

# IT'S TIME TO **NOMINATE**



Who do you think is deserving of recognition?  
Honor them by nominating them for a Southern  
Minnesota Small Business Award.

Nominate today:  
**[myminnesotabusiness.com](http://myminnesotabusiness.com)**

Nomination deadline is February 7th.

# CONTENTS

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<b>General Eligibility Requirements.....</b>	<b>3</b>
<b>Rules / How to Submit a Nomination.....</b>	<b>4</b>
<b>Guidelines for Award Categories:</b>	
<b>Encore Entrepreneur Award (Age 50+).....</b>	<b>5</b>
<b>Family-Owned Small Business Award.....</b>	<b>6</b>
<b>Minority-Owned Small Business Award.....</b>	<b>7</b>
<b>Veteran-Owned Small Business Award.....</b>	<b>8</b>
<b>Women-Owned Small Business Award.....</b>	<b>9</b>
<b>Young Entrepreneur Award (Under Age 30).....</b>	<b>10</b>

## GENERAL ELIGIBILITY

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1. The business must be located in southern Minnesota within these counties:
  - a. Blue Earth, Brown, Cottonwood, Faribault, Jackson, Le Sueur, Lyon, Martin, Nicollet, Redwood, Sibley, Waseca, Watonwan.
2. The business must have a minimum three-year track record, except a Family-Owned nominee must have a minimum 15-year track record.
3. The primary nominee must be active in the business being nominated.
4. The primary nominee must own the business; however, the primary nominee does not have to be the sole owner.
5. All nominees must be residents of the United States.
6. 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 strictly confidential and shared only with the review panel for evaluation of the nomination.

## HOW TO SUBMIT

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**NOMINATIONS DUE:** 5:00 pm on March 2, 2020.

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

Small Business Development Center  
Attn: SMALL BUSINESS AWARDS  
424 N Riverfront Dr, Suite 101  
Mankato, MN 56001

If mailing a hard copy, nominations must be printed on 8-1/2 x 11" white paper, one side only.

If you have any questions concerning the nomination process, contact Mike Hahn 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).

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. A digital photo of the nominee – 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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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. A digital photo of the nominee – 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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A business 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. A digital photo of the nominee – 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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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. 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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A business 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. A digital photo of the nominee – 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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An 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. A digital photo of the nominee – 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.