



# NWI Entrepreneurial Excellence Awards Luncheon

NOMINATION KIT

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**Submit Nominations by  
August 21, 2009**

Dear Community Leader:

Mark your calendars for October 29, 2009 - Entrepreneurial Excellence Awards Luncheon!

Thank you for requesting a nomination kit, which can also be downloaded from the SBDC website, [www.nwisbdc.org](http://www.nwisbdc.org) . We are pleased that you may be making a nomination for an Entrepreneurial Excellence Award. The nomination process can be a challenging and highly rewarding task.

The Steering Committee and the Nomination Committee are willing to help in whatever way we can.

Included in this kit are the following sections:

- **INFORMATION & GUIDELINES** tell you about the awards and nomination process.
- **AWARDS CRITERIA** explains the key factors used to determine who will win
- **INSTRUCTIONS & FORMAT** shows you the form in which the nomination should be made.

There is great benefit in nominating someone. You and your company will be identified many times through the award process. But most importantly, your nominee will appreciate the recognition, prestige, support, respect and influence that your effort and thoughtfulness has brought to them.

The process is confidential and strives to keep your work to a minimum. Yet we need basic information in order to make a good decision. You, of course, will want to present your nominee in the most flattering light possible. ***Please keep in mind that this process could be the stepping stone for state and nationwide recognition for the nominee.***

The following pages are meant to help you by addressing commonly asked questions and providing a format for you to follow. Please review this useful information and good luck.

Sincerely,

Joshua Lybolt, Regional Director  
Northwest Indiana Small Business Development Center

Todd Dickard  
E-Day Chairman

# NOMINATION APPLICATION & SUBMISSION INSTRUCTIONS

**DEADLINE FOR SUBMISSION IS  
AUGUST 21, 2009.**

PLEASE DO NOT EXCEED 10 PAGES. BE CONCISE, MAKE IT EASY TO READ AND WELL ORGANIZED.

## **SUBMIT ALL NOMINATIONS TO:**

NWI SMALL BUSINESS DEVELOPMENT CENTER  
9800 Connecticut Drive, Crown Point, IN 46307  
Phone: 219-644-3513 Fax: 219-644-3514

\*MAIL WITH A POSTMARK OF AUGUST 21, 2009 OR DELIVER TO SAME ADDRESS.

- THERE IS NO GUARANTEE OF A WINNER IN EACH CATEGORY.
- ALL DECISIONS OF THE PANEL ARE FINAL.

# GENERAL INFORMATION

Nominee(s) Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

List [SIC](#) code: \_\_\_\_\_ [NAICS](#) code: \_\_\_\_\_

Type of Entity:  
\_\_\_\_\_ C-corp. \_\_\_\_\_ S-corp. \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietor \_\_\_\_\_ LLC

Type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.)  
\_\_\_\_\_

Award application for: \_\_\_\_\_

Requirements for nomination for the following awards:

- Young Entrepreneur of the Year:** Nominee must be younger than 30 as of June 1, 2010
- Minority Owned Small Business of the Year:** Business must be at least fifty-one percent (51%) minority owned in accordance with [CFR, Title 13, Part 124](#)
- Entrepreneurial Success Award:** 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 (including non-financial SBDC, SCORE, 8(A), Certification etc.) to help the businesses grow.

If there are co-nominators, list them all.

Nominator(s) name: \_\_\_\_\_

Nominator(s) title: \_\_\_\_\_

Nominator's name of business/organization: \_\_\_\_\_

Nominator's business address: \_\_\_\_\_

Nominator's telephone number(s): \_\_\_\_\_

Nominator's fax number: \_\_\_\_\_

Nominator's Email Address: \_\_\_\_\_

Additional Nominators:

# DESCRIPTION OF BUSINESS

A concise paragraph of the nominee's business (or profession/occupation if nominating for Small Business Advocate). For **Small Business Exporter of the Year** include a description of the products exported and markets served. If nominee has received SBA assistance (e.g., loan, SCORE counseling, SBDC assistance, etc.) include further details in this area.

**NOTE: Attach the following in typewritten format on 8 1/2” x 11” white paper**

**MERIT FOR THE AWARD:** A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.

**BIOGRAPHY:** Biography of the nominee, not to exceed one page

**BUSINESS PROFILE:** A business profile, not exceeding one page.

**NOMINEE’S QUALIFICATIONS:** Using the Nomination Qualifications page as a guideline (these are listed in Section 3) write a brief paragraph or statement for EACH qualification. Demonstrate why the nominee is qualified and has met or exceeded each qualification.

**SUPPORTING DOCUMENTS:** Attach any documents which you feel support the claims made in qualification and merit section. You may want to refer to these documents in those sections. Any other 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.

You may want to use any of the following:

- \*newspaper articles
- \*copies of promotional materials
- \*awards received
- \*letters of support
- \*magazine articles
- \*resumes
- \*correspondence
- \*advertisements

**ADDITIONAL APPLICATION FORMS:**

- Completed SBA Form 3300, Award Nomination Form
- Completed SBA Form 2137 Award Nomination Consent Form
- Completed SBDC Form 641 Request for Counseling \*Required if category requires SBA Assistance

**EMPLOYEE HISTORY**

Using the format below, provide a synopsis of employee growth for three years or more

Employees:	2008	2007	2006
Full Time			
Part Time			
Total Employees			

## FINANCIAL INFORMATION

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. Follow the format below:

BALANCE SHEET DATA			
	2008	2007	2006
Current Assets			
Non-Current Assets (Property & Equipment)			
<b>Total Assets</b>			
Current Liabilities			
Non-Current Liabilities			
<b>Total Liabilities</b>			
Net Worth			
<b>Total Liabilities and Net Worth</b>			

INCOME STATEMENT DATA			
	2008	2007	2006
<b>Total Sales</b>			
(Less) Costs of Goods Sold			
Gross Profit/Margin			
(Less) Selling, General and Administrative Expenses			
Net Profit Before Tax			

NOTE: Feel free to provide a written explanation.