



***U.S. Small Business Administration
2016 North Carolina
Small Business Advocate Awards***

Each year since 1963, the President of the United States has designated a National Small Business Week. The highlight of Small Business Week activities is the presentation of awards at the state and national levels. The 2015 Small Business Week celebration next year will honor the small business community's many contributions to the American economy and society. National Small Business Week will be observed May 2-6, 2016.

North Carolina District Office recognizes those who advocate on behalf of veteran business owners, women business owners, and minority business owners.

Individuals who have fulfilled a commitment to the advancement of women, veteran or minority business ownership may be nominated. Nominees may or may not be small business owners.

Nomination packages must hand delivered to the North Carolina District Office in Charlotte or postmarked by March 14, 2016. For more information call April Gonzalez at 704-344-6811.

Criteria and package contents for:

Women in Business Champion
Minority Small Business Champion
Veteran Small Business Champion

2016 SBA North Carolina Women in Business **Advocate of the Year**

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

Criteria

1. Efforts to increase business and financial opportunities for women.
2. Legal, financial or managerial assistance provided to enhance women's business ownership.
3. Voluntary efforts to strengthen the role of women business owners within the community.
4. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.

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 pocket folder or PDF file.. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - 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; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form ([SBA Form 3300](#), Award Nomination Form)
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 exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. 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.

Nominations due no later than **March 14, 2016**
SBA North Carolina District
Small Business Week Awards Committee
6302 Fairview Road, Ste. 300
Charlotte, NC 28210
704-344-6811
april.gonzalez@sba.gov

2016 SBA North Carolina Minority Advocate of the Year

Individuals who have fulfilled a commitment to the advancement of minority business ownership may be nominated. Nominees may or may not be small business owners.

Criteria

1. Efforts to increase business and financial opportunities for minorities.
2. Legal, financial or managerial assistance provided to enhance minority business ownership.
3. Voluntary efforts to strengthen the role of minority business owners within the community.
4. Advocacy of the minority-owned business community as a whole, not solely for individual personal advancement.

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 pocket folder or PDF file. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - 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; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form ([SBA Form 3300](#), Award Nomination Form)
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 exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. 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.

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2016 SBA North Carolina Veteran Advocate of the Year

Individuals who have fulfilled a commitment to the advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

Criteria

1. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
2. Advisory activities to improve awareness of small business opportunities among veterans' groups.
3. Demonstrate success in obtaining support within the community for the establishment of veteran-owned small businesses

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 pocket folder or PDF file. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
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5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. 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.

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