2011 U.S. SMALL BUSINESS ADMINISTRATION SMALL BUSINESS WEEK AWARD GUIDELINES SUPPLEMENT

FOR ***NORTH CAROLINA*** NOMINEES

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Check www.sba.gov/nc for complete SBA Nominations National Guidelines for information on other 2011 Awards, including:

SBA Phoenix Awards - Disaster Recovery

SBA Federal Procurement Awards - Small Business Prime Contractor of the Year, Small Business Subcontractor of the Year, Dwight D. Eisenhower Award for Excellence, Gold Star, Frances Perkins Vanguard and others.

2011 SBA North Carolina Small Business Person of the Year

Any individual who owns and operates or who 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. A nominee for Small Business Person of the Year must own or operate a business defined as "small" under the applicable SBA size standards. Individuals who have received the small business person award at the state level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred.

In evaluating the nomination packages, the judges will look at the following criteria:

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

Nominations due on or before **Friday, November 12, 2010** to:

SBA North Carolina District
Small Business Week Awards Committee
6302 Fairview Road, Suite 300
Charlotte, NC 28210-2227
(704) 344-6563

2011 SBA North Carolina Small Business Person of the Year (continued)

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
   - type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.);
   - a one-paragraph description of the nominee's business.

2. A completed background form (SBA Form 3300, Award Nomination Form) For "team" nominations for Small Business Person of the Year, a background form is required for each team member.

3. 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.

4. Four to five additional photos from the nominee's company, employees at work.

5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.

6. A brief biography of the nominee, not exceeding one page.

7. A business profile, not exceeding one page.

8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper - for the last three years.

9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.

10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Financial Services Champion of the Year

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.

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

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
   - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. 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.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page, if applicable.
8. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years, if applicable.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Home-Based Business Champion of the Year

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 current small business owners.

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
• the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
• the award for which the nomination is being made;
• the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
• a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. 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.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page, if applicable.
8. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years, if applicable.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Minority Small Business Champion of the Year

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
• the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
• the award for which the nomination is being made;
• the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
• a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. 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.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years, if applicable.
8. A business profile, not exceeding one page.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Veteran Small Business Champion of the Year

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.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
• the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
• the award for which the nomination is being made;
• the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
• a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. 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.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years, if applicable.
8. A business profile, not exceeding one page.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Women in Business Champion of the Year

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.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
• the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
• the award for which the nomination is being made;
• the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
• a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form)
3. 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.
4. Four to five additional photos from the nominee's company/organization, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years, if applicable.
8. A business profile, not exceeding one page.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Entrepreneurial Success Award

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

To be nominated and receive this award, 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," so long as the number of individuals in the team nomination does not exceed four. 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. Nominees must also be residents of and employed in the United States or its territories.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
    - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
    - the award for which the nomination is being made;
    - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
    - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For "team" nominations for this award, a background form is required for each team member.
3. 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.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Entrepreneurial Success Award (continued)

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
    - Number of years in business.
    - Sustained expansion, addition of territories, growth in square footage occupied.
    - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
    - Sustained over a minimum of three years.
    - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
    - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
    - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
    - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. 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.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
    - Specific description of uniqueness of product or service.
    - Explanation of how product or service fits a niche not being adequately addressed by the competition.
7. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
    - Specific description of financial, physical, legal or other crisis.
    - Substantiation of the threat to the continuity of the business.
    - Defined actions taken by the nominee to resolve the crisis.
8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
    - Listing of specific contributions of money, time, or resources to charitable causes.
    - Membership in councils, boards and clubs providing support and services to the community.

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2011 SBA North Carolina Small Business Exporter of the Year

Any individual who owns and operates a small business engaged in exporting may be nominated.

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
   - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For "team" nominations, a background form is required for each team member.
3. 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.
4. Four to five additional photos of the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).
11. A description of the products exported and markets served.

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2011 SBA North Carolina Young Entrepreneur of the Year

To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2011.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

What information must the nomination package contain?

