



2015 SBA Awards Package

Nomination Guidelines and Forms

DEADLINE FOR SUBMISSION: January 5, 2015

Return Packages To:

U.S. Small Business Administration
Illinois District Office
500 West Madison Street, Suite 1150
Chicago, IL 60661-2511

Need more information? Call Dennis Foldenauer – 312.886.0704

SBA 2015 SMALL BUSINESS AWARD NOMINATION

Help us recognize outstanding leaders in the small business community

SBA's size standards apply in defining a business as small- individuals who own and operate or bear principal responsibility for operating a small business are eligible.

AWARD CATEGORIES

Please check one or more potential categories:

- Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.
- Small Business Exporter of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.
- 8(a) Graduate of the Year:**
- Small Business Development Center Excellence and Innovation Award:**
- Women's Business Center of Excellence Award:**

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

- Minority Small Business Champion** **Women in Business Champion**
- Veteran Small Business Champion** **SBA Young Entrepreneur of the Year**
- Entrepreneurial Success**
- Jeffrey Butland Family Owned Small Business** – A family owned business that has passed from one generation to another and owner has responsibility for operating the business with at least a 15 year track record

NOMINEE INFORMATION

I nominate _____ Title _____
Company/Organization _____ Address _____
Phone _____ Fax _____ E- _____

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

When nominating a business owner please complete the following: Is the company operating profitably _____
of years in business _____ # of employees _____ annual sales \$ _____ SIC/NAICS code _____

NOMINATOR'S INFORMATION:

Nominator Name _____ Title _____
Organization _____
Address _____
Phone _____ Fax _____ E- _____
mail _____

► Reply by January 5, 2015 mail (or fax 312-886-5688) this form to:

Small Business Awards Committee,
U.S. Small Business Administration - Illinois District Office
500 West Madison, Suite 1150
Chicago, IL 60661-2511

For more information, please contact: (312) 353-5430. Self-nominations accepted. This form may be duplicated. **For further consideration, a nomination binder with detailed materials will be requested.** SBA will contact the nominator with details. Thanks for your support!

ILLINOIS SBA 2015 NOMINATION CRITERIA BY CATEGORY

SMALL BUSINESS PERSON OF THE YEAR

Any individual who owns or operates or bears principle responsibility for operating a small business may be nominated. Partners who jointly own or operate the business may be nominated as a team, as long as the team does not exceed four. In evaluating the nomination packages, the judges will look at the following criteria:

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

SMALL BUSINESS EXPORTER OF THE YEAR

Any individual, or team of individuals, who own and operate a small business that is defined as "small" under the applicable SBA size standards and is engaged in exporting may be nominated. Nominees must also be residents of and employed in 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. In evaluating the nomination packages, the judges will look at the following criteria:

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

8(a) GRADUATE OF THE YEAR

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that **graduated from the 8(a) Program for at least one year as of April 1, 2013**. The firm does not have to currently be a small business. In evaluating the nomination packages, the judges will look at the following criteria:

1. Management

- √ Overall Qualifications/Expertise of Management
- √ Familiarity with Government Regulations/Contracting Practices
- √ Staff Qualifications in line with Contract Requirements (Technical Capabilities)
- √ Customer Interface (Customer Support)
- √ Response to adversities, obstacles, etc. to achieve present level of success
- √ Participation in community projects and charitable affairs

2. Exceptional Results/Special Achievements • Deliverables in line with, or exceed, contract requirements

- √ Full and efficient utilization of assets

3. Cost Performance

- √ Sustained control over Performance Costs
- √ Financial Stability over length of contract

- √ Contingency Labor Adjustments
 - √ Value Engineering Change Proposals (Performance Adjustments)
 - √ Internal Cost Controls
4. Increase in sales and/or unit volume over the last three years
5. Current and past financial performance – document an improved financial position of the business through:
- √ 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
 - √ Growth in full-time employees
6. Innovativeness of product(s) or service(s) offered:
- √ Specific description of unique/superior product or service
 - √ Explanation of how product or service fills a niche or technical need not being adequately addressed by the competition
7. Description of exceptional results and/or delivery performance that makes this company a valued product/service provider
8. Economic engagement of the disadvantaged community • Use of minority firms as suppliers, subcontractors, etc.
- √ Noted employment of the disadvantaged

