

## **DEADLINE FOR SMALL BUSINESS WEEK NOMINATIONS EXTENDED**

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. National Small Business Week 2014 will be celebrated the week of May 12-16, 2014. The Louisiana Small Business Week awards ceremony is scheduled for May 14, 2014 in Baton Rouge.

The deadline for nominations for certain Small Business Week Award categories has been extended to **Friday, February 14, 2014 at 5 PM**. Nominations for the following categories can still be submitted: Young Entrepreneur of the Year; Family-Owned Business of the Year; Financial Services Champion of the Year; Home-Based Business Champion of the Year; Minority Small Business Champion of the Year; Veteran Small Business Champion of the Year; and Women in Business Champion of the Year.

The deadline for submission of nominations for the district and regional award categories has been extended. All award nominations must be emailed to email to [Melissa.daigrepoint@sba.gov](mailto:Melissa.daigrepoint@sba.gov) or postmarked or hand-delivered to the **SBA Louisiana District Office located at 365 Canal Street, Suite 2820, New Orleans, Louisiana 70130** not later than **February 14, 2013 at 5 PM**.

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 these awards. Individuals may be nominated for more than one award category.

For more information, please contact Melissa Daigrepoint, Public Information Officer, at [Melissa.daigrepoint@sba.gov](mailto:Melissa.daigrepoint@sba.gov).

### **GUIDELINES FOR SUBMISSION OF NOMINATION PACKAGES**

*What information must the nomination package contain?*

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder or equivalent electronic format. 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 with —
  - a. the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
  - b. the award for which the nomination is being made;
  - c. the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;

- d. type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.) if applicable; and
- e. A one-paragraph description of the nominee's business.
2. A completed SBA Form 3300, Award Nomination Form. For "team" nominations, 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 from the nominee's company, 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 exceeding one page.
7. A business profile, not exceeding 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.

*What are the selection procedures for these awards?*

The SBA Small Business Champions will be selected at the district level by a panel of judges consisting of SBA employees and other federal government agency employees. The winners will be announced during National Small Business Week.

*Eligibility and Evaluation Criteria*

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award. Each of the Small Business Champion awards has specific evaluation criteria which are listed below:

**Young Entrepreneur of the Year**

To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2014.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

#### **Louisiana Family-Owned Business of the Year**

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.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

#### **Financial Services Champion of the Year**

An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests.

#### **Home-Based Business Champion of the Year**

An individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated. 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.

#### **Minority Small Business Champion of the Year**

An individual who has fulfilled a commitment to the advancement of small business opportunities for minority business owners may be nominated. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Volunteer efforts to provide professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

#### **Veteran Small Business Champion of the Year**

An individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.

6. Other accomplishments demonstrating the nominee's effective advocacy of veteran- owned small businesses.

### **Women in Business Champion of the Year**

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

***The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.***