



***2019 Small Business & Economic Development Summit***  
**Official Awards Nomination Form**  
**Submission Deadline: Monday, March 25, 2019**

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. This year, we invite you to help us kick off our Small Business celebration by nominating an outstanding small business in one of the six award categories. Participation in this awards program is a great experience for both the business owner and for your employees as well.

Awards will be announced and presented on *May 10, 2019* at the *Small Business & Economic Development Summit* luncheon. A panel of judges will evaluate nominations based on information provided. The award categories are:

*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 19, 2019** nomination deadline.
2. Has NOT been a DC Chamber Small Business award recipient in the past 3 years.
3. A representative from the business must be present at the event to win
4. Must 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.

**APPLICATION INSTRUCTIONS**

Click [here](#) to download the form. \*\*Please note that the form needs to be completed along with requested documentation and submitted to [nominations@dcchamber.org](mailto:nominations@dcchamber.org). Incomplete applications will not be considered.

For more information, please contact the DC Chamber staff at (202) 347-7201

**WINNER RECOGNITION**

- Recognition at the 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 – May 10, 2019***  
**Small Business & Economic Development Summit**  
***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 \_\_\_\_\_

Has your company been selected as a Small Business Awardee in the past? \_\_\_\_ Yes \_\_\_\_ No

### *Name of Person or Company Submitting application and/or Contact Person*

Name \_\_\_\_\_

Affiliation with company/Person Being Nominated \_\_\_\_\_

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 the improvement of your business (*education, 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 – FTEs
- Demonstrate outstanding skills in meeting business goals and objectives, serving customers and providing quality work environment for employees that promotes employee growth, recognition and work/life balance in a multi-generational workforce
- Demonstrate how the company has built and maintained its leadership role in the DC business community through involvement of its executives and employees
- Demonstrate how the company makes a significant impact on the economy and local workforce in light of its relative size and resources (*Please cite specific examples*)

### **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)
- Possess demonstrated visionary and leadership attributes
- 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. (*Please cite examples of corporate citizenship*)

### **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 District of Columbia based 501(c) charitable organization
- Have shown outstanding commitment to working in close partnership with the business community to achieve the desired results over the past three years
- Provide quantitative benefits of sustained significant contributions to the community
- Show ongoing stability of management, staff, board, fiscal operations and community support to achieve the vision and mission of the organization
- Spend at least 80% of budget on program expenses
- Be a recognized leader that has demonstrated excellence in the non-profit community in successfully using its mission and resources to improve the quality of life and business in the District of Columbia

### **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 has demonstrated outstanding leadership in advocating for and supporting the inclusion of MBEs in their business practice and reports significant MBE spend and inclusion, or
- Work closely with qualified firms to promote their economic stability and help them develop the technical, administrative and managerial expertise to compete successfully for private, local and federal contracts
- Actively support legislative or regulatory actions designed to help and/or raise awareness of issues that affect small businesses

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

#### **Nominee must:**

- Have demonstrated and personified the highest level of professional excellence in her business or profession and has devoted time and energy to the community in a meaningful way.
- Be an individual who has fulfilled a commitment to the advancement of women's business ownership through voluntary efforts to strengthen the role of women business owners within the community.
- Advocate for the women-owned business community through active support of legislative or regulatory actions
- Work to increase business and financial opportunities for women through legal, financial, or managerial assistance to enhance women's entrepreneurship