

2010 Massachusetts Small Business Exporter of the Year Award

Massachusetts
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Every year since 1963, the President has proclaimed National Small Business Week to recognize the contributions of small businesses to America's economy.

During Small Business Week, to be held May 24 thru May 28, 2010, the SBA will honor exceptional small business owners and advocates in Washington, D.C.

In Massachusetts, we will celebrate the achievements of our state award winners with an event in Boston next year.

Any individual who owns and operates a small business engaged in exporting may be nominated. All nominees for SBA awards must be residents of and 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. See www.sba.gov/size/ for size standards.

Evaluation Criteria for Small Business Exporter

A complete nomination package must contain all of the following:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, e-mail address and website.
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone and fax numbers and e-mail address; and
 - a one-paragraph description of the nominee's business
2. A digital photo of the nominee.
3. A nomination letter from the person or organization submitting the nomination.
4. A brief biography of the nominee.
5. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination.
6. A completed *Award Nomination Consent Form* (SBA Form 2137).
7. A completed *Award Nomination Form* (SBA Form 3300).

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In addition, the nomination package must address each of the following criteria with a narrative describing how the company meets or exceeds each of the elements.

8. 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.)
9. Creative overseas marketing strategies, with a description of the products exported and markets served.
10. Effective solutions to export-related problems.
11. Demonstrated encouragement of other small businesses to export.
12. Volunteer assistance to other small businesses entering the export market.
13. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Note: The judges will score the nomination packages in this category by carefully reviewing elements 8-13.

Contact Elizabeth Moisuk at 617-565-5569, or e-mail her at elizabeth.moisuk@sba.gov with questions. All nominations must be postmarked or hand delivered no later than November 16, 2009.