



## SMALL BUSINESS PERSON OF THE YEAR AWARD

Do you know a Chamber member who deserves recognition? Nominate them for the Small Business Person of the Year Award. Each year, the Bismarck-Mandan Chamber's Excellence in Business Committee recognizes outstanding business people in our community. This award will be announced at the Celebrate Bismarck-Mandan luncheon on September 14, 2017.

You may nominate your own company, a client or any other Chamber member. To make a nomination, fill out the form below and return to the Bismarck-Mandan Chamber of Commerce by June 2, 2017.

Judging will be conducted by the Small Business Awards Subcommittee, on a confidential basis.



### Award Will Be Based on the Following Criteria:

- Must be a Bismarck-Mandan Chamber of Commerce member.
- Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business may be nominated as a "team," so long as the number of individuals in the nomination does not exceed four.
- Staying power and established business history including:
  - Number of years in business.
  - Sustained expansion, addition of territories, growth in square footage occupied.
  - Steady growth in net worth as evidenced by total assets on fiscal year end annual balance sheets over three years.
- Growth in number of employees sustained over a minimum of three years.
- Increase in sales and/or unit volume, an indication of continued growth over the past three years.
- Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
- Current and past financial performance as evidenced by profit-and-loss statements and balance sheets for the past three years showing consistent increase in net worth and/or partners' return.
- Innovativeness of product/service offered with specific description of uniqueness of product/service and explanation of how product/service fits a niche not being adequately addressed by the competition.
- Response to adversity with examples of problems faced in the nominee's business and the method used to solve them.
- Contributions to community-oriented projects with evidence of the use of his/her personal time and resources or membership in councils boards and clubs providing support and services to the community.

Nominees can be franchises however they cannot be the head of a corporate office location.



# APPLICATION TIPS

Consider these helpful tips while filling out this application:

- An application that is strong and well-written is appealing to the judging committee.
- Be crisp, clear and concise so the judges reading your application immediately understand what industry the nominated business is in and what products or services they provide.
- Bragging is encouraged, this is your opportunity to share with the judging committee of all the accomplishments and successes of the nominated business and ultimately why they deserve to win this award.
- Tell a story with your application. Nominees who have an interesting, well-told and engaging story of business history, accomplishments and innovativeness have an advantage over nominees who cannot communicate important business awards and/or milestones.
- Remember to show measurable results of growth. Prove your claims as specifically as possible.
- Consider attaching relevant documents such as newspaper clippings, client testimonials and/or pictures that reflect the health of the nominated business. Limit of five additional documents.
- Any financials submitted can be sent directly to Dianna Kindseth at Brady, Martz & Associates and will be kept completely confidential.
- Lastly, understand how the nominated business will be evaluated. Applications will be judged by the Small Business Awards Subcommittee on a confidential basis. The judging committee takes into consideration business stability or growth, innovation and creativity, awards and achievements, community leadership and involvement. Be sure to emphasize these throughout the application.

## HOW TO APPLY

### Submission Instructions:

#### 1. Submit by Email

Download the appropriate application PDF from [www.bismarckmandan.com](http://www.bismarckmandan.com).  
Fill it out electronically, save a copy, then email it to [dleingang@bismancc.com](mailto:dleingang@bismancc.com)

#### 2. Submit by Mail

Download the appropriate application PDF from [www.bismarckmandan.com](http://www.bismarckmandan.com).  
Fill it out electronically, print and mail OR you can print out the blank document and handwrite your answers.

#### Mail Application To:

Attn: David Leingang  
Bismarck-Mandan Chamber of Commerce  
1640 Burnt Boat Drive, Bismarck 58503

**Application Deadline: June 2, 2017**





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This award is presented to an individual or to business partners. The nominee should have a substantiated history as an established business owner. The company's ability to grow also is considered. The winner of this award will be submitted for the North Dakota SBA awards.



I would like to nominate the following person (self-nominations welcome.)

|                 |                |       |          |
|-----------------|----------------|-------|----------|
| Name            | Business       |       |          |
| Mailing Address | City           | State | Zip Code |
| Phone Number    | E-Mail Address |       |          |

Nominated by:

|                 |                |       |          |
|-----------------|----------------|-------|----------|
| Name            | Business       |       |          |
| Mailing Address | City           | State | Zip Code |
| Phone Number    | E-Mail Address |       |          |

Why You feel this individual deserves recognition.

If you need more space, please continue on the following page.



Why You feel this individual deserves recognition (continued.)

A large, empty rectangular box with a black border, intended for handwritten or typed text providing reasons for recognizing an individual.

