



## Small Business Development Center

## Small Business. Big Recognition.

The Small Business Development Center knows firsthand that small businesses are the backbone of American free enterprise. Every day, they're working to grow local economies, create 21st century jobs, drive innovation, and increase America's global competitiveness.

The SBDC is honored to launch this annual awards program to recognize outstanding small businesses in our region whose owners have followed their dreams, taken risks and found success.

### Award Categories:

- Encore Entrepreneur
- Family-Owned Small Business
- Minority-Owned Small Business
- Veteran-Owned Small Business
- Women-Owned Small Business
- Young Entrepreneur

**Award recipients will be honored at a special event**

**Tuesday, May 7, 2019**

**during SBA National Small Business Week.**

Minnesota State University  
424 North Riverfront Drive  
Suite 210  
Mankato, MN 56001  
507-389-8875  
[myminnesotabusiness.com](http://myminnesotabusiness.com)



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## **GENERAL ELIGIBILITY**

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- 1. The business must have received services from the SBDC in the last five (5) calendar years, 2014 – 2018.**
- 2. The business must be located in the South Central SBDC service area: Counties of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca or Watonwan.**
- 3. The business must have a minimum three-year track record, except a Family-Owned Small Business nominee must have a minimum 15-year track record.**
- 4. The primary nominee must be active in the business being nominated.**
- 5. The primary nominee must own the business; however, the primary nominee does not have to be the sole owner.**
- 6. All nominees must be residents of the United States.**
- 7. Any business owned and operated by the nominee must comply with federal civil rights laws.**

## RULES

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1. Entries will become the property of the Small Business Development Center.
2. Award recipients will be chosen by a panel convened by the Small Business Development Center, and the panel's determinations shall be final.
3. Acceptance of the nomination constitutes permission to use the nominees' and recipients' names and photographs for purposes of advertising or promotion on behalf of the Small Business Development Center.
4. The nominee's financial data is confidential unless the nominee grants permission for disclosure.

## HOW TO SUBMIT

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Nominations must be printed on 8-1/2" x 11" white paper, one side only.

**NOMINATIONS DUE:** 5:00 pm on December 7, 2018.

**Please submit your package electronically to [Julie.nelson@mnsu.edu](mailto:Julie.nelson@mnsu.edu) or mail to our office at the following address:**

Small Business Development Center  
Attn: SMALL BUSINESS AWARDS  
424 N Riverfront Dr, Suite 210  
Mankato, MN 56001

If you have any questions concerning the nomination process, please call Julie Nelson at 507-389-8875.

## ENCORE ENTREPRENEUR AWARD

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Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who started the business after age fifty (50), may be nominated.

The nomination package must include:

1. A completed Award Nomination Form.
2. A nomination letter or narrative that details the nominee's qualifications according to the following criteria:
  - a. Increased employment opportunities created by the nominee's business.
  - b. Development and/or utilization of innovative or creative business methods.
  - c. Demonstrated entrepreneurial potential necessary for business success and economic growth.
  - d. Efforts to make a positive difference in their community by meeting a community need and/or tackling a social challenge.
3. A one-page biography of the nominee.
4. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
5. Additional 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.

## **FAMILY-OWNED SMALL BUSINESS**

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This award honors a family owned and operated business, which has been passed on from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating the small business, with at least a fifteen (15) year track record.

The nomination package must include:

1. A completed Award Nomination Form.
2. A nomination letter/narrative that details the nominee's qualifications according to the following criteria:
  - a. Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
  - b. Increased employment opportunities for family members and non-family members for the nominee's business.
  - c. Demonstrated potential necessary for long-term business success and economic growth.
  - d. Voluntary efforts to strengthen family-owned businesses within the community.
3. A one-page biography of the nominee.
4. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
5. Additional 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.

## MINORITY-OWNED SMALL BUSINESS

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To be considered for this award, the business must be at least 51% owned and controlled by one or more minority persons, with a three-year track record, and primarily managed by one or more minority persons.

