

NEW
HAMPSHIRE
DISTRICT
OFFICE

SBA



CELEBRATING
NATIONAL
SMALL BUSINESS
WEEK ★ 2009

Dear Friend of Small Business:

Remember how you felt the last time someone recognized you for the good work you've done? Chances are, your spirits were lifted and you felt like a vital part of the team. That crucial sense of connection can come not only from receiving recognition, but also by freely giving it.

The New Hampshire District Office of the U.S. Small Business Administration (SBA) is pleased to announce the opening of the nominations for **SBA's Small Business Awards for 2009**. These prestigious awards recognize the best of New Hampshire's small business owners, outstanding entrepreneurs and champions. Please accept our invitation to help us honor the contributions of the small business community by nominating a small business "hero" for one of these awards. Each award winner will be honored during the 2009 New Hampshire Small Business Awards Celebration which will be held sometime in May or June of 2009.

Small business owners may qualify for awards in the following categories: Small Business Person of the Year, Small Business Exporter, Woman Owned Business, Entrepreneurial Success, Young Entrepreneur and the Jeffrey Butland Family-Owned Business. Additionally, Small Business Champion Awards are available for those individuals or organizations dedicated to supporting small businesses in the categories of Financial Services Champion, Home-Based Champion, Minority Small Business Champion, Veteran Small Business Champion, Women in Business Champion and the Small Business Journalist.

Specific eligibility and selection criteria are detailed on the nomination form. All completed nomination packages must include a signed, completed Form 3300, Award Nomination Form and Award Nomination Consent form. Copies of these forms are available at the district office or on the SBA New Hampshire website, www.sba.gov/nh. **The nomination submission deadline is Friday, November 14, 2008.** For more information about the awards program, contact Alice Zachos at 603-225-1607, alice.zachos@sba.gov or Warren Haggerty at 603-225-1405, warren.haggerty@sba.gov.

Please support New Hampshire's small business economy and the people who make it happen. I hope you will nominate a deserving individual – *it will make both of you feel good!*

Sincerely,

A handwritten signature in black ink, appearing to read "Warren Haggerty".

District Director of
SBA's New Hampshire District Office



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. (Financial criteria required)
- 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. (Financial criteria required)
- SBA Young Entrepreneur of the Year:** Owner will not reach 30th birthday by June 1, 2009, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential. (Financial criteria required)
- Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance. (Financial criteria required)
- Jeffrey Butland Family Owned Small Business of the Year:** 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 (Financial criteria required)
- New Hampshire Woman-Owned Business:** Any woman who owns and operates or bears principal responsibility for operating a small business. Must have received SBA assistance through counseling, training or loans. (Financial criteria required)

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.

Financial Services Champion
Small Business Journalist
Veteran Small Business Champion

Home-Based Business Champion
Women in Business Champion
Minority Small Business Champion

PRELIMINARY NOMINEE INFORMATION

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

Nominee's 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 November 14, 2008 Please mail (or fax 603-225-1409) this form to:
Alice Zachos, U.S. Small Business Administration
55 Pleasant Street, Suite 3101
Concord, NH 03301

For nomination information, contact Alice Zachos 603-225-1607, E-mail alice.zachos@sba.gov or Warren Haggerty 603-225-1405 warren.haggerty@sba.gov or visit www.sba.gov/nh. Self-nominations accepted. This form may be duplicated. **For further consideration, a nomination package with detailed materials will be requested.** SBA will contact the nominator with details. Thanks for your support of small business!

NEW HAMPSHIRE SBA 2009 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.

- ✓ 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 who owns and operates a small business engaged in exporting may be nominated.

- ✓ 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, relationships, products or services.
- ✓ Volunteer assistance to other small businesses entering the export market

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, 2009.

- ✓ 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

ENTREPRENEURIAL SUCCESS

Businesses that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

- ✓ Staying power - a substantiated history of an established business, including sustained expansion, steady growth including increased net worth
- ✓ Growth in number of employees (sustained over a minimum of 3 years)
- ✓ Increase in sales/and or unit volume - consistent growth
- ✓ SBA assistance – document the type and amount of assistance and the years obtained
- ✓ Innovativeness of product/service – describe uniqueness of product or service
- ✓ Response to adversity – examples of problems overcome
- ✓ Contributions to the community

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.

