



**2009 Columbus Ohio SBA
Small Business Week Award Guidelines Supplement**
Help us recognize outstanding leaders in the small business community

This supplement is designed to serve as an addition to the **SBA 2009 National Small Business Week Nomination Guidelines**. For the complete SBA Nominations Guidelines and for additional information on the following awards not listed below which are SCORE Chapter of the Year, 1st Mortgage Lender of the Year, SBA Phoenix Awards for 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, Lender and Small Business Investors among others please visit <http://www.sba.gov/nominationsguidelines/> for more information.

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2009
SMALL BUSINESS PERSON OF THE YEAR

Criteria for this Award: *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. 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. Consult your nearest SBA district office if you have questions.*

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

1. **Staying power:** a substantiated history as an established business.
2. **Growth in number of employees:** a benchmark to judge the impact on the job market.
3. **Increase in sales and/or unit volume:** an indication of continued growth.
4. **Current and past financial reports (profit and loss statements and balance sheets for the last three complete years):** substantiation of the improved financial position of the business.
5. **Innovative product or service offered:** an illustration of nominee’s creativity/imagination.
6. **Response to adversity:** examples of problems faced in the nominee's business and the methods used to solve them.
7. **Contributions by nominee to aid community-oriented projects:** evidence of the use of his/her personal time and resources.

Nominations must be typewritten on one side of 8½” x 11” white stationery, collated and secured in a 1½” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

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.); and
 - a one-paragraph description of the nominee’s business for Small Business Person of the Year.
2. A completed background form (SBA Form 3300 Award Nomination Form) which will be made available through SBA field offices. 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. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.

5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. 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.
8. 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.
9. A completed SBA Form 2137 Consent Form, attached and available at SBA field offices.

COMPLETED PACKAGES ARE DUE ON OR BEFORE
FRIDAY NOVEMBER 14, 2008

Complete packages must be received by SBA
Attention: Shannon Feucht
401 N. Front Street, Suite 200
Columbus, OH 43215
614-469-6860, ext. 244

2009 FINANCIAL SERVICES CHAMPION OF THE YEAR AWARD

Criteria for this Award:

Individuals who assist small businesses through advocacy efforts to increase the usefulness, availability of accounting or financial services, may be nominated.

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

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137
3. An original photograph, 5x7 or 8x10.
4. A brief biography of nominee, not to exceed one page.
5. A business profile, not to exceed one page.
6. A concise statement of the qualities and performance which merit the award for the nominee, not to exceed two pages.
7. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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2009 HOME-BASED BUSINESS CHAMPION OF THE YEAR
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Criteria for this Award:

Individuals who have experienced the rewards and difficulties of home-based businesses and have dedicated volunteer efforts to improve the climate for these businesses may be nominated.

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

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. A brief biography of nominee, not to exceed one page.
5. A business profile, not to exceed one page.
6. A concise statement of the qualities and performance which merit the award for the nominee, not to exceed two pages
7. Financial statements of the nominee's business – including balance sheets, profits-and-loss statements and financial reports not to exceed 12 pages, on 8½x11 inch paper.
8. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.
9. Names and addresses of accounting firm, bank of account and law firm.

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2009 MINORITY SMALL BUSINESS CHAMPION OF THE YEAR
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Criteria for this Award:

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 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 legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall small business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business.

Nominations must be typewritten on one side of 8 ½" x 11" white stationery, collated and secured in a 1 ½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. A nomination letter to include a concise statement of qualities and performance
5. A brief biography of nominee, not to exceed one page.
6. A business profile, not to exceed one page.
7. A concise statement of the qualities and performance which merit the award for the nominee, not to exceed two pages.
8. Any other support documentation deemed significant by the nominator, not to exceed 9 pages. Videos will not be considered.

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2009 SMALL BUSINESS JOURNALIST OF THE YEAR NOMINATIONS

Criteria for this Award:

Journalists representing television, radio, electronic or print media may be nominated. Sample articles or tapes are encouraged.

1. Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
2. Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
3. Voluntary community service aimed at enhancing small business opportunity and growth.
4. Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U. S. economy.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Nominations must be typewritten on one side of 8 ½" x 11" white stationery, collated and secured in a 1 ½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed background form SBA Form 3300 or 912
3. An original photograph, 5x7 or 8x10.
4. A nomination letter, to include a concise statement of the qualities and performance the merit the award, not exceeding 4 pages.
5. A brief biography of nominee, not to exceed one page.
6. A business profile, not to exceed one page.
7. Any other support documentation deemed significant by the nominator, not to exceed 9 pages. Videos will not be considered.

