



U. S. SMALL BUSINESS ADMINISTRATION

MASSACHUSETTS DISTRICT OFFICE

10 Causeway Street

Room 265

Boston, MA 02222

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ROBERT H. NELSON

DISTRICT DIRECTOR

October 1, 2010

Dear SBA Lenders and Partners:

It's that time of year again to think about the many businesses and champions you have worked with over the years and to submit a nomination for the SBA's 2011 Small Business Week celebration event. It only takes a quick minute to fill out the form and to send it in to us. We will help with the rest of the process. A copy of the form has been attached.

Are there businesses that you know that have grown and excelled even in this challenging environment? Is there a small business champion that you know of who has gone the extra mile to help small businesses to start, grow and thrive or survive? Do you know a young entrepreneur who stands out in the crowd and who is showing business savvy and amazing potential? How about the businesses that you worked with who were once small and who truly demonstrate entrepreneurial success and have created hundreds of jobs over the year? I am sure if you just take a quick minute, many, many small businesses and champions will come to mind.

I am hoping to build on the momentum from last year's Small Business Week event held in Worcester and to again be able to showcase some phenomenal success stories, and stories about the champions here in the Commonwealth who are making a difference and making an impact!

Thank you all for your help and support of SBA and our programs.

Best Regards,

A handwritten signature in black ink, appearing to read 'Robert H. Nelson', with a long, sweeping underline.

Robert H. Nelson
District Director

Attachement



AWARD CATEGORIES

Please check one or more potential categories:

- Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.
- Small Business Exporter of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.
- SBA Young Entrepreneur of the Year:** Owner will not reach 30th birthday by June 1, 2011, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.
- Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.
- Jeffrey Butland Family Owned Small Business:** A family owned business that has passed from one generation to another and owner has responsibility for operating the business with at least a 15 year track record
- Massachusetts Micro-Enterprise:** For developing an outstanding business with assistance through SBA loan programs or as a client of one of our SBA technical service providers, at least a three year track record, and 5 or fewer employees.

Small Business Champions of the Year: Those who promote small business, including volunteering time and services to small business interests and groups, advocating the cause of small business in the legislative process. Champions may or may not be small business owners.

- | | |
|---|--|
| <input type="checkbox"/> Financial Services Champion | <input type="checkbox"/> Women in Business Champion |
| <input type="checkbox"/> Veteran Small Business Champion | <input type="checkbox"/> Minority Small Business Champion |
| <input type="checkbox"/> Home-Based Business Champion | <input type="checkbox"/> SCORE Chapter of the Year: Recognized for excellence and innovation by providing a variety of training and counseling. |
| <input type="checkbox"/> Women's Business Center of Excellence Award: Recognized for its excellence and innovation in assisting women entrepreneurs by providing a variety of training and counseling. | <input type="checkbox"/> Small Business Development Center Service Excellence: Creates innovative programs, publications, and advocates for SBA, SBDC and the small business community. |

NOMINEE INFORMATION

I nominate _____ Title _____

Company/Organization _____ Address _____

Phone _____ Fax _____ Email _____

Nominee's Qualifications for this Award—attach short **description on why this business/advocate should be considered:**

When nominating a business owner, please complete the following: Is the company operating profitably _____

Years in business _____ # of employees _____ annual sales \$ _____ SIC/NAICS code _____

NOMINATOR'S INFORMATION:

Nominator Name _____ Title _____

Organization _____

Address _____

Phone _____ Fax _____ E-mail _____

Please submit by October 30, 2010

Please mail (or fax 202-741-7076) this form to:
Matt Sisk
U.S. Small Business Administration
10 Causeway St., Room 265, Tip O'Neil Bldg
Boston, MA 02222-1093

For more information, please contact Matt Sisk @: 617 565-5569. Self-nominations accepted. This form may be duplicated. **For further consideration, supporting materials will be required.** SBA will contact the nominee with details. Thanks for your support!

MASSACHUSETTS SBA 2011 NOMINATION CRITERIA BY CATEGORY

SMALL BUSINESS PERSON OF THE YEAR

Any individual who owns or operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own or operate the business may be nominated as a team, as long as the team does not exceed four.

