

## **2016 SBA Mississippi Home Based Business Champion of the Year**

An Individual who has fulfilled a commitment to improving the climate of home-based business ownership. Nominees may or may not be current small business owners.

1. Volunteer efforts to improve the conditions for home-based businesses.
2. Entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

### **What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

1. A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal. For “team” nominations, a background form is required for each team member;
2. A completed nomination form (SBA Form 3301, Small Business Person of the Year) which is available through SBA district offices and the online nominations portal;
3. An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For “team” nominations, a photo of each nominee or group photo is acceptable;
4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.
5. Nominee’s full name, title, business addresses, telephone, fax numbers, e-mail address and the award for which the nomination is being made.
6. The nominator’s name, title, place of business, business address, telephone number and e-mail.
7. A one-paragraph description of the nominee’s business and/or professional occupation.
8. A brief biography of the nominee, not exceeding one page.
9. A business profile, not exceeding one page.
10. Four to five additional photos from the nominee’s company/organization, employees at work.