- ✓ 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

NEW HAMPSHIRE WOMAN-OWNED BUSINESS AWARD

Any woman 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.

- ✓ 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 (We request profit and loss & balance sheet info for past three years. The 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

CHAMPION AWARDS

FINANCIAL SERVICES CHAMPION

Individuals who assist small businesses through advocacy to increase usefulness and availability of accounting or financial services for small businesses.

- ✓ Outside of regular business duties, the amount and quality of assistance given small businesses in obtaining financing
- ✓ Advocacy of changes in the financial services industry to assist small firms
- ✓ Encouragement of the flow of investment capital to small ventures
- ✓ Active support for legislative or regulatory action designed to help small firms
- ✓ Other significant contributions made by the nominee through financial services or accounting industry to advance small business interests

SMALL BUSINESS JOURNALIST

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

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

VETERAN SMALL BUSINESS CHAMPION

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.

- √ 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
- √ Other significant contributions through legal services to advance small business interests

HOME BASED BUSINESS CHAMPION

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.

- √ Volunteered time and energy to improve conditions for home-based businesses
- √ Engaged in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses
- √ Demonstrated interest in home based-business as an owner or former owner
- √ Measurable accomplishments in advancing home-based businesses such as initiating public policy or expansion of a program

MINORITY SMALL BUSINESS CHAMPION

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

- √ Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation
- √ Demonstrated efforts to improve conditions in the minority small business community
- √ Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community
- √ Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests

WOMEN IN BUSINESS CHAMPION

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.

- √ 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

Nomination Guidelines Small Business Week 2009

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Leading up to that week, the U.S. Small Business Administration, often in conjunction with public- and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to the nation's entrepreneurs and those who support and champion small business. Many of the award winners from those local and state events will be invited to Washington D.C. the week of May 17 for National Small Business Week 2009.

Specific instructions are outlined in the attached pages. 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. Individuals may not be nominated for more than one award category.

Please submit nominations to:

U.S. Small Business Administration
New Hampshire District Office
55 Pleasant Street Suite 3101
Concord, New Hampshire 03301
Attn: Alice Zachos

Nominations must be postmarked or hand delivered to the New Hampshire District Office by close of business on Friday, November 14, 2008.

GUIDELINES FOR SUBMITTING NOMINATIONS FOR ALL AWARD CATEGORIES

Any individual or organization dedicated to the support of the small business community in the U.S., including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person awards and Small Business Champion awards. All nominees for Small Business Person must own or operate a business defined as "small" under the applicable SBA size standards.

You may not nominate an individual for more than one award category. **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 email address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address, telephone number and email;
 - type of SBA assistance received, if applicable (e.g., loan, SCORE counseling, SBDC assistance, etc.);
 - a one-paragraph description of the nominee's business for Small Business Person of the Year, Small Business Exporter of the Year, NH Woman-Owned Business of the Year, Entrepreneurial Success and SBA Young Entrepreneur of the Year nominations, or the profession/occupation for all Champion nominations.
2. A completed background form (**SBA Form 3300, Award Nomination Form**) is available on the New Hampshire District Office web page (www.sba.gov/nh) 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 digital photo at least 300 dpi; **photocopies are not acceptable**. Four to five additional photos of the nominee's company, employees at work.
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 (*required for Small Business Person of the Year, Entrepreneurial Success, Exporter of the Year, Jeffrey Butland Family-Owned Business of the Year, Woman-Owned Business of the Year and the SBA Young Entrepreneur of the Year*).
8. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 pages. Videos will not be considered.
9. A completed **SBA Form 2137 Award Nomination Consent Form, (attached)** also available at SBA offices.

Selection Procedures

Small Business Persons of the Year and Entrepreneurial Success will be selected at the state and national level with all other award categories selected for state, regional and national levels. Winners are selected by an independent panel of judges and will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Small Business Person of the Year will be selected by the SBA's Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week. Individuals serving as judges are required to sign a conflict of interest/non-disclosure certification.

All nominees for National 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.

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)