



WI 2016 SMALL BUSINESS AWARD NOMINATION

Help us recognize outstanding leaders in the small business community

SBA's size standards apply in defining a business as small- individuals who own and operate or bear principal responsibility for operating a small business are eligible.

NATIONAL Award Categories

- Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.
- Small Business Exporter of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.
- 8a Graduate – Business** that graduated from the 8a Business Development Program. The firm may have grown beyond the small business size standards, but must still be owned, managed and controlled by the person(s) whom 8a eligibility was based at the time of participation.
- Small Business Development Center Excellence and Innovation Center Award**
- Women's Business Center of Excellence Award:** This award is designed for an individual women's business center, not the host organization or women's business center director.
- Jody C. Raskind Lender of the Year** – must participate in at least two of the following programs, SBA's Micro-loan Program, Community Advantage Program, CDC/504 Program, Prime and/or CDFI. The lender must have done a minimum of 10 loans in one or a combination of the programs during the fiscal year.

TO SUBMIT ELECTRONICALLY: <https://awards.sba.gov>; OR

TO SUBMIT A HARD COPY: please start by submitting this form; please also refer to the list of four required items below. Once we receive your form, we will send you form 3300 and the questionnaire.

STATE Awards

- SBA Young Entrepreneur of the Year:** Owner will not reach 30th birthday by June 1, 2016, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.
- Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.
- Jeffrey Butland Family Owned Small Business** – A family owned business that has passed from one generation to another and owner has responsibility for operating the business with at least a 15 year track record
- Emerging Small Business Person** For developing an outstanding business with at least a three year track record, under 25 employees, under \$2.5 million in sales and less than 10 years in business (only Wisconsin award)

Small Business Champions of the Year: Those who promote small business, including volunteering time and services to small business interests and groups, advocating the cause of small business in the legislative process. Champions may or may not be small business owners.

- | | |
|---|--|
| <input type="checkbox"/> Women in Business Champion | <input type="checkbox"/> Minority Small Business Champion |
| <input type="checkbox"/> Veteran Small Business Champion | <input type="checkbox"/> Financial Services Champion |
| <input type="checkbox"/> Small Business Legal Assistance (only WI Award) | <input type="checkbox"/> Home Based Business Champion |

NOMINEE INFORMATION

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

Is the company operating profitably? YES NO
 # of years in business _____ # of employees _____ annual sales \$ _____ NAICS code _____



NOMINATOR'S INFORMATION

Nominator Name _____ Title _____

Organization _____ Address _____

Phone _____ Fax _____ E-mail _____

EMAIL, FAX, or MAIL NOMINATIONS: **Mary Trimmier, U.S. Small Business Administration**
310 West Wisconsin Avenue, Suite 580
Milwaukee, WI 53203
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mary.trimmier@sba.gov

Questions? Contact Mary at (414) 297-1093 or mary.trimmier@sba.gov. **Self-nominations accepted.**

The 4 items listed below will be due January 11, 2016.

- 1) A completed background form 3300; it can be found at <http://awards.sba.gov>. If the nomination is for a team, complete the form for each team member.
- 2) A completed questionnaire - 3301*, Small Business Person. This can be found at <http://awards.sba.gov> or from the District Office.
*there is a separate form for each national award category – ie 3302 for Small Business Exporter, etc.
- 3) An original 5x7 or 8x10 photo or a digital photo at least 300 dpi. For team nominations, a photo of each nominee OR a group photo.
- 4) Additional supporting documentation, including news clips, letters of recommendation, not to exceed 10 pages.

The Questionnaire is based on the nomination criteria given below:

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
- ✓ Growth in number of employees
- ✓ Increase in sales and/or unit volume
- ✓ Current and past financial reports (For state consideration we request basic profit and loss & balance sheet info for past three years. The state winner will be asked to produce more complete P & L, and Balance Sheets for that time period)
- ✓ Innovativeness of product or service
- ✓ Response to Adversity
- ✓ Contributions to aid community-oriented projects

SMALL BUSINESS EXPORTER of the Year

- ✓ Increased sales, profits and/or growth of employment because of exporting
- ✓ Creative overseas marketing strategies, with description of products & markets served
- ✓ Effective solutions to export-related problems
- ✓ Encouraged other small businesses to export
- ✓ Introduction of unique trading companies
- ✓ Volunteer assistance to other small businesses entering the export market

8(a) GRADUATE of the Year

Business that graduated from the 8a Business Development Program.

