

Celebrating National Small Business Week.

Leading up to National Small Business Week 2013, the U.S. Small Business Administration (SBA), will honor and present awards to local entrepreneurs and those who support and champion small business.

NATIONAL, REGIONAL & STATE:

• **Small Business Person of the Year** - This award is the single most prestigious of all SBA Awards. A nominee for Small Business Person of the Year must own or operate a business defined as "small" under the applicable SBA size standards. 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. Individuals eligible include any individual who owns and operates or bears principal responsibility for operating a small business. Partners who jointly own and operate a small business may be nominated as a "team," as long as the number of individuals in the team nomination does not exceed four. This honor will be awarded to an entrepreneur who has developed an outstanding, growing business. The Maine state winner will compete for the national award.

REGIONAL & STATE AWARD CATEGORIES INCLUDE:

• **Jeffrey Butland Family Owned Small Business** - This award honors a family owned and operated business which has been passed on from one generation to the next. The owners must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

• **SBA 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 35 by June 1, 2013.

• **Entrepreneurial Success** – Must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a "team," as long as the number of individuals in the team nomination does not exceed four. A nominee for this award must own or operate a business that initially was defined as "small" under the applicable SBA size standards, developed into a large business and must have received SBA assistance to help the business grow.

• **Microenterprise of the Year** - Any individual who founded, or owns and operates a microenterprise which received SBA assistance (through SBA loan programs or as a client of our technical service providers) may be nominated. Microenterprise is defined as any small business with five or fewer employees including the owners.

• **Small Business Exporter of the Year** - Any individual who owns and operates a small business engaged in exporting may be nominated.

• **Veteran Owned Small Business of the Year** - A U.S. Armed Forces veteran who serves as majority owner for a small business with at least a three year track record may be nominated.

• **Minority Owned Small Business of the Year** - Any ethnic minority who serves as majority owner for a small business with at least a three year track record may be nominated.

• **Woman Owned Small Business of the Year** - Any woman who serves as majority owner for a small business with at least a three year track record may be nominated.

• **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.

Nomination Deadline:

All nomination packets must be postmarked or hand delivered to the Maine SBA District Office **no later than January 3, 2013.**

Nomination Packets Must Include:

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, 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;
 - 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. For "team" nominations, a background form is required for each team member; SBA Form 3300 is available online at:
<http://www.sba.gov/sites/default/files/SBA%203300.pdf>
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. SBA Form 2137 is available online at:
<http://www.sba.gov/sites/default/files/small%20business%20consent%20for%20disclosure%20of%20information.pdf>

Nomination packets can be submitted either via email to Diane.Sturgeon@SBA.Gov or by regular mail to: Diane Sturgeon, US Small Business Administration, 68 Sewall St., Room 512, Augusta, ME 04330

Financial information in the nomination packet will be kept in the strictest of confidence.