



### AWARD CATEGORIES

Please check one or more potential categories:

#### National Awards

- 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.

#### Massachusetts and New England Regional Awards

- Jeffrey Butland Family Owned Small Business:** A family-owned business with at least a 15-year track record that has passed from one generation to another.
- Minority Small Business Owner of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Veteran Small Business Owner of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Woman Small Business Owner of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Massachusetts Microenterprise Award:** For developing a growing business with assistance through SBA loan programs or as a client of one of our SBA technical service providers, at least a three-year track record, and 5 or fewer employees.
- Small Business Manufacturer of the Year:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- Financial Services Champion:** Exceeds expectations and requirements for advocating for changes to assist small businesses.

### NOMINEE INFORMATION

I nominate \_\_\_\_\_ Title \_\_\_\_\_

Company/Organization \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Nominee's qualifications for this award—**attach short description on why this business should be considered:**

When nominating, please complete the following: Is the company operating profitably \_\_\_\_\_

# of years in business \_\_\_\_\_ # of employees \_\_\_\_\_ annual sales \$ \_\_\_\_\_ SIC/NAICS code \_\_\_\_\_

### NOMINATOR'S INFORMATION:

Nominator's Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Please submit by January 5, 2015 and e-mail this form to [matthew.sisk@sba.gov](mailto:matthew.sisk@sba.gov).**

For more information, please contact Matthew Sisk at 617-565-5569. Self-nominations accepted. This form may be duplicated. **For further consideration, supporting materials will be required.** SBA will contact the nominee with details. Thanks for your support!

## **MASSACHUSETTS SBA 2015 NOMINATION CRITERIA BY CATEGORY**

### **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 with a 3-year minimum history.
- ✓ Growth in number of employees, sustained expansion.
- ✓ Increase in sales and/or unit volume and net work.
- ✓ 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**

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. (Profit & Loss and balance sheet information for the past three years will be requested).
- ✓ 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, relationships, products or services.
- ✓ Volunteer assistance to other small businesses entering the export market.

### **JEFFREY BUTLAND FAMILY OWNED SMALL BUSINESS OF THE YEAR**

Any small business that is family-owned and operated, with a 15-year track record that has been passed on from at least one generation to another.

- ✓ 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.
- ✓ Development and utilization of innovative or creative business methods.
- ✓ Demonstrated entrepreneurial potential for long-term success.

### **MINORITY SMALL BUSINESS OWNER**

Any individual who qualifies as a minority and who owns at least 51% and operates a small business may be nominated.

- ✓ 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.
- ✓ Development and utilization of innovative or creative business methods.
- ✓ Demonstrated entrepreneurial potential for long-term success.

### **VETERAN SMALL BUSINESS OWNER**

Any individual(s) who owns at least 51% and operates a small business and is a veteran of the U.S. armed forces may be nominated.

- ✓ 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.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.

### **WOMAN SMALL BUSINESS OWNER**

**Any woman/women who owns at least 51% and operates a small business may be nominated.**

- √ 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.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.

### **MICROENTERPRISE**

**Any individual(s) who founded, owns and operates a business with 5 or fewer employees (including the owners), which received assistance through SBA loan programs or as a client of our SBA technical service providers. Partners who jointly own and operate the business may be nominated as a "team", so long as the number of individuals in the team does not exceed four.**

- √ Growth in net worth, sales and number of employees over the last three years. (Profit & Loss and balance sheet information for the past three years will be requested).
- √ Response to adversity.
- √ Contributions to the community.
- √ Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc.

### **SMALL BUSINESS MANUFACTURER**

**Any small business manufacturer may be nominated.**

- √ 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.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.