

SMALL BUSINESS WEEK AWARDS - 2011

ELIGIBILITY BY SIZE

A business must be qualified as small under SBA size standard guidelines. Size standards differ by industry and may be measured in terms of dollars or number of employees. The following describes the broad parameters for classifying businesses as small.

Wholesale - The average number of employees per pay period for the preceding twelve months does not exceed 100 (this includes part-time and temporary employees).

Retail - Average annual receipts for last three years less than \$7 million.

Service - Average annual receipts for last three years less than \$7 million (except for real estate agents who must have average annual receipts of less than \$3 million for the last three years).

Construction - Average annual receipts for the last three years less than \$31 million (except for dredging and surface cleanup activities, which is \$18.5 million). Special trade construction is limited to \$13 million.

Manufacturing - The average number of employees per pay period for the preceding twelve months does not exceed 500 (this includes part-time and temporary employees) with exceptions up to 1,000.

Farming - Average annual receipts for the last three years less than \$750,000.00.

PLEASE NOTE: In determining if your nomination fits our size standards, please include any foreign and/or domestic affiliates whether they are for profit or non-profit entities. Also, many businesses within certain industries have a higher size standard than what is listed above and may be considered small.

If you have any questions concerning size standards, please call the Minnesota SBA office at (612) 370-2324. You can also checkout the information at www.sba.gov/size.

SMALL BUSINESS WEEK AWARDS - 2011

SMALL BUSINESS PERSON OF THE YEAR

Introduction

Each year our nation recognizes its outstanding small business owners for their personal achievements and contributions to their communities. These entrepreneurs are recognized in each state as the Small Business Person of the Year. They are then eligible for consideration for the national Small Business Person of the Year Award and will be invited to attend Small Business Week activities in Washington, D.C.

Eligibility

All nominees for the Small Business Person of the Year Award must be residents of and employed in the United States and will be subject to background checks. All applicants must comply with federal civil rights laws.

Nominations

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 (4). The U.S. Small Business Administration size standards apply in defining a business as small (refer to [Eligibility by Size](#) document included in this awards package). Individuals who have received the small business person award at the state level within the past five years are not eligible.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Small Business Person of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) Type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.), if any.
 - e) A one-paragraph description of the nominee's business.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. For "team" nominations, a Form 3300 must be submitted for each person.
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee not to exceed one page.
- A business profile not to exceed one page.
- Nominee's financial statement for the last three years, not to exceed 12 pages.
- Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific criteria:

- **Staying power:** A substantiated history as an established business.
 - a) Number of years in business.
 - b) Sustained expansion, addition of territories, growth in square footage occupied.
 - c) Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year-end annual balance sheets over three years.
- **Growth in number of employees:** A benchmark to judge the impact of the business on the job market.
 - a) Sustained over a minimum of three years.
 - b) Increase over the three years must be in excess of growth in Gross National Product.
- **Increase in sales and/or unit volume:** An indication of continued growth over the last three years.
 - a) Consistent growth in net income as evidenced by fiscal year annual profit and loss statements over a minimum of three years.
- **Current and past financial reports:** a substantiation of improved financial position of the business.
 - a) Profit and loss statements for the last three years, reflecting sustained upward growth.
 - b) Balance sheets for the last three years, showing consistent increase in net worth and/or partner's return.
 - c) The financial statements should not exceed twelve (12) pages and be provided on 8 1/2" x 11" paper only.
- **Innovativeness of product or service offered:** An illustration of the creativity and imagination of the nominee.
 - a) Specific description of uniqueness of product or service.
 - b) Explanation of how product or service fits a niche not being adequately addressed by the competition.
- **Response to adversity:** Examples of problems faced in the nominee's business and the methods used to solve them.
 - a) Specific description of financial, physical, legal or other crisis.
 - b) Substantiation of the threat to the continuity of the business.
 - c) Defined actions taken by the nominee to resolve the crisis.
- **Contributions by nominee to aid community-oriented projects:** Evidence of the use of his/her personal time and resources.
 - a) Specific listing of contributions of money, time, or resources to charitable causes.
 - b) Membership in councils, boards, and clubs providing support and services to the community.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

