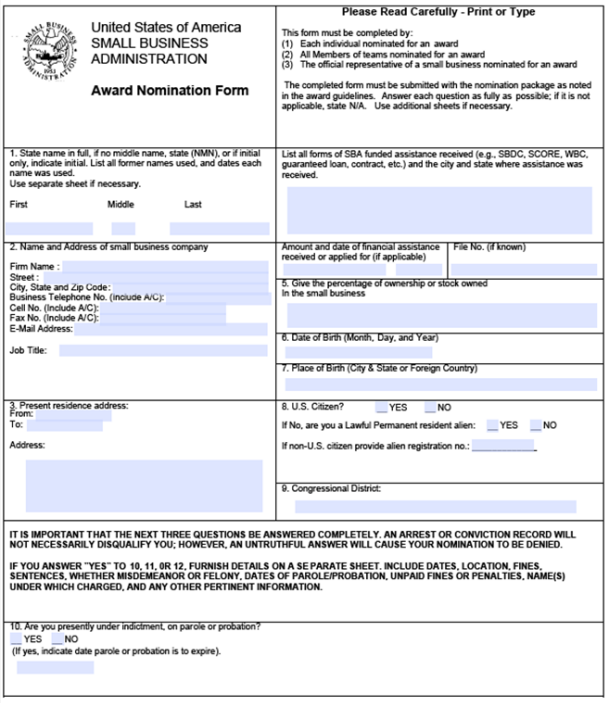
U.S. Small Business Administration

SBA Form 3300

The Small Business Administration "Award Nomination Form" (SBA Form 3300) is **<u>to be completed by each individual included in an award nomination.</u>**

The SBA Form 3300 may be downloaded here at www.sba.gov/content/award-nomination-form



United States of America
SMALL BUSINESS ADMINISTRATION

Award Nomination Form

Please Read Carefully - Print or Type

This form must be completed by:
(1) Each individual nominated for an award
(2) All Members of teams nominated for an award
(3) The official representative of a small business nominated for an award

The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A. Use additional sheets if necessary.

1. State name in full, if no middle name, state (NMN), or if initial only, indicate initial. List all former names used, and dates each name was used.
Use separate sheet if necessary.

First Middle Last

List all forms of SBA funded assistance received (e.g., SBDC, SCORE, WBC, guaranteed loan, contract, etc.) and the city and state where assistance was received.

2. Name and Address of small business company

Firm Name :
Street :
City, State and Zip Code:
Business Telephone No. (include A/C):
Cell No. (Include A/C):
Fax No. (Include A/C):
E-Mail Address:

Job Title:

Amount and date of financial assistance received or applied for (if applicable)

File No. (if known)

5. Give the percentage of ownership or stock owned in the small business

6. Date of Birth (Month, Day, and Year)

7. Place of Birth (City & State or Foreign Country)

3. Present residence address:
From:
To:

Address:

8. U.S. Citizen? __YES __NO

If No, are you a Lawful Permanent resident alien: __YES __NO

If non-U.S. citizen provide alien registration no.: _____

9. Congressional District:

IT IS IMPORTANT THAT THE NEXT THREE QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR NOMINATION TO BE DENIED.

IF YOU ANSWER "YES" TO 10, 11, 0R 12, FURNISH DETAILS ON A SE PARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.

10. Are you presently under indictment, on parole or probation?
__YES __NO
(If yes, indicate date parole or probation is to expire).

Nominee Photo

An original 8”x 10” or 5” x 7” photo of the nominee(s)

Print and CD copies

300 dpi minimum

photocopies not acceptable!

Additional Photos

Four to five additional photos of the nominee's company such as employees at work and business operations. Please identify all individuals in each photo.

Print and CD Copies

300 dpi minimum

Nomination Letter

A nomination letter consisting of a concise statement of the qualities and performance of the nominee that merit the award. Written by the nominating individual on their letterhead, the letter should explain and support the nominee's selection for the award. A description of the relationship between the nominee and nominator as well as additional background information supporting the nominee is encouraged.

Not to exceed four pages.

Nominee Biography

A one page biography of the nominee.

Not to exceed one page.

For a “team” nomination, include a brief bio of each individual.

Nominee Business Profile

Brief statement of the business and its business environment.

Historical information of note including but not limited to evolution of the business. Facts and Figures regarding the business including but not limited to the number of people employed, markets served and annual business levels. Also include the **number of employees for the past three years at a minimum.**

Not to exceed one page.

Business Financials

Financial statements for 2010, 2011, and 2012 including balance sheets, income statements and other relevant reports. Interim financial information for the most recent period may also be included.

Formatted to 8.5” x 11” landscape or portrait orientation and not to exceed 12 pages.

Supporting Documents

Include any supporting documents or information here including:

- Press coverage
- Third person letters of recommendation
- Industry awards
- Other evidence in support of the nomination

Not to exceed 10 pages – print only (no multimedia)

SBA Form 2137

The Small Business Administration form
"Small Business Week Consent for Disclosure of Information"
(SBA Form 2137) is to be **completed by a nominee**.

The SBA Form 2137 may be downloaded here at
www.sba.gov/content/small-business-week-consent-disclosure-information

SMALL BUSINESS WEEK
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the Year, Advocate of the Year, or Special Award winners (Phoenix Award) to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year and Advocate and Special Award winners is made.

Signature: _____ Date: _____

SBA Form 2137 (12-99)

U.S. Small Business Administration

Award Evaluation & Selection Criteria

Provide brief responses to the listed award criteria.

In evaluating the nomination packages, the judges will consider:

In evaluating the nomination packages, the judges will look at the following criteria:

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

Complete 2014 SBEOY Award information available at go.usa.gov\g5ad.