1. A single cover page with —
    - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
    - the award for which the nomination is being made;
    - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
    - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For "team" nominations, a background form is required for each team member.
3. 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.
4. Four to five additional photos of the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A signed and dated Consent for Disclosure of Information (SBA Form 2137).

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2011 SBA North Carolina Jeffrey Butland Family-Owned Business of the Year

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

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
    - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
    - the award for which the nomination is being made;
    - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
    - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form). For "team" nominations, a background form is required for each team member.
3. 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.
4. Four to five additional photos of the nominee's company, employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
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U.S. Small Business Administration

SBA

Your Small Business Resource

Help us recognize outstanding small business owners and Champions in the small business community

SBA 2011 SMALL BUSINESS AWARDS

TO NOMINATE A NORTH CAROLINA WINNER, PLEASE CHECK ONE OR MORE AWARD CATEGORIES

Small Business Person Awards

___ Small Business Person of the Year: For an individual who owns and operates or bears principal responsibility for operating a small business that has demonstrated, survival, growth, innovation, and community support.

Small Business Champion Awards (Champions may or may not be small business owners)

___ Financial Services Champion of the Year: Assisted small businesses to increase the usefulness and availability of accounting or financial services.

___ Home-based Business Champion of the Year: For an individual who has experienced the rewards and difficulties of a home-based business and has dedicated volunteer efforts to improve the climate for these businesses.

___ Minority Small Business Champion of the Year: Fulfilled a commitment to support minority entrepreneurship.

___ Small Business Journalist of the Year: Television, radio, electronic, or print media journalists on small business topics.

___ Veteran Small Business Champion of the Year: Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces.

___ Women in Business Champion of the Year: Individuals who have fulfilled a commitment to the advancement of women's business ownership.

SBA Awards to other Small Businesses

___ Entrepreneurial Success: Must own and operate a business initially launched as small by SBA size standards and subsequently developed into a large business; and must have received SBA assistance to help the business grow.

___ Small Business Exporter of the Year: For an individual who owns and operates small business engaged in exporting.

___ SBA Young Entrepreneur of the Year: For an individual who serves as a majority owner and bears principal responsibility for operating a small business with a three year track record, and who will not have reached age 30 by June 1, 2008.

___ Jeffrey Butland Family-owned Business of the Year: For a family-owned & operated business (with at least a 15-year track record) which has been passed from one generation to another. Nominee must be majority owner/operator or bear principal responsibility for the business.

Nominee Information:

I nominate_____ **Title:**_____

Company/Organization_____

Address:_____**City**_____**St**_____**Zip**_____

Reasons for nomination_____

_____

_____

Name of Nominator_____ **Title:**_____

Company/Organization_____

Address:_____**City**_____**St**_____**Zip**_____

Please mail or fax this page to Mike Ernandes Fax Number: (704) 344-6769 or mail to: Small Business Awards Committee, SBA North Carolina District , 6302 Fairview Road, Suite 300, Charlotte NC 28210-2227

A formal nomination package must be submitted by Friday, November 12, 2010, to compete.
You can duplicate this page for additional nominees.

SMALL BUSINESS WEEK
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the Year, Advocate of the Year, or Special Award winners (Phoenix Award) to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year and Advocate and Special Award winners is made.

Signature: _____ Date: _____

SBA Form 2137 (12-99)

OMB Control Number 3245 -0360
Expiration Date: 12/31/2010

United States of America
SMALL BUSINESS
ADMINISTRATION

Award Nomination Form

Please Read Carefully- Print or Type

This form must be completed by:
(1) Each individual nominated for an award
(2) All Members of teams nominated for an award
(3) The official representative of a small business nominated for an award

The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A. Use additional sheets if necessary.

1. State name in full, if no middle name, state (NMN), or if initial only, indicate initial. List all former names used, and dates each name was used.
Use separate sheet if necessary.

