

NOMINATE OUTSTANDING LEADERS IN THE SMALL BUSINESS COMMUNITY!

New Mexico Small Business Week 2009 - Nominations Due November 14, 2008

(*NOTE: Please be sure to check the submission deadlines for each award category in the nomination guidelines, some deadline dates may vary, as well as, the office where the nomination packet needs to be submitted.)

Overview

The U. S. Small Business Administration (SBA) is seeking nominations for the “2009 National Small Business Week Awards.” 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. Small Business Week 2009 will be celebrated nationally the week of May 17 as well as locally in Albuquerque (specific date to be determined).

The SBA New Mexico District Office will honor and recognize the outstanding New Mexico small business owners and champions in the various award categories at their annual luncheon. The New Mexico award winner for the Small Business Person of the Year Award Category is submitted for competition at the national level. The New Mexico winners of the remaining award categories (champion award categories) are submitted for competition at the regional level. Regional winners for each award category from the ten regional offices across the country go forward and compete at the national level. A winning nomination highlights the achievements of a deserving small business owner or champion in a meaningful way and validates the importance of small business to our community.

The National Small Business Person of the Year, Small Business Prime Contractor of the Year, and Small Business Subcontractor of the Year will be announced and honored at a National event during National Small Business Week. The National Winners of the Champion Award categories will also be honored at the national event. They will be joined by government officials, corporate leaders and small businesses from around the country.

Awards

- Small Business Person of the Year; **submission deadline: 11/14/2008*
- Small Business Exporter of the Year; **submission deadline: 11/14/2008*
- SBA Young Entrepreneur of the Year; **submission deadline: 11/14/2008*
- Jeffrey Butland Family-Owned Business of the Year; **submission deadline: 11/14/2008*
- Financial Services Champion of the Year; **submission deadline: 11/14/2008*
- Home-Based Business Champion of the Year; **submission deadline: 11/14/2008*
- Minority Small Business Champion of the Year; **submission deadline: 11/14/2008*
- Small Business Journalist of the Year; **submission deadline: 11/14/2008*
- Veteran Small Business Champion of the Year; **submission deadline: 11/14/2008*
- Women in Business Champion of the Year; **submission deadline: 11/14/2008*

- Entrepreneurial Success Award; **submission deadline: 11/14/2008*
- Small Business Development Center (SBDC) Service Excellence and Innovation Center Award; **submission deadline: 11/14/2008*
- Women's Business Center of Excellence Award; **submission deadline: 11/14/2008*
- Phoenix Awards (for disaster recovery); **submission deadline: 01/21/2009 & submitted to the appropriate SBA Disaster Field Operations Center*
- Small Business Prime Contractor of the Year; **submission deadline: 12/12/2008 & submitted to appropriate Government Contracting Area Office*
- Small Business Subcontractor of the Year; **submission deadline: 12/12/2008 & submitted to appropriate Government Contracting Area Office*
- Dwight D. Eisenhower Awards for Excellence (for large prime contractors who use small businesses as suppliers and contractors); **submission deadline: 12/24/2008 & submitted to appropriate Government Contracting Area Office*
- Gold Star Awards (for federal government contracting); **submission deadline: 12/12/2008 & submitted to the Office of Government Contracting and Business Development, Attention: Gold Star Award, U. S. Small Business Administration, 409 3rd Street, SW, Washington, D.C. 20416*
- Frances Perkins Vanguard Awards (for use of women-owned businesses in government Contracting; **submission deadline: 12/12/2008 & submitted to the Office of Government Contracting and Business Development, Attention: Frances Perkins Vanguard Award, U. S. Small Business Administration, 409 3rd Street, SW, Washington, D.C. 20416*
- 1st Mortgage Lender of the Year (*does not require nominations*)
- 7(a) Small Business Lender of the Year (*does not require nominations*)
- 504 Small Business Lender of the Year (*does not require nominations*)
- Export Lender of the Year (*does not require nominations*)
- Small Business Investors of the Year (*does not require nominations*)

Nomination Packages

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 the Small Business Week Awards. **Please visit the [National Small Business Week 2009](#) website to review the nomination guidelines and download all of the forms necessary to complete nomination packages.**

- Nomination packages for the following award categories should be submitted to the New Mexico District Office:

Small Business Person
 Small Business Exporter
 SBA Young Entrepreneur
 Jeffrey Butland Family-Owned Business
 Entrepreneurial Success Award
 Financial Services Champion
 Small Business Journalist
 Home-Based Business Champion

Minority Small Business Champion
 Veteran Small Business Champion
 Women in Business Champion
 Small Business Development Center
 (SBDC) Service Excellence and
 Innovation Center Award
 Women's Business Center of Excellence

Nomination submission deadline for these categories is November 14, 2008.

Mail or Hand Deliver Nomination Packet(s) To:

Attn: Susan Chavez, Assistant District Director for Entrepreneurial Development
SBA New Mexico District Office
625 Silver Avenue, SW, Suite 320
Albuquerque, New Mexico 87102

Please contact Susan Chavez at (505) 248-8236 or susan.chavez@sba.gov or Shirley F. Bailey at (505) 248-8243 or shirley.f.bailey@sba.gov with any questions regarding the 2009 Small Business Week Awards. The nomination guidelines are also available on the SBA website at <http://www.sba.gov/nominationsguidelines>.

Tips for Nominators

1. Start your nomination package right away. Decide on a nominee that you are proud to be associated with and start to gather information as soon as possible. It is important to provide the judges with as much supporting documentation as possible (letters of recommendation, media articles, etc.) to demonstrate why your nominee deserves the award.
2. Be sure to read and follow the nomination guidelines exactly. Incomplete nomination packages cannot be considered, so ensure that every item required in the nomination guidelines is included in your nomination package. Consistent organization of the nomination package is important and helps the judges easily compare nominations. Address all the criteria for the award, making sure to explain how your nominee meets the criteria in the "concise statement of the qualities and performance that merit the award."
3. Put together a strong financial package. While not all nomination packages need financial information, several award nominations do require you to submit three years of financial statements for the nominee. Since statements alone don't always represent the complete financial picture of the business, provide additional data if possible and explain what the data means.
4. Make the nomination package look professional. Assemble all required documents in a three-ring binder with clearly labeled sections and remember to include 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. Neatness and organization are not rated elements, but the nomination package appearance does create an impression for the judges.