

## 2010 Massachusetts Home-Based Business Champion

---

Massachusetts  
District Office  
10 Causeway St.  
Suite 265 Boston,  
MA 02222  
617-565-5590  
[www.sba.gov/ma](http://www.sba.gov/ma)

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 next year.

### Who Qualifies?

Individuals who have experienced the rewards and difficulties of home-based businesses and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be small business owners.

### Evaluation Criteria

A complete nomination package must contain all of the following:

1. A single cover page with —
  - nominee's full name, title, business, home, e-mail and Web site addresses, telephone, fax number
  - award for which the nomination is being made;
  - nominator's name, title, place of business, business and e-mail addresses, telephone and fax numbers; and
  - a one-paragraph description of the nominee's business and/or organization
2. A nomination letter, not exceeding three pages.
3. A digital photograph of the nominee.
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 suitability of the nomination. Support documentation must not exceed ten pages. Videos will not be considered.
6. A completed *Award Nomination Consent Form* (SBA Form 2137).
7. A completed *Award Nomination Form* (SBA Form 3300).

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

8. Volunteer time and energy to improve the conditions for home-based businesses.
9. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.

Page 2, Home-Based Business Champion

10. Demonstrated interest in home-based businesses by an owner or former owner.

11. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

**Note: The judges will score the nomination packages in this category by carefully reviewing elements 8-11.**

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