Please submit your package no later than November 24, 2010 to our office at the following address:

U.S. Small Business Administration
100 North Sixth Street, 210-C Butler Square
Minneapolis, MN 55403
Attn: Small Business Week 2011

If you have any questions concerning the nomination process or size standards, please call the Minnesota SBA office at (612) 370-2324.

SMALL BUSINESS WEEK - 2011

MINORITY SMALL BUSINESS CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Minority Small Business Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Individuals who have fulfilled a commitment to support the advancement of small business opportunities for minority business owners may be nominated. Nominees may or may not be small business owners.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Minority Small Business Champion of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's profession/occupation.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- For nominees that are business owners, a business profile, not exceeding one page.
- For nominees that are business owners, financial statement for the last three years, not to exceed 12 pages.

- Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific 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 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

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SMALL BUSINESS WEEK AWARDS – 2011

WOMEN IN BUSINESS CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Women in Business Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Women in Business Champion of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's profession/occupation.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- For nominees that are business owners, a business profile, not exceeding one page.
- For nominees that are business owners, nominee's financial statement for the last three years, not to exceed 12 pages.

- Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific 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.
- Voluntary 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

Please submit your package no later than November 24, 2010, to our office at the following address:

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Attn: Small Business Week 2011

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SMALL BUSINESS WEEK AWARDS - 2011

VETERAN SMALL BUSINESS CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Veteran Small Business Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Veteran Small Business Champion of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's profession/occupation.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- For nominees that are business owners, a business profile, not exceeding one page.
- For nominees that are business owners, nominee's financial statement for the last three years, not to exceed 12 pages.

- Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the specific criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of nominee's actions.
- Advisory activities to improve awareness among veteran's groups of small business opportunities.
- Advocacy of special consideration for veteran-owned small businesses in government policymaking.
- Demonstrated success 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

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SMALL BUSINESS WEEK AWARDS - 2011

FINANCIAL SERVICES CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Financial Services Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Individuals who assist small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses, may be nominated. Nominees may or may not be small business owners.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Financial Services Champion of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's profession/occupation.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- For nominees that are business owners, a business profile, not exceeding one page.
- For nominees that are business owners, nominee's financial statement for the last three years, not to exceed 12 pages

- Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the specific criteria:

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

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

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SMALL BUSINESS WEEK AWARDS - 2011

HOME-BASED BUSINESS CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Home-Based Business Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

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

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Home-Based Business Champion of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's profession/occupation.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- For nominees that are business owners, a business profile, not exceeding one page.
- For nominees that are business owners, nominee's financial statement for the last three years, not to exceed 12 pages.

- Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific criteria:

- Volunteer time and energy to improve the conditions for home-based businesses.
- Engage 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 adoption of public policy or expansion of a program.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

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SMALL BUSINESS WEEK AWARDS - 2011

SMALL BUSINESS EXPORTER OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Small Business Exporter of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Any individual who owns and operates a small business engaged in exporting may be nominated. The U.S. Small Business Administration's size standards apply in defining a business as small (refer to Eligibility by Size document included in this awards package.)

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Small Business Exporter of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's business.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- A business profile, not to exceed one page.
- The nominee's financial statement - including balance sheets, profit-an-loss statements and financial reports - not exceeding 12 pages, on 8 ½" x 11" paper - for the last three years.

- Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific criteria:

- Increased sales, profits and/or growth of employment because of exporting, as based on the above-referenced financial statements.
- 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

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SMALL BUSINESS WEEK AWARDS - 2011

SBA YOUNG ENTREPRENEUR OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the SBA Young Entrepreneur of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Any 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 thirty (30) by June 1, 2011, may be nominated.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (SBA Young Entrepreneur of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's business.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- A business profile, not to exceed one page.
- The nominee's financial statement - including balance sheets, profit-an-loss statements and financial reports - not exceeding 12 pages, on 8 ½" x 11" paper - for the last three years.

- Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific criteria:

- Evidence of success as measured by sales and profits, as based on the above-referenced financial statements.
- 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

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SMALL BUSINESS WEEK AWARDS - 2011

JEFFREY BUTLAND FAMILY-OWNED BUSINESS OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Jeffrey Butland Family-Owned Business of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

This award honors a family owned and operated business which has been passed on from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating the small business with at least a fifteen (15) year track record.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Jeffrey Butland Family-Owned Business of the Year).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's business.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. A team nomination requires a form for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee's company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- A business profile, not to exceed one page.

- The nominee's financial statement - including balance sheets, profit-an-loss statements and financial reports - not exceeding 12 pages, on 8 ½" x 11" paper - for the last three years.
- Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed ten pages. Videos will not be considered.
- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific criteria:

- Evidence of success as measured by sales and profits, as based on the above-referenced financial statements.
- 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

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SMALL BUSINESS WEEK AWARDS - 2011

ENTREPRENEURIAL SUCCESS AWARD

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Entrepreneurial Success Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

The nominee must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team”. A nominee for this award must own or operate a business that initially was defined as “small” under the applicable SBA size standards, developed into a large business and must have received SBA assistance to help the business grow.

The nomination package must include (in the following order):

- A single cover page with:
 - a) Nominee's full name, title, business and home addresses, telephone and fax numbers and e-mail address.
 - b) Award Category (Entrepreneurial Success Award).
 - c) The nominator's name, title, business/organization name, address, telephone and fax numbers and e-mail address.
 - d) A one-paragraph description of the nominee's business.
- A completed SBA Form 3300 (Award Nomination Form) enclosed in this package. For “team” nominations for this award, a background form is required for each team member and the team size may not exceed four (4).
- An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; Photocopies are not acceptable.
- Four to five additional photos of the nominee’s company and employees at work.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- A biography of the nominee, not to exceed one page.
- A business profile, not to exceed one page.
- The nominee’s financial statement - including balance sheets, profit-and-loss statements and financial reports - not exceeding 12 pages, on 8 ½” x 11” paper - for the last three years.
- Other support documentation deemed significant by the nominator, including news clips, letters of recommendation, etc. This support documentation must not exceed 10 pages. Videos will not be considered.

- A completed Award Nomination Consent Form (SBA Form 2137) enclosed in this package.

In addition to the above material, please provide details of the nominee's qualifications according to the following specific criteria:

- Staying power — a substantiated history as an established business; including:
 - a) Number of years in business.
 - b) Sustained expansion, addition of territories, growth in square footage occupied.
 - c) Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
- Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - a) Sustained over a minimum of three years.
 - b) Increase over the three years must be in excesses of growth in Gross National Product.
- Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - a) Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
- Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - a) Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - b) Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
- SBA Assistance – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
- Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - a) Specific description of uniqueness of product or service.
 - b) Explanation of how product or service fits a niche not being adequately addressed by the competition.
- Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - a) Specific description of financial, physical, legal or other crisis.
 - b) Substantiation of the threat to the continuity of the business.
 - c) Defined actions taken by the nominee to resolve the crisis.
- Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - a) Listing of specific contributions of money, time, or resources to charitable causes.
 - b) Membership in councils, boards and clubs providing support and services to the community.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. All materials must be collated and secured in a 1-1/2" binder.

Please submit your package no later than November 24, 2010, to our office at the following address:

U.S. Small Business Administration
210-C Butler Square
100 North Sixth Street
Minneapolis, MN 55403
Attn: Small Business Week 2011

If you have any questions concerning the nomination process or size standards, please call the Minnesota SBA office at (612) 370-2324.