

New York District Office Local Awards:

The following awards are for individuals or organizations dedicated to supporting small businesses within their respective category. Nominations should include details of demonstrated accomplishments in terms of advocacy efforts and contributions obtained on a professional and voluntary basis as relevant to the particular award being sought. Individuals may not be nominated for more than one category.

- **New York District Office Young Entrepreneur Award of the Year**

Eligibility: Guidelines for nominations will follow the same guideline principals as the Small Business Person of the Year award with the addition that all majority owners must not have exceeded the age of 30 years by June 1st, 2017.

- **Jeffrey Butland Family-Owned Business of the Year**

Eligibility: 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.

- **New York District Office Veteran Small Business Champion of the Year**

Eligibility: This award honors a small business for fulfilling a commitment to the advancement of business opportunities for veterans.

- **New York District Office Women Small Business Champion of the Year**

Eligibility: This award honors an individual who has fulfilled a commitment to the advancement of women's business ownership. May or may not be a small business owner.

- **New York District Office Financial Services Champion of the Year**

Eligibility: 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.

- **New York District Office Home-Based Business Champion of the Year**

Eligibility: 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 small business owners.

- **New York District Office Minority Small Business Champion of the Year**

Eligibility: This award honors an individual who has fulfilled a commitment to the advancement of small business opportunities for minority entrepreneurship. Nominee may or may not be a small business owner.

Champion Award Nomination Package Documentation:

Nominations must be typewritten on one side of 8½" x 11" white stationery, collated and secured in a 1½" binder. A complete nomination package will include, in the following order:

1. **A single cover page stating:** nominee's full name, title, (agency name, if applicable) business and home addresses with telephone and fax numbers, and e-mail address; the award for which the nomination is being made; the nominator's name, title, (agency name and/or buying activity name, if applicable) place of business, business address and telephone number and e-mail address (business owners are permitted to self-nominate); SBA assistance received, if applicable or if any (e.g., SBA loan, SCORE counseling, SBDC, VBOC, or WBC counseling or assistance, 8a program, etc.); one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form). For team or partner nominations, a background form is required from each 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. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of the nominee, not to exceed one page.

Submissions: Nominees packages are to be sent directly to the New York District Office by Tuesday, January 10th, 2017.

Ms. Ana A. Hernandez
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New York, NY 10278.

For questions regarding NYDO local awards, please contact Bailey Wolff at (212) 264-1489 or at Bailey.wolff@sba.gov.

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Please call Ms. Ana A. Hernandez at 212-264-5664 for details and required forms.

Nomination packages due to the New York District Office **must arrive or be hand-delivered no later than 3:00 pm on Tuesday, January 10th, 2017.**

Incomplete packages cannot be considered. Deadline strictly observed.