



U.S. Small Business Administration

SBA AWARDS NOMINATION 2015 CHECKLIST

Please use this easy check-list to help you assemble the necessary information to complete your basic award nomination. Please note that some categories may vary slightly, and all submissions should be checked using National Guidelines. If you have any additional questions, please call Dennis Foldenauer at (312) 886-0704 or email dennis.foldenauer@sba.gov.

Application Deadline: January 5, 2015

OK	Need	Have	Item for All Categories
			1. Cover Page. Prepare a single, typed cover page that includes the name of the category (award), nominee's full name, business name, home address, business telephone and fax numbers. Include a one - paragraph description of the nominee's business or Champion's profession/occupation and include your name, title, place of business, business address, email address, and telephone number as nominator.
			2. Photo of the nominee
			3. Nomination Letter (not to exceed three pages) that address the specific evaluation criteria for that specific award
			4. Nominee Biography (not to exceed two pages)
			5. Nominee Business Profile business that includes what they do, market area, number of employees, etc.
			6. Statement of Qualities and Performance (not to exceed 4 pages) that explains in a concise manner the specific qualities and performance that merit the award.
			7. Financial Statement of the nominee not to exceed 12 pages. (<i>Note: Required only for Small Business Person of the Year, Exporter of the Year, and the Young Entrepreneur of the Year Award.</i>)
			8. Other Documentation (not to exceed 10 pages) that you feel is significant including newspaper articles, letters of recommendation, or other evidence of the appropriateness of the nomination. Videos will not be considered.
			9. SBA Form 2137 Consent for Disclosure
			10. SBA Form 912 Statement of Personal History