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2009 VETERAN SMALL BUSINESS CHAMPION OF THE YEAR

Criteria for this Award:

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

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

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Nominations must be typewritten on one side of 8½" x 11" white stationery, collated and secured in a 1 ½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages
5. A brief biography of the nominee, not to exceed one page
6. A business profile, not to exceed one page
7. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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2009 WOMEN IN BUSINESS CHAMPION OF THE YEAR
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Criteria for this Award:

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 woman owned small business.
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.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 and 2137
3. An original photograph, 5x7 or 8x10.
4. A brief biography of nominee, not to exceed one page.
5. A business profile, not to exceed one page.
6. A concise statement of the qualities and performance which merit the award for the nominee, not to exceed two pages.
7. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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2009 SMALL BUSINESS EXPORTER OF THE YEAR NOMINATIONS

Criteria for this Award:

Individuals who own and operate a business engaged in exporting may be nominated.

1. Increased sales, profits and/or growth of employment because of exporting. The nomination package must include profit-and-loss statements and balance sheets for the past three years.
2. Creative overseas marketing strategies, with a description of the products exported and markets served.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Voluntary assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and introduction of unique trading relationships, products or services.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A business profile, not to exceed one page.
6. Financial statements of the nominee's business, not to exceed 12 pages, on 8½x11 inch paper – including balance sheets, profit-and-loss statements and financial reports.
7. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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2009 SBA YOUNG ENTREPRENEUR OF THE YEAR AWARD
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Criteria for this Award:

Individuals who 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, 2009, may be nominated.

1. Evidence of success as measured by sales and profits. The nomination package must include profit-and-loss statements and balance sheets for the past three years.
2. Increased employment opportunities created by the nominee's business.
3. Development or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300
3. An original photograph, 5x7 or 8x10.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of nominee, not to exceed one page.
6. A business profile, not to exceed one page.
7. The nominee's financial statements including balance sheets, profit and loss statements and financial reports, not to exceed 12 pages, on 8½x11 inch paper.
8. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.
9. A completed SBA form 2137 Award Nomination Consent Form.

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2009 JEFFREY BUTLAND FAMILY-OWNED BUSINESS OF THE YEAR

Criteria for this Award:

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 15 year track record. Nominations will be evaluated on the following criteria..

1. Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
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.

All nominees for Small Business Week Awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U. S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business.
2. Completed SBA Forms 3300 and 2137.
3. An original photograph, 5x7 or 8x10.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of nominee, not to exceed one page.
6. A business profile, not to exceed one page.
7. Financial statements of the nominee's business, not to exceed 12 pages, on 8½x11 inch paper – including balance sheets, profit-and-loss statements and financial reports.
8. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.

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2009
SBA ENTREPRENEURIAL SUCCESS AWARD

Criteria for this Award:

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses; and they must have received SBA assistance to help the business 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 does not exceed four. A nominee for this award must have owned 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.

Nominations must be typewritten on one side of 8½” x 11” white stationery, collated and secured in a 1 ½” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - Nominee's full name, title, business and home addresses with telephone, email and fax numbers.
 - Name of this award.
 - Nominator's name, title, business name, address, phone number and e-mail address.
 - A one paragraph description of nominee's business, profession or occupation.
2. Completed SBA Forms 3300 or 912 for team nominations each team member is required to complete this form.
3. An original photograph, 5x7 or 8x10.
4. A nomination letter to include a concise statement of qualities and performance not to exceed four pages
5. A brief biography of nominee, not to exceed one page.
6. A business profile, not to exceed one page.
7. The nominee’s financial statement – including balance sheets, profits-and-loss statements and financial reports – not exceeding 12 pages, on 8 1/2” x 11” paper- for the last three years.
8. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered.
9. A completed SBA form 2137 form, attached and available at SBA offices.

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614-469-6860, ext. 244

Small Business Development Center Service Excellence and Innovation Center Award

Criteria for this Award: This award honors the Small Business Development Center (SBDC) Service Centers for their excellence in providing value to small businesses and advancing program delivery and management through innovation.

Who may submit nominations for this award: Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one award category. The evaluations/selection criterion for this award is as follows: In evaluating the nomination packages, the judges will look at the following criteria:

1. **Delivers Results:** meets or exceeds performance milestones (This is reflected in the center on-site review), i.e. extended engagement clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, jobs creation/retention
2. **Innovates:** Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
3. **Champions:** Advocates for the SBA, SBDC and the small business community
4. **Develops:** Prepares center for success by actively participating with the lead center in the development and execution of the strategic plan and professional development of counselors.