The nomination package must include:

1. A completed Award Nomination Form.
2. A nomination letter/narrative that details the nominee's qualifications according to the following criteria:
  - a. Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
  - b. Demonstrated potential necessary for long-term business success and economic growth, including increased employment opportunities.
  - c. Response to adversity.
  - d. Active in promoting diversity issues in their community and diversity in employment.
3. A one-page biography of the nominee.
4. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
5. Additional 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.

## VETERAN-OWNED SMALL BUSINESS

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This award honors a business that is 51% or more owned and controlled by an individual or individuals in one or more of the following groups, with a three-year track record.

- Veterans (other than dishonorably discharged);
- Service-Disabled Veterans;
- Active Duty Military service member participating in the military's Transition Assistance Program (TAP);
- Reservists and National Guard Members; or
- Current spouse of any Veteran, Active Duty service member, or any Reservist or National Guard member; or widowed spouse of a service member who died while in service or of a service-connected disability.

The nomination package must include:

1. A completed Award Nomination Form.
2. A nomination letter/narrative that details the nominee's qualifications according to the following criteria:
  - a. Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
  - b. Demonstrated potential necessary for long-term business success and economic growth, including increased employment opportunities.
  - c. Response to adversity.
  - d. Active in promoting veteran's issues in their community and veteran's employment.
3. A one-page biography of the nominee.
4. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
5. Additional 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.



## WOMEN-OWNED SMALL BUSINESS

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To be considered for this award, the business must be at least 51% owned and controlled by one or more women, and primarily managed by one or more women, with a three-year track record.

The nomination package must include:

1. A completed Award Nomination Form.
2. A nomination letter/narrative that details the nominee's qualifications according to the following criteria:
3. Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
4. Demonstrated potential necessary for long-term business success and economic growth, including increased employment opportunities.
5. Response to adversity.
6. Active in promoting women's issues in their community and women's employment.
7. A one-page biography of the nominee.
8. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
9. Additional 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.

## YOUNG ENTREPRENEUR

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Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of thirty (30) by May 1, 2019, may be nominated.

The nomination package must include:

1. A completed Award Nomination Form.
2. A nomination letter/narrative that details the nominee's qualifications according to the following criteria:
3. Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
4. Increased employment opportunities created by the nominee's business.
5. Development and/or utilization of innovative or creative business methods.
6. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.
7. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For "team" nominations, a photo of each nominee or group photo is acceptable;
8. Additional 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.



# Nomination Form

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## **Instructions:**

**This form must be completed by the nominee or nominator and submitted with the nomination package. Answer each question as completely as possible; if it is not applicable, state N/A.**

### **1. Business Contact / Lead Nominee Information:**

- a. Name:
- b. Title:
- c. Business name:
- d. Business address:
- e. Business phone number:
- f. Business email address:

2. **Nominator Information (if you are nominating yourself, write n/a):**

- a. Nominator name:
- b. Title:
- c. Business:
- d. Address:
- e. Preferred Phone number:
- f. Email address:

3. Provide the nominee(s) percentage of ownership or stock in the small business.

4. How many years has the nominee's business been operational (minimum 3 years)?

5. How many employees does the business **currently** have?

\_\_\_\_\_ FT  
\_\_\_\_\_ PT

6. Does the business have a website and social media accounts?

- Website \_\_\_\_\_
- Facebook
- Twitter
- Instagram
- LinkedIn

7. To assess the financial performance of the business, complete the chart below.

<b>Financial Summary</b>			
<b>Calendar Year</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Number of Employees</b>			
<b>Total Sales</b>			
<b>Net Profit (Before Tax)</b>			
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			

**Answer each of the following questions in 200 words or less. (Attach separately)**

8. Describe the nominee's business, including areas served.
9. Has the business received SBDC assistance in the last three calendar years 2015- 2017, including consulting and assistance with obtaining financing? If yes, please explain (include the amount and date of approved financing if applicable).
10. Based on the financial chart provided above, please explain in more detail the business's year-to-year changes in financial health (e.g. sales, net profit, net worth) and number of employees.
11. Has the nominee had a financial, physical, legal or other crisis while in business? If so, explain the situation and the actions taken to resolve it.

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Nominator Signature

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Date