- ✓ Staying power – a substantiated history as an established business
- ✓ Growth in number of employees
- ✓ Increase in sales and/or unit volume
- ✓ Current and past financial reports (For state consideration we request basic profit and loss & balance sheet info for past three years. The state winner will be asked to produce more complete P & L, and Balance Sheets for that time period)
- ✓ Innovativeness of product or service
- ✓ Response to Adversity
- ✓ Contributions to aid community-oriented projects

SMALL BUSINESS EXPORTER OF THE YEAR

- ✓ Increased sales, profits and/or growth of employment because of exporting
- ✓ Creative overseas marketing strategies, with description of products & markets served
- ✓ Effective solutions to export-related problems
- ✓ Encouraged other small businesses to export
- ✓ Introduction of unique trading companies, relationships, products or services.
- ✓ Volunteer assistance to other small businesses entering the export market

SBA YOUNG ENTREPRENEUR OF THE YEAR

Any individual who serves as majority owner and operator for a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2011.

- ✓ Evidence of success as measured by sales and profits
- ✓ Increased employment opportunities
- ✓ Development and utilization of innovative or creative business methods
- ✓ Demonstrated entrepreneurial potential for long-term success

ENTREPRENEURIAL SUCCESS

Businesses that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

- ✓ Staying power - a substantiated history of an established business, including sustained expansion, steady growth including increased net worth
- ✓ Growth in number of employees (sustained over a minimum of 3 years)
- ✓ Increase in sales/and or unit volume - consistent growth
- ✓ SBA assistance – document the type and amount of assistance and the years obtained
- ✓ Innovativeness of product/service – describe uniqueness of product or service
- ✓ Response to adversity – examples of problems overcome
- ✓ Contributions to the community

JEFFREY BUTLAND FAMILY OWNED SMALL BUSINESS

Family owned business that has passed from one generation to another and owner has responsibility for operating the business. Nominees must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

- ✓ Evidence of success as measured by sales and profits. (Profit & Loss and balance sheet information for the past three years will be requested)
- ✓ Increased employment opportunities for family and non family
- ✓ Demonstrated potential necessary for long-term business success and economic growth
- ✓ Voluntary efforts to strengthen family-owned businesses within the community

MASSACHUSETTS MICRO-ENTERPRISE AWARD

Any individual who founded, owns and operates a business with 5 or fewer employees (including the owners), which received assistance through SBA loan programs or as a client of our SBA technical service providers. Partners who jointly own and operate the business may be nominated as a “team”, so long as the number of individuals in the team does not exceed four.

- ✓ Growth in net worth, sales and number of employees over the last three years
- ✓ Response to adversity
- ✓ Contributions to the community
- ✓ Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc.

FINANCIAL SERVICES CHAMPION

Individuals who assist small businesses through advocacy to increase usefulness and availability of accounting or financial services for small businesses.

- ✓ Outside of regular business duties, the amount and quality of assistance given small businesses in obtaining financing
- ✓ Advocacy of changes in the financial services industry to assist small firms
- ✓ 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 made by the nominee through financial services or accounting industry to advance small business interests

VETERAN SMALL BUSINESS CHAMPION

- ✓ Active support for legislative or regulatory action designed to help small business
- ✓ Evidence of increased business opportunities for veterans as a result of the nominee’s actions
- ✓ Advisory activities to improve awareness among veterans’ groups of the 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
- ✓ Other significant contributions through legal services to advance small business interests

HOME BASED BUSINESS CHAMPION

- ✓ Volunteered time and energy to improve conditions for home-based businesses
- ✓ Engaged in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses
- ✓ Demonstrated interest in home based-business as an owner or former owner
- ✓ Measurable accomplishments in advancing home-based businesses such as initiating public policy or expansion of a program

WOMEN IN BUSINESS CHAMPION

- ✓ Active support for legislative or regulatory action designed to help small business
- ✓ 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 owned businesses in the community
- ✓ Other accomplishments demonstrating effectiveness in improving environment for the creation and expansion of women owned businesses
- ✓ Advocacy of the women-owned business community as a whole, not solely for individual personal advancement

MINORITY SMALL BUSINESS CHAMPION

An individual who has fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

- ✓ Volunteer efforts beyond business/professional responsibilities to advance minority small business interests with 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
- ✓ Volunteer efforts to provide 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