Nominations must be typewritten on one side of 8 ½” x 11” white stationery, collated and secured in a 1 ½” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

To complete a nomination you will need:

1. Cover page with
 - (a) Award for which the nomination is being made (i.e., Small Business Development Center Award)
 - (b) Nominator's name, title, business name, address, phone number and e-mail address.
 - (c) A one paragraph description of nominee's business, profession or occupation.
2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, no
3. A completed background form 3300.
4. Business Person of the Year, a background form is required for each team member
5. An original photograph, 5x7 or 8x10; or digital photo at least 300 dpi
6. Four to five additional photos of the nominee's company and employees at work.
7. A brief biography of nominee, not to exceed one page.
8. A business profile, not to exceed one page.
9. Any other support documentation deemed significant by the nominator, not to exceed 10 pages. Videos will not be considered
10. A completed SBA form 2137 form and Award Nomination Consent Form attached and available at SBA offices.

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Attention: Shannon Feucht

401 N. Front Street, Suite 200

Columbus, OH 43215614-469-6860, ext. 244

2009
Women Owned Business of the Year

Criteria for this Award: *Any women owned business that holds at least 51% ownership and operates and bears principal responsibility for operating a small business may be nominated. A nominee for Women Owned Small Business of the Year must own or operate a business defined as “small” under the applicable SBA size standards. 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. Consult your nearest SBA district office if you have questions.*

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

8. **Staying power:** a substantiated history as an established business.
9. **Growth in number of employees:** a benchmark to judge the impact on the job market.
10. **Increase in sales and/or unit volume:** an indication of continued growth.
11. **Current and past financial reports (profit and loss statements and balance sheets for the last three complete years):** substantiation of the improved financial position of the business.
12. **Innovative product or service offered:** an illustration of nominee’s creativity/imagination.
13. **Response to adversity:** examples of problems faced in the nominee's business and the methods used to solve them.
14. **Contributions by nominee to aid community-oriented projects:** evidence of the use of his/her personal time and resources.

To complete a nomination you will need:

10. 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;
 - a one-paragraph description of the nominee’s business.
11. A completed background form (SBA Form 3300 Award Nomination Form)
12. 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.
13. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
14. A brief biography of the nominee, not exceeding one page.
15. A business profile, not exceeding one page.
16. 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.
17. 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.
18. A completed SBA Form 2137 Consent Form, attached and available at SBA field offices.

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614-469-6860, ext. 244

2009 MINORITY SMALL BUSINESS OF THE YEAR

Criteria for this Award: *Nominated companies must be minority owned and operated. Eligible minority groups include: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander and Hasidic Jews. A nominee for Minority Owned Small Business of the Year must own or operate a business defined as “small” under the applicable SBA size standards. 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. Consult your nearest SBA district office if you have questions*

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

1. **Staying power:** a substantiated history as an established business.
2. **Growth in number of employees:** a benchmark to judge the impact on the job market.
3. **Increase in sales and/or unit volume:** an indication of continued growth.
4. **Current and past financial reports (profit and loss statements and balance sheets for the last Three complete years):** substantiation of the improved financial position of the business.
5. **Innovative product or service offered:** an illustration of nominee’s creativity/imagination.
6. **Response to adversity:** examples of problems faced in the nominee’s business and the methods used to solve them.
7. **Contributions by nominee to aid community-oriented projects:** evidence of the use of his/her personal time and resources.

To complete a nomination you will need:

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;
 - a one-paragraph description of the nominee’s business for Small Business Person of the Year.
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. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. 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.
8. 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.
9. A completed SBA Form 2137 Consent Form, attached and available at SBA field offices.

NOMINATION PACKETS ARE DUE ON OR BEFORE FRIDAY NOVEMBER 14, 2008

Complete packages must be received by SBA

**Attention: Shannon Feucht
401 N. Front Street, Suite 200
Columbus, OH 43215
614-469-6860, ext. 244**

2009
VETERAN SMALL BUSINESS OF THE YEAR

Criteria for this Award: *Any Veteran or Service-Disabled Veteran who holds at least 51% ownership who operates and bears principal responsibility for operating a small business may be nominated. A nominee for Veteran Small Business of the Year must own or operate a business defined as “small” under the applicable SBA size standards. 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. Consult your nearest SBA district office if you have questions.*

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

1. **Staying power:** a substantiated history as an established business.
2. **Growth in number of employees:** a benchmark to judge the impact on the job market.
3. **Increase in sales and/or unit volume:** an indication of continued growth.
4. **Current and past financial reports (profit and loss statements and balance sheets for the last Three complete years):** substantiation of the improved financial position of the business.
5. **Innovative product or service offered:** an illustration of nominee’s creativity/imagination.
6. **Response to adversity:** examples of problems faced in the nominee's business and the methods used to solve them.
7. **Contributions by nominee to aid community-oriented projects:** evidence of the use of his/her personal time and resources.

