MASSACHUSETTS DISTRICT OFFICE

CELEBRATING NATIONAL SMALL BUSINESS WEEK ★ 2016

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 Monday, January 11, 2016 and e-mail this form to Michele.Meade@sba.gov

For more information, please contact Michele Meade at 617-565-8417. 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
2016 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.
- √ Summary sales, net profit, assets and liability and net worth for the past three years.
- √ 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 and net worth information for the past three years.
- √ 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.
- √ 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 for the past three years.
- √ 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)l 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 for the past three years.
- √ 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 for the past three years.
- √ 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.
- √ 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 for the past three years.
- √ Increased employment opportunities.
- √ Development and utilization of innovative or creative business methods.
- √ Demonstrated entrepreneurial potential for long-term success.