

New Hampshire Small Business Person of the Year 2013 Small Business Week

The New Hampshire District Office of the SBA is now accepting nominations for the 2013 Small Business Person of the Year award. This recognition is provided at the State level, and New Hampshire's award recipients will also be submitted for national consideration. The National Small Business Person of the Year will be recognized in the spring of 2013 at an annual event in the Washington, DC area.

Who is eligible to be nominated for this award?

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as "small" under the applicable SBA size standards. Individuals who have received the Small Business Person Award at the State level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred. Consult your SBA district office at 603-225-1400 if you have questions.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Small Business Person of the Year award. Individuals may not be nominated for more than one SBW 2013 award category.

Where are the nominations to be sent? Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the U.S. Small Business Administration, New Hampshire District Office, at:
US Small Business Administration
J.C. Cleveland Federal Building
55 Pleasant Street, room 3101
Concord, NH 03301
2. Nominations may be submitted via the online nominations portal, coming soon at www.sba.gov

What is the deadline for nominations? All nominations for Small Business Person of the Year must be postmarked or hand delivered **no later than January 3, 2013.**

What information must the nomination package contain? Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, preferably 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 also include, in the following order:

1. A single cover page stating —
 - the 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;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
 - the type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.), if applicable; and
 - a one-paragraph description of the nominee's business.

2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices or on-line at <http://www.sba.gov/sites/default/files/SBA%203300.pdf>. For “team” nominations for Small Business Person of the Year, a background form is required for each team member;
3. 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;
4. Four to five additional photos of the nominee’s company and employees at work;
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages;
6. A brief biography of the nominee, not to exceed one page;
7. A business profile, not to exceed one page;
8. The nominee’s 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;
9. 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.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available through SBA field offices or on-line at: <http://www.sba.gov/sites/default/files/small%20business%20consent%20for%20disclosure%20of%20information.pdf>.

What are the evaluation/selection criteria for the Small Business Person of the Year award? The following criteria will be used in evaluating nominees:

- √ Staying power — a substantiated history as an established business; including:
 - Number of years in business; minimum three years.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
- √ Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excess of growth in Gross National Product.
- √ Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of the last three years.
- √ Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners’ return.
- √ Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
- √ Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
- √ Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.
- √ If applicable, a description of the products exported and markets served.

NEW HAMPSHIRE SMALL BUSINESS and CHAMPION AWARDS 2013 SMALL BUSINESS WEEK

This year, in addition to the Small Business Person of the Year nomination, the New Hampshire District Office is soliciting nominations in four additional business categories and one champion category. While receipt of SBA assistance is not required, it is preferred.

NEW HAMPSHIRE WOMAN-OWNED BUSINESS AWARD

Any woman who owns or operates or bears principle responsibility for operating a small business may be nominated. Partners who jointly own or operate the business may be nominated as a team.

- ✓ 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
- ✓ Innovativeness of product or service
- ✓ Response to adversity
- ✓ Contributions to aid community-oriented projects

NEW HAMPSHIRE VETERAN-OWNED BUSINESS AWARD

Any veteran who owns or operates or bears principle responsibility for operating a small business may be nominated. Partners who jointly own or operate the business may be nominated as a team.

- ✓ 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
- ✓ Innovativeness of product or service
- ✓ Response to adversity
- ✓ Contributions to aid community-oriented projects

JEFFREY BUTLAND FAMILY OWNED BUSINESS OF THE YEAR AWARD

This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also 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
- ✓ Increased employment opportunities for family members and non-family members
- ✓ Demonstrated potential necessary for long-term business success and economic growth
- ✓ Voluntary efforts to strengthen family-owned businesses within the community
- ✓ Response to adversity
- ✓ Contributions to aid community-oriented projects

NEW HAMPSHIRE EXPORTER OF THE YEAR AWARD

Any individual who owns and operates a small business engaged in exporting may be nominated.

- ✓ 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

EACH NOMINATION PACKAGE SHOULD INCLUDE:

1. A single cover page with —
 - The 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;
 - The nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - A one-paragraph description of the nominee's business, if applicable.
2. A nomination letter, to include a concise statement of the qualities and performance that merit the award.
 - Include a brief description of the type of SBA service received, if applicable – financial assistance, counseling from SBDC, SCORE or a Women's Business Center, etc.
3. A brief biography of the nominee, not exceeding one page.
4. A business profile, not exceeding one page. For Small Business Exporter of the Year, the profile must include a description of the products exported and markets served.
5. The nominee's business financial statements – for state consideration we request basic profit & loss statements and balance sheets for the past three years.
6. A completed background form (SBA Form 3300, Award Nomination Form) and a completed SBA Form 2137(Award Nomination Consent Form) – for 'team' nominations, please provide SBA Form 3300 for each team member. Form 3300 can be found here: <http://www.sba.gov/sites/default/files/SBA%203300.pdf>; Form 213y can be found here: <http://www.sba.gov/sites/default/files/small%20business%20consent%20for%20disclosure%20of%20information.pdf>; or you may contact your NH SBA office at 603-225-1400.
7. 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.

Nominees selected for the awards at the district level may be asked to provide the following (which may also be provided with the initial nomination package):

1. 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.
2. Four to five additional photos of the nominee's company, employees at work
3. More detailed financial statements

District award recipients may also be recommended for regional consideration.

NEW HAMPSHIRE SMALL BUSINESS CHAMPION AWARD

A Small Business Champion is any individual who assists small business through advocacy efforts, volunteer support and services, and who demonstrates a commitment to advancing small business opportunities. Nominees may or may not be a small business owner.

Evaluation criteria:

- ✓ Active support for legislative or regulatory action designed to help small businesses
- ✓ Outside of regular business duties, the amount and quality of assistance given to small business to meet specific challenges, such as:
 - Obtaining financing
 - Receiving guidance to improve management and business operations
 - Increasing business opportunities
- ✓ Advocacy for changes in industries or communities to assist small businesses
- ✓ Volunteer efforts to enhance the voice of small business locally and beyond
- ✓ Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of small business

A nomination package must include:

1. A single cover page with —
 - the 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;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business, if applicable.
2. A brief biography of the nominee, not exceeding one page.
3. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
4. A completed background form (SBA Form 3300, Award Nomination Form) and a completed SBA Form 2137(Award Nomination Consent Form) – for 'team' nominations, please provide SBA Form 3300 for each team member. Form 3300 can be found here: <http://www.sba.gov/sites/default/files/SBA%203300.pdf>;
Form 2137 here: <http://www.sba.gov/sites/default/files/small%20business%20consent%20for%20disclosure%20of%20information.pdf>;
or you may contact your NH SBA office at 603-225-1400.
5. 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.

District award recipients will be asked to provide photos – these may also be provided with the initial nomination.

- 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.
- If available, four or five 'action photos' of the nominee engaged in activity related to championing on behalf of small businesses.

All nominees must be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. A nominee in any of the business categories must own or operate a business defined as "small" under the applicable SBA size standards.

**Nominations may be submitted to the U.S. Small Business Administration, New Hampshire
District Office, at:
US Small Business Administration
J.C. Cleveland Federal Building
55 Pleasant Street, room 3101
Concord, NH 03301
NewHampshire_DO@sba.gov**

(please do not email a package larger than 5 megabytes – call us at 603-225-1400)