To complete a nomination you will need:

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;
 - a one-paragraph description of the nominee’s business for Small Business Person of the Year.
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. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. 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.
8. 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.
9. A completed SBA Form 2137 Consent Form, attached and available at SBA field offices.

NOMINATIONS ARE DUE ON OR BEFORE FRIDAY NOVEMBER 14, 2008

Complete packages must be received by SBA

Attention: Shannon Feucht

401 N. Front Street, Suite 200

Columbus, OH 43215

614-469-6860, ext. 244

2009 Columbus Ohio Small Business Award Nominations

Help us recognize outstanding leaders in the small business community

AWARD 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.

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 Development Center (SBDC) Service Excellence and Innovation Center Award: This award honors the Small Business Development Center (SBDC) Service Centers for their excellence in providing value to small businesses and advancing program delivery and management through innovation.

Small Business Champion Awards: *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*

Jeffrey Butland Family – Owned Business of the Year

Small Business Exporter of the Year

SBA Young Entrepreneur of the Year

Financial Services Champion of the Year

Home-Based Business Champion of the Year

Minority Small Business Champion of the Year

Small Business Journalist of the Year

Veteran Small Business Champion of the Year

Women in Business Champion of the Year

Women Owned Business of the Year

Minority Small Business of the Year

Veteran Small Business of the Year

Nominee Information

I nominate: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Comments: _____

Name of Nominator: _____ Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Comments: _____

PLEASE SUBMIT THIS NOMINATION FORM NO LATER THAN OCTOBER 15th 2008 - COMPLETE PACKAGES WILL BE DUE NOVEMBER 14th 2008 TO DISTRICT OFFICE

Please fax (202-481-5520) or mail this form to: Small Business Administration, 401 N. Front Street, Suite 200, Columbus, Ohio 43215. For more information, please contact Shannon Feucht: 614-469-6860 ext 244 or Shannon.Feucht@sba.gov. Feel free to copy and distribute this form for additional nominations. For further consideration, a nomination binder with detailed materials will be requested. SBA will contact the nominator with details. Thanks for your support. Please see link to the full details on <http://www.sba.gov/nominationsguidelines/>. ****
YES – you can submit a self nomination

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: _____

 <p>United States of America SMALL BUSINESS ADMINISTRATION</p> <p>Award Nomination Form</p>	<p align="center">Please Read Carefully- Print or Type</p> <p>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</p> <p>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.</p>	
<p>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.</p> <p>First Middle Last</p>	<p>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.</p>	
<p>2. Name and Address of small business company</p> <p>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:</p> <p>Job Title:</p>	<p>Amount and date of financial assistance received or applied for (if applicable)</p>	<p>File No. (if known)</p>
<p>3. Present residence address: From: To: Address:</p>	<p>5. Give the percentage of ownership or stock owned in the small business</p> <p>6. Date of Birth (Month, Day, and Year)</p> <p>7. Place of Birth (City & State or Foreign Country)</p> <p>8. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If No, are you a Lawful Permanent resident alien: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If non-U.S. citizen provide alien registration no.: _____</p> <p>9. Congressional District:</p>	
<p>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.</p> <p>IF YOU ANSWER "YES" TO 10, 11, OR 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.</p>		
<p>10. Are you presently under indictment, on parole or probation? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate date parole or probation is to expire).</p>		

<p>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). <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>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? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>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).</p>		
<p>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.</p>		
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).

AWARD NOMINATION CONSENT FORM

I understand that I and/or my business have been nominated for a _____ award, which will be given out by the U.S. Small Business Administration (SBA). I further understand that SBA may disclose information about me (and where applicable my business) to SBA employees and other individuals who will participate in the selection of the award winners. I also understand that if I were chosen to receive this award, SBA will disclose certain information to the media, announcing the award and providing some background on the awardees. By signing this form, I agree and consent to SBA's disclosure of information supporting my nomination to those persons involved in the selection process of this award and if I were to win, to the media. This consent is given with the understanding that disclosure will be limited to information relevant to my nomination, and award where applicable, and for purposes of the selection process and publication of award winners.

Nominee Name

Date

Nominee Organization (if applicable)