SMALL BUSINESS DEVELOPMENT CENTER EXCELLENCE AND INNOVATION AWARD This award honors a Small Business Development Center (SBDC) Service Center for excellence in providing value to small businesses and advancing program delivery and management through innovation. In evaluating the nomination packages, the judges will look at the following criteria:

- √ Delivers results: Meets or exceeds milestones, reflected in on-site review (i.e. extended engagement clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, and job creation/retention)
- √ Innovates: Creates and develops innovative events and/or programs, publications, research materials, and online applications to enhance small business awareness and solutions
- √ Champions: Advocates for SBA, SBDC, and the small business community
- √ 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

WOMEN'S BUSINESS CENTER OF EXCELLENCE AWARD

This award honors a Women's Business Center (WBC) for its excellence and innovation in assisting women entrepreneurs by providing a wide variety of training and counseling. The award should focus on the work of the WBC and not on the host organization or the women's business center director.

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

- √ Delivers results: Meets or exceeds milestones, reflected in on-site review (i.e. extended engagement clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, and job creation/retention)
- √ Innovates: Creates and develops innovative events and/or programs, publications, research materials, and online applications to enhance small business awareness and solutions
- √ Champions: Advocates for SBA, SBDC, and the small business community
- √ Develops: Partners with a variety of local, state, and other entities to grow the program through unique collaborations that not only bring in monetary matching funds, but help market the WBC
- √ Good Standing: Center must be in good standing with the Office of Women's Business Ownership at SBA headquarters. This includes but is not limited to having outstanding examinations or review findings/compliances

SBA YOUNG ENTREPRENEUR OF THE YEAR

Any individual who serves as majority owner and operator for a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2008. In evaluating the nomination packages, the judges will look at the following criteria:

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

MINORITY SMALL BUSINESS CHAMPION In evaluating the nomination packages, the judges will look at the following criteria:

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

VETERAN SMALL BUSINESS CHAMPION In evaluating the nomination packages, the judges will look at the following criteria:

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

WOMEN IN BUSINESS CHAMPION In evaluating the nomination packages, the judges will look at the following criteria:

- √ Active support for legislative or regulatory action designed to help small business
- √ Efforts to increase business and financial opportunities for women
- √ Legal, financial or managerial assistance provided to enhance women's business ownership
- √ Volunteer efforts to strengthen the role of women owned businesses in the community
- √ Other accomplishments demonstrating effectiveness in improving environment for the creation and

expansion of women owned businesses

√ Advocacy of the women-owned business community as a whole, not solely for individual personal advancement

JEFFREY BUTLAND FAMILY OWNED SMALL BUSINESS

Family owned business that has passed from one generation to another and owner has responsibility for operating the business. Nominees must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record. In evaluating the nomination packages, the judges will look at the following criteria:

√ Evidence of success as measured by sales and profits. (Profit & Loss and balance sheet information for the past three years will be requested)

√ Increased employment opportunities for family and non-family

√ Demonstrated potential necessary for long-term business success and economic growth

√ Voluntary efforts to strengthen family owned businesses within the community

ENTREPRENEURIAL SUCCESS OF THE YEAR

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. 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



SBA A WARDS NOMINATION CHECK-LIST 2015

Please use this easy check-list to help you assemble the necessary information to complete your basic award nomination. Please note that some categories may vary slightly, and all submissions should be checked using National Guidelines. If you have any additional questions, please call us at (312) 886-0704 if you have any questions.

