

# SmallBusiness FORUM & LEADER AWARDS

ColumbusChamber  
SmallBusinessCouncil

## Those eligible to apply include:

Individuals who own, operate, or bear responsibility for operating a small business for at least three years are eligible. Partners, not to exceed four persons who jointly own and operate a small business, may be nominated as a team. You do not need to be a member of the Columbus Chamber to apply, however, all finalists will need to be members of the Columbus Chamber.

Business size standards to qualify as a small business are set by industry and based on the average number of employees for the preceding 12 months or on sales volume average over a three-year period. These standards are available through the Small Business Administration web site: <http://www.sba.gov>.

### Application Deadline

To be included in the final consideration of this award, your completed application must reach the Columbus Chamber **No later than 5 p.m., Thursday, September 9, 2010.**

Registration form is in a user friendly PDF format. Type or paste your answers in the boxes provided and print or email the application for submission. NOTE: A full version of Adobe Acrobat is needed in order to save your work periodically and return to complete it at a later time.

**NEW FOR 2010:** The application process will occur in 2 phases. In the first phase, any business may apply for the SBLA award; you do not have to be a member of the Columbus Chamber to apply.

Once the applications have been received and reviewed by the selection committee, a list of Semi-Finalists will be generated and contacted to submit selected financial information to a third-party accounting firm. Based upon the financial read and feedback, recommendations will be made for the selection of the SBLA Finalists. Semi-Finalists will be required to be members of the Columbus Chamber. Semi-Finalists will also submit their biography, photo, and corporate logo. **This information will be used in announcements of the event finalists and recipients.**

### Mail, email or fax application to:

Somers L. Martin, Manager  
Business Development Services  
Columbus Chamber  
150 South Front Street, Suite 200, Columbus, Ohio 43215  
Somers\_martin@columbus.org  
(614) 225-6919  
(614) 221-1408 (fax)

PRESENTED BY



PRESENTING PARTNER

COLUMBUS  
BUSINESS FIRST

HONORARY CHAIR MIKE ROSATI



**Columbus Chamber and Small Business Council  
SMALL BUSINESS LEADER AWARD 2010  
Application Section 1**

**APPLICANT PROFILE**

Name(s) \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**PROFESSIONAL REFERENCES (please provide two)**

Company \_\_\_\_\_

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Company \_\_\_\_\_

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

**PERSONAL REFERENCES (please provide two)**

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

**COMPANY DATA** (Self-Reported)

Three most recent Fiscal Years. Most recent year should be identified as Year 1. Please identify Fiscal Year end date under each year.

	Year 1	Year 2	Year 3
	_____	_____	_____

**EMPLOYMENT**

Number of full time equivalent employees \_\_\_\_\_

**FINANCIAL INFORMATION**

Revenue \_\_\_\_\_

**Columbus Chamber and Small Business Council  
SMALL BUSINESS LEADER AWARD 2010  
Application Section 2**

For the following six sections, please provide information for the following categories in paragraph form, not to exceed a single page for each category. Each application will be scored by a panel of judges based on a total of 30 possible points (5 points for each category).

- **Business Overview** – Please, tell us your story. Help us understand who you are and where your company has been. Include in this section:
  - o How you got started
  - o Why you are in business
  - o Number of years in business
  - o Number of employees as of June 30, 2010
  - o Products and/or services provided
  - o Your target market

- **Competitive Edge**

- o What sets your business apart in the marketplace? Specifically, what is the advantage of your product or service in the market?
- o What innovative element have you built into your offering that sets it apart?

- **Financial Trends**

- o We understand the last few years have been a challenge for many businesses. What adjustments have you had to make and what has been the impact on your company?
- o Provide an indication of your sales trends with a focus on the past 3 years and the expected trend for the next 3 years. Your answer should give an accurate representation of how your business has grown as well as your plans for future revenue development.

- **Employment Recruitment, Retention & Development**

- o Provide an overview of how your organization recruits, retains, and develops employees.
- o Do you see your industry coming back in this economy? How has the economic climate impacted your ability to recruit, retain, and develop your workforce?
- o What strategies have you employed to ensure you have the workforce necessary to maintain your market share?

- **Responsiveness**

- o As a small business owner, what is the most difficult challenge you have tackled? What steps did you take to respond to this obstacle? What were the results?
- o Given the economic conditions in the last few years, what have you done that you would like the Awards Committee know about your business?
- o What have you changed or are doing differently than you were in December 2007?

- **Philanthropy**

- o Philanthropy or giving is the act of donating some of one's profits, or resources to the community. While many businesses may donate cash, they may also donate the use of their facilities, property, services, or advertising support. They may also set up employee volunteer groups that then donate their time.
- o Describe in this section, how your company and employees are impacting the community. Be descriptive in your answer; do not provide simply a bulleted list of accomplishments, but instead, inform how your actions benefit your community.