



2008 SBA Awards Package

NOMINATION GUIDELINES & FORMS

The SBA is looking for the best of the best of small businesses in the state for its 2008 Small Business Week Awards. There are 10 separate categories this year including the prestigious Small Business Person of the Year Award.

Deadline for Submission: December 3, 2007

Return Packages To:

US Small Business Administration
Colorado District Office
721 19th Street, Suite 426
Denver, CO 80202

Need more information? Call Amy McDowell (303) 844-2607 x209 (E-Mail) amy.mcdowell@sba.gov



2008

Checklist for Small Business Person/Champion

The following must be included in each nomination package. Place a check in the space provided if the requirement has been met. Circle in red anything that is missing.

Nominee: _____

Business: _____

Award: _____

Congressional District: _____

District Office: _____

Contact: _____ Phone: _____

I. Nominee

_____ Full name, title

_____ Business address, phone

_____ E-mail address

_____ Home address, phone

II. Award

_____ Award category

III. Nominator

_____ Nominator's name, title

_____ Nominator's place of business

_____ Nominator's business address, phone

IV. Other Requirements

- _____ **One paragraph description of nominee's business or champion's profession/occupation**
- _____ **An original black and white or color photo (may be a digital photo in jpeg format) – no photocopies or newspaper clippings**
- _____ **Nomination letter not exceeding two pages**
- _____ **Brief biography of the nominee not exceeding one page**
- _____ **A business profile, not exceeding one page**
- _____ **A concise statement of the qualities and performance that merit the award for the nominee, not exceeding two pages**
- _____ **Financial statement of the nominee for the past three years, not exceeding 12 pages, provided on 8 1/2x11" paper for the following categories only:**
 - **Small Business Person of the Year**
 - **Small Business Exporter of the Year**
 - **SBA Young Entrepreneur of the Year**
 - **SBA Family-Owned Small Business of the Year**
- _____ **Other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. This support documentation must not exceed 10 pages.**

Required Forms

- _____ **SBA Form 2137 – Consent for Disclosure of Information**
- _____ **SBA Form 912 – Statement of Personal History**

Colorado District Office

Nomination Guidelines Small Business Week 2008

Introduction

The President of the United States designates one week each year to recognize the small business community's contributions to the American economy and society. In April 2008, the Small Business Administration will honor our nation's outstanding contributors.

All nominees must be residents of, employed in the United States, and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U.S. Small Business Administration's size standards apply in defining a business as small. Please contact Amy McDowell at (303) 844-2607 x209 if you have any questions.

To Nominate

Specific instructions are outlined in the attached pages. 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.

Please submit nominations to the:

**U.S. Small Business Administration
Colorado District Office
721 19th Street, Suite 426
Denver, CO 80202
ATTN: Amy McDowell**

Nominations must be postmarked or hand delivered to the Colorado District Office no later than December 3, 2007.

AWARD CATEGORIES

Small Business Person Award. (State and National)

Small Business Champion Awards including:

- State Small Business Person Of The Year
- Financial Services Champion Of The Year
- Home-Based Business Champion Of The Year
- Minority Small Business Champion Of The Year
- Small Business Exporter Of The Year
- SBA Young Entrepreneur Of The Year
- Veteran Small Business Champion Of The Year
- Women In Business Champion Of The Year
- SBA Family-Owned Small Business Of The Year
- Small Business Journalist of the Year Award

Small Business Person of the Year

This award is the single most prestigious of all SBA Awards. It will be presented to an entrepreneur who has developed an outstanding, growing business. The Colorado state winner will compete for the national award.

Any individual who owns and operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four.

Concise Statement/Evaluation Criteria:

- Must have received some type of SBA assistance – Loan – Training/Counseling from SBA or one of SBA's partners (SBDC-SCORE or Women Business Center)
- Staying power - a substantiated history as an established business.
- Growth in number of employees -- A benchmark to judge the impact of the business on the job market.
- Increase in sales and/or unit volume -- an indication of continued growth.
- Current and past financial reports (profit-and-loss statements and balance sheets for the last three complete years) -- A substantiation of the improved financial position of the business.
- Innovativeness of product or service offered - an illustration of the creativity and imagination of the nominee.
- Response to adversity - Examples of problems faced in the nominee's business and the methods used to solve them. Contributions by the nominee to aid community-oriented projects. Evidence of the use of his/her personal time and resources.