DEADLINE: January 5, 2015

OK	Need	Have	Item for All Categories
			1. Cover Page. Prepare a single, typed cover page that includes the name of the category (award), nominee's full name, business name, home address, business telephone and fax numbers. Include a one - paragraph description of the nominees business or Champions profession/occupation and include your name, title, place of business, business address, email address, and telephone number as nominator.
			2. Photo of the nominee
			3. Nomination Letter (not to exceed three pages) that address the specific evaluation criteria for that specific award
			4. Nominee Biography (not to exceed two pages)
			5. Nominee Business Profile business that includes what they do, market area, number of employees, etc.
			6. Statement of Qualities and Performance (not to exceed 4 pages) that explains in a concise manner the specific qualities and performance that merit the award.
			7. Financial Statement of the nominee not to exceed 12 pages. (Note: Required only for Small Business Person of the Year, Exporter of the Year, and the Young Entrepreneur of the Year Award.)
			8. Other Documentation (not to exceed 10 pages) that you feel is significant including newspaper articles, letters of recommendation, or other evidence of the appropriateness of the nomination. Videos will not be considered.
			9. SBA Form 2137 Consent for Disclosure
			10. SBA Form 912 Statement of Personal History



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, Champion of the Year, or Special Awards 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, Champion or Special Award winners is made.

Signature

Date

<p>United States of America</p> <p>SMALL BUSINESS ADMINISTRATION</p> <p>STATEMENT OF PERSONAL HISTORY</p>		<p>Please Read Carefully Each member of the small business or the must submit this form in TRIPLICATE for</p> <p>1. By the proprietor, if a sole proprietorship. 2. By each partner, if a partnership. 3. By each officer, director, and additionally by each holder of 20% or more of the ownership stock, if a corporation, limited liability company, or a development company.</p>	<p>- Print or Type development company requesting assistance filing with the SBA application. This form must</p>
Name and Address of Applicant (Firm Name)(Street, City, State, and ZIP Code)		SBA District/Disaster Area Office	
		Amount Applied for (when applicable)	File No. (if known)
1. Personal Statement of: (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.		2. Give the percentage of ownership or stocked owned or to be owned in the small business or the development company	Social Security No.
First	Middle	Last	3. Date of Birth (Month, day, and year)
			4. Place of Birth: (City & State or Foreign Country)
Name and Address of participating lender or surety co. (when applicable and known)		5. U.S. Citizen? YES NO	
		If No, are you a Lawful Permanent resident alien: YES NO If non- U.S. citizen provide alien registration number:	
6. Present residence address: From: To: Address: Home Telephone No. (Include A/C): Business Telephone No. (Include A/C):		Most recent prior address (omit if over 10 years ago): From: To: Address:	
<p>PLEASE SEE REVERSE SIDE FOR EXPLANATION REGARDING DISCLOSURE OF INFORMATION AND THE USES OF SUCH INFORMATION.</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 APPLICATION TO BE DENIED.</p> <p>IF YOU ANSWER 'YES' TO È, Ë, OR Á, 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>			
7. Are you presently under indictment, on parole or probation? Yes No (If yes, indicate date parole or probation is to expire.)			
8. 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			
9. 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			
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 programs authorized by the Small Business Act, and the Small Business Investment Act.			
<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 your loan, surety bond, or other program participation. 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
Agency Use Only			
11. Fingerprints Waived		12. Cleared for Processing	Date Approving Authority
Date Approving Authority			
Fingerprints Required		13. Request a Character Evaluation	Date Approving Authority
Date Sent to OIG		(Required whenever 7, 8 or 9 are answered 'yes' even if cleared for processing.)	
<p>PLEASE NOTE: The estimated burden for completing this form is 15 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and Desk Officer for the Small Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval 3245-0178. PLEASE DO NOT SEND FORMS TO OMB.</p>			



NOTICES REQUIRED BY LAW

The following is a brief summary of the laws applicable to this solicitation of information.

Paperwork Reduction Act (44 U.S.C. Chapter 35)

SBA is collecting the information on this form to make a character and credit eligibility decision to fund or deny you a loan or other form of assistance. The information is required in order for SBA to have sufficient information to determine whether to provide you with the requested assistance. The information collected may be checked against criminal history indices of the Federal Bureau of Investigation.

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 retrievable by individual identifiers, such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. In making loans pursuant to section 7(a)(6) the Small Business Act (the Act), 15 USC § 636 (a)(6), SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC § 636(a)(1)(B). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC §§ 634(b)(11) and 687b(a). For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

When this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. See 56 Fed. Reg. 8020 (1991) for other published routine uses.