- ✓ Management – overall qualifications/expertise of management, familiarity with government regulations/contracting practices, staff qualifications in line with contract requirements, customer support, response to adversities, participation in community projects
- ✓ Exceptional Results/Special Achievements, deliverables in line with or exceed contract requirements
- ✓ Cost Performance, sustained control of performance costs, financial stability over length of contract, value engineering change proposals, internal cost controls
- ✓ Increase in sales and/or unit volume over last three years
- ✓ Current and past financial performance as documented through profit and loss statements showing upward growth, balance sheets showing increase in net worth and/or partners' returns
- ✓ Innovativeness of product/service – describe uniqueness of product or service
- ✓ Description of exceptional results and/or delivery of performance that makes this company a valued product/service provider
- ✓ Economic engagement of the disadvantaged community, use of minority firms as subs, employment of the disadvantaged

SMALL BUSINESS DEVELOPMENT CENTER SERVICE EXCELLENCE AND INNOVATION AWARD

- ✓ Delivers results: meets or exceeds milestones, reflected in on-site review (i.e. extended engagement clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, job creation/retention)
- ✓ Innovates: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions
- ✓ Champions: Advocates for SBA, SBDC, and the small business community
- ✓ Develops; Prepares center for success by actively participating with the lead center in the development and execution of the strategic plan and professional development of counselors

WOMEN'S BUSINESS CENTER OF EXCELLENCE

- ✓ Delivers results: meets or exceeds milestones, reflected in on-site review (i.e. long term clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, job creation/retention)
- ✓ Innovates: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions
- ✓ Champions: Advocates for SBA, SBDC, and the small business community
- ✓ Develops; Partners with variety of local, state and other entities to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC
- ✓ Good Standing: Center must be in good standing with the Office of Women's Business Ownership at SBA headquarters. A statement from the Center Director attesting to being in good standing should be provided.

JODY C. RASKIND LENDER of the Year

- ✓ Portfolio performance and OCRM Risk Rating will be evaluated
- ✓ Satisfactory SBA compliance record
- ✓ Scoring/recommendation by SBA's Underserved Market Coordinating Committee
- ✓ Number of loans approved/made
- ✓ The Mission Lender's demonstrated commitment to the creation, growth and expansion of small businesses in underserved markets and their impact on the communities they serve based on the submitted narrative

SBA YOUNG ENTREPRENEUR OF THE YEAR

Any individual who serves as majority owner and operator for a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2016

- ✓ Evidence of success as measured by sales and profits
- ✓ Increased employment opportunities
- ✓ Development and utilization of innovative or creative business methods
- ✓ Demonstrated entrepreneurial potential for long-term success

EMERGING SMALL BUSINESS PERSON (WI Award)

A business with a three year track record, with fewer than 25 employees, under \$2.5 million in sales and less than 10 years in business

- ✓ Consistent overall growth (both in # of employees & sales growth)
- ✓ Innovativeness of product/service
- ✓ Response to adversity
- ✓ Contributions to the community

JEFFREY BUTLAND FAMILY OWNED SMALL BUSINESS

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 & 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

ENTREPRENEURIAL SUCCESS

Businesses that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

- ✓ Staying power - a substantiated history of an established business, including sustained expansion, steady growth including increased net worth
- ✓ Growth in number of employees (sustained over a minimum of 3 years)
- ✓ Increase in sales/and or unit volume - consistent growth
- ✓ SBA assistance – document the type and amount of assistance and the years obtained
- ✓ Innovativeness of product/service – describe uniqueness of product or service
- ✓ Response to adversity – examples of problems overcome
- ✓ Contributions to the community

VETERAN SMALL BUSINESS CHAMPION

- ✓ Active support for legislative or regulatory action designed to help small business
- ✓ Evidence of increased business opportunities for veterans as a result of the nominee's actions
- ✓ Advisory activities to improve awareness among veterans' groups of the small business opportunities
- ✓ Advocacy of special consideration for veteran-owned small businesses in government policymaking
- ✓ Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses
- ✓ Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses
- ✓ Other significant contributions through legal services to advance small business interests



FINANCIAL SERVICES CHAMPION

Individuals who assist small businesses through advocacy to increase usefulness and availability of accounting or financial services

- ✓ Outside of regular business duties, the amount and quality of assistance given small businesses in obtaining financing
- ✓ Advocacy of changes in the financial services industry to assist small firms
- ✓ Encouragement of the flow of investment capital to small ventures
- ✓ Active support for legislative or regulatory action designed to help small firms
- ✓ Other significant contributions made by the nominee through financial services or accounting industry to advance small business interests

WOMEN IN BUSINESS CHAMPION

- ✓ Active support for legislative or regulatory action designed to help small business
- ✓ Efforts to increase business and financial opportunities for women
- ✓ Legal, financial or managerial assistance provided to enhance women's business ownership
- ✓ Volunteer efforts to strengthen the role of women owned businesses in the community
- ✓ Other accomplishments demonstrating effectiveness in improving environment for the creation and expansion of women owned businesses
- ✓ Advocacy of the women-owned business community as a whole, not solely for individual personal advancement

SMALL BUSINESS LEGAL ASSISTANCE (WI Award)

- ✓ Volunteer efforts beyond business/professional responsibilities to advance the legal assistance to small business
- ✓ Advocacy of changes in the legal services industry to assist small business
- ✓ Efforts to provide legislative or regulatory action to help small business
- ✓ Other significant contributions through legal services to advance small business interests

HOME BASED BUSINESS CHAMPION

- ✓ Volunteered time and energy to improve conditions for home-based businesses
- ✓ Engaged in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses
- ✓ Demonstrated interest in home based-business as an owner or former owner
- ✓ Measurable accomplishments in advancing home-based businesses such as initiating public policy or expansion of a program

MINORITY SMALL BUSINESS CHAMPION

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