

Small Business/Champion Award Nomination Checklist

- I. ____ A single cover page with:
 1. ____ the nominee's full name, title, business and home addresses, business and home telephone/fax numbers, and e-mail address
 2. ____ the award for which the nomination is being made
 3. ____ the nominator's name, title, place of business, business address and telephone number, and e-mail address
 4. ____ type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.)
 5. ____ a one-paragraph description of the nominee's business or applicable organization
- II. ____ A completed SBA Form 3300 Award Nomination Form; for "team" nominations, a form is required for each team member
- III. ____ An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo that is at least 300 dpi
- IV. ____ A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages
- V. ____ A brief biography of the nominee, not to exceed one page
- VI. ____ A business or applicable organization profile, not to exceed one page
- VII. ____ Any other supporting documentation (not exceeding 10 pages) deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination
- VIII. ____ A completed SBA Form 2137 Award Nomination Consent Form
- IX. ____ A completed SBA Form 1926 Success Story Form only if the nominee has received SBA assistance

For Exporter, Young Entrepreneur and Family-Owned Business nominations only:

- ____ Four to five additional photos of the nominee's company and employees at work
- ____ The nominee's financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper
- ____ A description of the products exported and markets served (for Exporter nominations only)