First Middle Last

List all forms of SBA funded assistance received (e.g., SBDC, SCORE, WBC, guaranteed loan, contract, etc.) and the city and state where assistance was received.

2. Name and Address of small business company

Firm Name :
Street :
City, State and Zip Code:
Business Telephone No. (Include A/C):
Cell No. (Include A/C):
Fax No. (Include A/C):
E-Mail Address:

Job Title:

Amount and date of financial assistance received or applied for (if applicable)

File No. (if known)

5. Give the percentage of ownership or stock owned
In the small business

6. Date of Birth (Month, Day, and Year)

7. Place of Birth (City & State or Foreign Country)

3. Present residence address:
From:
To:

Address:

8. U.S. Citizen? __ YES __ NO

If No, are you a Lawful Permanent resident alien: __ YES __ NO

If non-U.S. citizen provide alien registration no.: _____

9. Congressional District:

IT IS IMPORTANT THAT THE NEXT THREE QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR NOMINATION TO BE DENIED.

IF YOU ANSWER "YES" TO 10, 11, 0R 12, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.

10. Are you presently under indictment, on parole or probation?
__ YES __ NO
(If yes, indicate date parole or probation is to expire).

11. Have you ever been charged with and/or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet). __ YES __ NO
12. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other Than a minor vehicle violation? __ YES __ NO
13 I authorize the Small Business Administration Office of Inspector General to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for a small business recognition award and to participate in the related activities, including programs authorized by sections 4(h) and 8(b)(1)(A)(iv) of the Small Business Act, 15 U.S.C. 633(h) and 637(b)(1)(A)(iv).
CAUTION: Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of program participation or other benefits awarded by the agency. A false statement is punishable under 18 USC 1001 by imprisonment of not more than five years and/or a fine of not more than $10, 000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than $5, 000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than $1, 000, 000.

Signature	Title	Date

NOTICES REQUIRED BY LAW

Paperwork Reduction Act (44 U.S.C. 3501 et seq.)

SBA will use the information collected on this form, along with other information submitted by award nominees, to determine the nominee's eligibility for a particular small business award; to identify any actual or apparent conflict of interest and, to make eventual award determinations.

The estimated burden for completing this form is 15 minutes per response. However, the total estimated time for completing the nomination package, including the time for reviewing the instructions, gathering and compiling data, and completing the package is 2 hours. You are not required to respond to any collection of information unless it displays a currently valid OMB control number. Comments on these burden estimates should be sent to the U.S. Small Business Administration, Chief, AIB 409 3rd St.,SW, Washington, DC 20416, and Desk Officer for the U.S. Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. **DO NOT SEND FORMS TO OMB.**

Privacy Act (5 U.S.C. § 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers, such as name or social security number. SBA will protect an individual's personal information to the extent permitted by law, including the Freedom of Information Act, 5 U.S.C. § 552, and the Privacy Act of 1974, 5 U.S.C. § 552a. However, as a routine matter information collected may be disclosed as follows: (a) to the news media for public disclosure of the name, address, and biography of award recipients; (b) to communicate with State and local governments about the status of a particular nominee; (c) to an individual nominee's Congressional office when that office is inquiring on the individual's behalf; (d) to Agency volunteers, interns, judges, experts and contractors who need access to the records in order to perform an award related activity; and (e) to the Department of Justice (DOJ); the court, adjudicative body, or a dispute resolution body when any of the following is a party to litigation or has an interest in such litigation:
(1) The agency or any of its components;
(2) An agency employee in his or her official capacity;
(3) An agency employee in his or her individual capacity where DOJ has agreed to represent the employee; or
(4) The United States Government, where the agency determines that litigation is likely to affect the agency or any of its components.
Before making any disclosures SBA must determine that the use of the records is relevant and necessary to the litigation, and disclosure of the records is for a purpose that is compatible with the purpose for which the records were collected.
Additional information regarding the retention and disclosure of this collection of information is listed in the systems of record notice published in the Federal Register at 69 FR 58597,58624(9/30/2004).