Small Business Champion Awards

Financial Services Advocate of the Year Award - an individual who has assisted small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services may be nominated.

Concise Statement/Evaluation Criteria:

- Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
- Advocacy of changes in the financial services industry to assist small companies.
- Encouragement of the flow of investment capital to small ventures.
- Active support for legislative or regulatory action designed to help small firms.
- Other significant contributions through the financial services or accounting industries to advance small business interests.

Home-based Business Advocate of the Year Award - a home-based business owner who has experienced the rewards of home-based business and dedicated volunteer efforts to improving the business climate for home-based firms may be nominated.

Concise Statement/ Evaluation Criteria:

- Volunteering time and energy to improve the conditions for home-based businesses.
- Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- Demonstrated interest in home-based businesses as an owner or former owner.
- Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.
- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)

Minority Small Business Advocate of the Year Award - an individual who has fulfilled a commitment to support minority business entrepreneurial activity may be nominated. Nominees may or may not be small business owners.

Concise Statement/Evaluation Criteria:

- Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.

- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement
- Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

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

Concise Statement/Evaluation Criteria:

- Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Creative overseas marketing strategies, with a description of the products exported and markets served.
- Effective solutions to export-related problems.
- Demonstrated encouragement of other small businesses to export.
- Volunteer assistance to other small businesses entering the export market.
- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Young Entrepreneur of the Year Award - an individual who serves as a majority owner and operates or bears 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, 2007 may be nominated.

Concise Statement/Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Veteran Small Business Advocate of the Year Award - an individual who has fulfilled a commitment to advancing small business opportunities for U.S. Armed Forces veterans may be nominated. Nominees may or may not be veterans.

Concise Statement/Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of the nominee's actions. Advisory activities to improve awareness among veterans' groups of small business opportunities. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Women In Business Advocate of the Year Award - an individual who has fulfilled a commitment to the development of women business ownership may be nominated. Nominees may or may not be small business owners.

Concise Statement/Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.

- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Volunteer efforts to strengthen the role of women business owners within the community. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

Small Business Journalist of the Year Award - a journalist representing radio, television, electronic or the print media who has focused attention on the importance of small business and entrepreneurship to the American public within their particular media may be nominated.

Concise Statement/Evaluation Criteria:

- Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues. Voluntary community service aimed at enhancing small business opportunity and growth.
- Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.
- Sample articles or tapes are encouraged.

SBA Family-Owned Small Business of the Year Award - This award honors a family owned and operated business which has been passed on from one generation to another. Nominees must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least 15-year track record.

Concise Statement/Evaluation Criteria:

- Evidence of success as measured by sales and profits. (Note: The nomination packet must include P & L Statements and Balance Sheets for the last three fiscal years.)
- Increased employment opportunities for family members and non-family members for the nominee's business. Demonstrated potential necessary for long-term business success and economic growth.
- Voluntary efforts to strengthen family-owned businesses within the community.



SMALL BUSINESS WEEK
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the year, Champion of the Year, or Special Awards to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year, Champion or Special Award winners is made.

Signature

Date

NOTICES REQUIRED BY LAW

The following is a brief summary of the laws applicable to this solicitation of information.

Paperwork Reduction Act (44 U.S.C. Chapter 35)

SBA is collecting the information on this form to make a character and credit eligibility decision to fund or deny you a loan or other form of assistance. The information is required in order for SBA to have sufficient information to determine whether to provide you with the requested assistance. The information collected may be checked against criminal history indices of the Federal Bureau of Investigation.

Privacy Act (5 U.S.C. § 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file, when that file is retrievable by individual identifiers, such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. In making loans pursuant to section 7(a)(6) the Small Business Act (the Act), 15 USC § 636 (a)(6), SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC § 636(a)(1)(B). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC §§ 634(b)(11) and 687b(a). For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

When this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. See 56 Fed. Reg. 8020 (1991) for other published routine uses.