



29th Annual LSCS SBDC Advisory Council Small Business Awards Nomination Procedures

The Lone Star College System Small Business Development Center's Advisory Council is soliciting nominations from the community for the 2015 Small Business of the Year Awards. These awards will recognize exceptional small businesses that make an impact in our community and on our economy.

This year eighteen small businesses will be selected, three from each of the six campus service areas that comprise the Lone Star College System. Six winners, one from each campus area, will be announced at the annual SBDC Advisory Council banquet in November.

Nominations may be made by individuals, businesses and organizations by submitting the attached form. Each nominee will receive a letter identifying the nominator with congratulations and instructions on how to proceed to the application phase. Before submitting a nomination (s), please review the information below.

A. WHO QUALIFIES as a NOMINEE?

1. **Must qualify as a small business as defined by the Small Business Administration (SBA).** Definition: A small business is a company, organized for profit, with a location in the United States, and/or makes a significant contribution to the U.S. economy through payment of taxes, use of American products, and materials or labor. Size must be 500 employees or less.
2. **Must have completed 3 successful and consecutive years in business;** (businesses will not be considered if bankruptcy has occurred in the 3 year period).
3. **Franchises and Franchisors may be nominated** if all criteria in these guidelines are met.
4. **Branches/Divisions of larger corporations will not be considered** as a nominee. Each nominee must be defined as a small business within these guidelines.
5. **Nominee's business must be located in one of the Six Lone Star College System service areas: Kingwood, North Harris, Tomball, Montgomery, CyFair, University Park.**

B. JUDGING: Applications will be evaluated and rated in accordance with the following:

1. Business information (45%).
2. Community activities (40%).
3. References (15%).

C. TO NOMINATE A BUSINESS (INSTRUCTIONS):

1. Click on the link to nomination form. After filling out the information please click the submit button.
2. Submission deadline is June 30, 2015. Nominations after this date will not be considered.
4. **DO NOT INFORM NOMINEE** . All nominations are reviewed for eligibility and all eligible nominees will be notified by Lone Star College.