



Small Business Award Nomination Form

Please identify which category or categories you would like to nominate a business for:

Small Business Person of the Year: For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.

Jeffrey Butland Family Owned 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.

Micro-Enterprise of the Year: Any individual who founded, owns and operates a microenterprise which received SBA assistance (through SBA loan programs or as a client of our technical service providers) may be nominated. Microenterprise is defined as any small business with five or fewer employees including the owners.

Veteran-Owned Small Business of the Year: A U.S. Armed Forces Veteran who serves as majority owner for a small business with a three year track record.

Woman-Owned Small Business of the Year: A woman who serves as majority owner for a small business with a track record of at least three years.

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 35 by June 1, 2017.

Home-Based Business of the Year: An individual who owns and operates a home-based business.

Minority-Owned Small Business of the Year: An ethnic minority who serves as majority owner for a small business with a track record of at least three years.

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.

Entrepreneurial Success of the Year: Individuals who own and operate a business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

Financial Services Champion of the Year: The following are criteria for the Financial Services Champion Award: Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing, advocacy for changes in the financial services industry to assist small companies, encouragement of the flow of investment capital to small ventures, active support for legislative or regulatory action designed to help small firms, and measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests.

Nominees will be judged on the following criteria, so please ensure your nomination addresses these topics:

- Staying power – a substantiated history as an established business with a track record of at least three years
- Growth in number of employees, sustained expansion
- Increase in sales and/or unit volume and net worth
- Innovativeness of product or service
- Response to adversity
- Contributions to aid community-oriented projects
- Proof of SBA loan, contracting or technical assistance

Please complete forms 3300 and 3301, found below, and send the full, completed form along with an original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo, and any supporting documentation to Keith Lind at keith.lind@sba.gov, or if sending a hard copy, to:

SBA Maine District Office
68 Sewall St., Room 512
Augusta, ME 04330

In order for nominations to be considered, initial nominations must be received by **December 16, 2016 and the full package must be received by the Maine District Office no later than **3:00pm on January 13, 2017**.**