

## **2015 SBA Mississippi 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.

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.

### **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 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page stating —
  - Nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable
  - The award for which the nomination is being made
  - Nominator's name, title, place of business, business address and telephone number and e-mail address if applicable
  - One-paragraph description of the nominee's business and/or professional occupation
  - If applicable, a nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed one page. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included
  - A completed background form (SBA Form 3300, Award Nomination Form)
  - 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  
Four to five additional photos from the nominee's company/organization, employees at work
  - A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages
  - A brief biography of the nominee, not exceeding one page
  - A business profile, not exceeding one page, if applicable
  - 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
  - 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.