



***2017 Small Business & Economic Development Summit  
and Awards Ceremony***  
Official Nomination Form

Each year the DC Chamber of Commerce honors the success of small businesses who have contributed to the business and economic growth of our community. The event gathers local politicians, corporations, civic leaders and successful businesses to celebrate the small business owner.

Awards will be announced and presented on **May 9, 2017**, at the *Small Business & Economic Development Summit* luncheon. A panel of judges evaluates nominations based on information provided. There will be six award categories this year.

*Small Business of the Year  
Small Business Person of the Year  
Young Entrepreneur of the Year*

*Non-Profit Organization of the Year  
Small Business Champion of the Year  
Women in Business Champion of the Year*

**ELIGIBILITY REQUIREMENTS:**

1. Must be DC Chamber members in good standing prior to the **March 15, 2017** nomination deadline.
2. Has NOT been a DC Chamber Champion's Small Business award recipient in the past 3 years.
3. A representative from the business must be present at the event to win
4. Meet the individual category criteria outlined for specific award for which the business is being nominated
5. Nominator must be a DC Chamber member and must complete nomination section on the application
6. A business may self-nominate, or another individual may nominate the business in one of categories above. The committee reserves the right to move the business into another category during judging.

Nominations will not be considered without an official entry form and documentation for each submission to [nominations@dcchamber.org](mailto:nominations@dcchamber.org).

**APPLICATION DEADLINE: March 15, 2017**

For more information, please contact Margaret Singleton, Vice President, on 202-638-7336

**WINNER RECOGNITION**

- Recognition at the Small Business DC Chamber's Annual Choice Awards and Gala
- An award to showcase at their place of business
- Notification to the press
- A feature in our monthly newsletter
- Chamber website and social media announcing winners

***Save the Date – Tuesday, May 9, 2017***

Small Business & Economic Development Summit and Awards Ceremony  
*Walter E. Washington Convention Center*

Nomination Form

Person or Company to be Nominated

Name \_\_\_\_\_

Date of Birth\* \_\_\_\_\_

\*Only for persons being nominated for Young Entrepreneur of the Year Award

Title \_\_\_\_\_

Organization \_\_\_\_\_

No. of Employees or Gross Revenue \_\_\_\_\_

Address \_\_\_\_\_

City/ State/ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Nominator Person or Company

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

## **Nomination Requirements**

All nominees must:

- Have between 1 and 100 employees (except *Small Business Champion of the Year*)
- Have been profitable and/or demonstrating fiscal responsibility and adequate capitalization over the past two years
- Have been in business for a minimum of three successive years by current ownership
- Be independently owned and operated (cannot be a division of, a franchisee, branch, licensee and/or subsidiary of another company/organization)
- A cover letter, of no more than 200 words, that briefly describes why the nominee fits the award criteria
- The nominee's resume (or list of accomplishments if nominating a company)
- Two professional letters of recommendation for the nominee
- Describe your involvement with the Chamber and how Chamber membership has contributed to improvement of your business (networking, benefits, advocacy, etc.).

## **Criteria for Award Categories**

### **Small Business of the Year**

**Nominee must:**

- Be locally-owned and privately-held, with less than 100 employees – FTE
- Demonstrate how the company has built and maintained its leadership role in the DC business community
- Demonstrate what the company has done to create a corporate culture that is supportive of its employees and their quality of life
- Demonstrate how the business participates as a charitable partner in the community (i.e., volunteering, grant activities)

### **Small Business Person of the Year**

**Nominee must:**

- Be the Founder, Owner, CEO, or President of a local company or companies, (company or companies must have fewer than 100 employees)
- Have demonstrated consistent profitable growth and creation of new jobs sustained over a period of time
- Demonstrate positive social and/or economic impact and active involvement in the community, including personal time and resources

### **Young Entrepreneur of the Year**

**Nominee must:**

- Be under 35 years of age at the time of the nomination submission
- Be the Founder, Owner, CEO, or President of a company
- Demonstrate evidence of success as measured by sales and profits
- Demonstrate a high level of entrepreneurial spirit, leadership, perseverance and creativity necessary for long-term business success
- Have increased employment opportunities created by business

## **Non-Profit Organization of the Year**

### **Nominee must:**

- Be a 501(c) organization
- Be a DC based charitable organization
- Provide quantitative benefits of sustained significant contributions to the community
- Show ongoing stability of management, staff, board, fiscal operations and community support
- Spend at least 80% of budget on program expenses
- Be a recognized leader with a solid reputation for excellence in the non-profit community

## **Small Business Champion of the Year**

*(This category can include large corporate/agency organizations and others who champion partnerships with diverse individuals and businesses)*

### **Nominee should:**

- Be a company that proactively advocates for and supports the inclusion of MBEs in their business practice and reports significant MBE spend and inclusion, or
- Works closely with qualified firms to promote their economic stability and help them develop the technical, administrative and managerial expertise to compete successfully for local and federal contracts
- Actively support legislative or regulatory action designed to help small businesses

## **Women in Business Champion of the Year**

### **Nominee must:**

- Be an individual who has fulfilled a commitment to the advancement of women's business ownership
- Actively support legislative or regulatory action designed to help small businesses.
- Work to increase business and financial opportunities for women through legal, financial, or managerial assistance to enhance women's business ownership
- Make voluntary efforts to strengthen the role of women business owners within the community.
- Advocate for the women-owned business community as a whole, not solely for individual personal advancement
- Have other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.