



**A Collaborative Program of the Chelsea Business Alliance,
the Montevallo Chamber of Commerce, Montevallo Main Street &
The Shelby County Chamber**

Nomination Information

Part I. Guidelines & Instructions

Purpose

With more than 70% of businesses in Shelby County designated as small businesses, the Chelsea Business Alliance, the Montevallo Chamber of Commerce, the Montevallo Main Street program and The Shelby County Chamber are honored to recognize the excellence and success of our small business community.

Eligibility

Any business operating in Shelby County and fitting the criteria in one of the five categories can be nominated.

- Category I: 1-5 Total Employees, Open 1 Year or More**
- Category II: 6-10 Total Employees, Open 1 Year or More**
- Category III: 11-20 Total Employees, Open 1 Year or More**
- Category IV: 21+ Total Employees, Open 1 Year or More**
- Category V: Open Less Than One Year as of June 30, 2020 with Less Than 25 Total Employees**

Self-nominations are accepted. In order to qualify, the nominated business should:

- Have ownership that has not been convicted of a felony
- Prove business financial stability

Evaluation Criteria

Businesses will be evaluated for the years 2017, 2018 and 2019 only based on the criteria listed below. You may write and submit as little, or as much, as you wish to provide:

- **Staying Power:** A substantiated history as an established business (*Categories I, II, III & IV*);
- **Growth in Number of Employees** A benchmark to judge the impact of the business on the Shelby County job market (*Categories I, II, III & IV*);
- **Increase in Sales and/or Unit Volume** An indication of continued growth (*Categories I, II, III & IV*);
- **Response to Adversity:** Provide written examples of problems faced in the nominee's business and the methods used to solve those (*All Categories*);
- **Evidence of Contribution to Aid Community-Oriented Projects:** Provide written examples of personal time and resources utilized (*All Categories*).

Nomination Materials

Small businesses wishing to enter must submit the attached form and are encouraged to provide additional documentation on their successes in the above criteria. Materials may be submitted electronically or in person. All documents submitted become the property of the Chelsea Business Alliance, the Montevallo Chamber of Commerce, Montevallo Main Street and The Shelby County Chamber and will not be returned. Please provide a file of your company's logo to Kirk Mancer via e-mail at kirk@shelbychamber.org when you turn in your packet.

Recognition

To provide you and your business additional exposure, all nominated businesses who provide completed nomination forms, will be recognized in the following manner:

- Your logo in a special Small Business Week Tab/ Insert featured in *The Shelby County Reporter*;
- In a media advisory/ press release provided to the area media;
- Signage for your storefront identifying your organization as a 2020 “Small Business of the Year” Nominee
- Visibility during an on-line event featuring a “presentation” of a Nominees’ Certificate identifying your company as 2020 “Small Business of the Year” nominee. (NOTE: The on-line event will be held at the end of October. In addition, the recipients in each of the five categories will be announced);
- Photographs of the 2020 Small Business of the Year Award Recipients will be featured in *Shelby Living* magazine (monthly readership of 25,000+);

Deadline

The completed Nomination Packet must be received (to allow for judging) no later than 5:00PM on Wednesday, **September 23**, 2020, at:

BY MAIL

The Shelby County Chamber
ATTN: Shelby County Small Business of the Year
1301 County Services Drive
Pelham, AL 35124

BY E-MAIL

kirk@shelbychamber.org

BY FAX

205-663-4524

Part II. 2020 Nomination Information Form
(Please fill out and include with any additional materials)

Categories (Mark the Box of ONE Category for Your Submission)

- Category I: 1-5 Total Employees, Open 1 Year or More**
- Category II: 6-10 Total Employees, Open 1 Year or More**
- Category III: 11-20 Total Employees, Open 1 Year or More**
- Category IV: 21+ Total Employees, Open 1 Year or More**
- Category V: Open Less Than One Year as of 6/30/20 & Less Than 25 Total Employees**

A. Nominee Information (Please Print)

Business Name _____

Business Representative

Representative Title _____

Full Business Location Address _____

Representative Email Address _____

Business Telephone # _____

B. Business Information (Please Print)

Type of Business _____

Business Description _____

Year Business Began _____

C. Sales and Growth (Categories I, II, III & IV) 2017 2018 2019

Total # of Employees/Volunteers _____ _____ _____

% Sales Volume Increase _____ _____ _____

Sales Territory _____ _____ _____

D. Certification Information (Check all the boxes below that apply)

- My business is a current investor / participant in either the Chelsea Business Alliance, the Montevallo Chamber of Commerce, Montevallo Main Street or The Shelby County Chamber.
- My business is not a current investor in any of these organizations.
- My business has been operating continuously for 1 Year or More (Categories I, II, III & IV).
- My business has been operating for 1 Year or Less as of 6/30/20 (Category V).
- I reviewed the "Eligibility" Statement (Part I: Guidelines & Instructions, Eligibility) and agree that my business and owner(s) meet the Qualifications (All Categories).
- I reviewed the Nomination Packet (Part I: Guidelines & Instructions and Part II: Nomination form)
- I have provided a file with my company's logo for use in promotion of this event and I certify that these statements and the information provided are correct.

Business Owner's Signature

Date