

2010 Massachusetts Small Business Development Center Service Excellence & Innovation 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 next year.

Who Qualifies?

This award honors the Small Business Development Center (SBDC) for their innovation and excellence in assistance to entrepreneurs and small businesses by providing a wide variety of information and guidance in central and easily accessible locations.

Evaluation Criteria:

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.
 3. A nomination letter from the person or organization submitting the nomination.
 4. A brief profile of the nominated center.
 5. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 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. Delivers results – meets or exceeds performance milestones (as reflected in the center on-site review), i.e. new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, job creation/retention.
 9. Innovates – creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
 10. Champions – advocates for the SBA, SBDC and the small business community.
 11. Develops – prepares center for success by actively participating with the lead center in the development and execution of the strategic plan and professional development of counselors.

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 with questions. All nominations must be postmarked or hand delivered no later than November 16, 2009.