



**MINORITY ENTERPRISE
DEVELOPMENT (MED) WEEK,
Now Accepting Nominations for 2008.**

**NOMINATION CRITERIA
MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK 2008
AWARDS CRITERIA**

PROCEDURES FOR SUBMITTING NOMINATIONS

The MED Week 2008 Awards Criteria is provided in two categories:

- PART I: MINORITY ENTREPRENEURS**
PART II: MINORITY BUSINESS ADVOCATE

- (1) Complete the appropriate nomination form (cover page) for the category in which the nominee is being submitted.
- (2) Answer each question in the nomination criteria on a separate sheet. **The overall package should not exceed 10 pages.**
- (3) Provide a narrative summary of each nominee's achievements.
- (4) Regional Winners will be required to attend our San Francisco Regional MED Week Celebration in San Francisco, in August, 2008. Please do not nominate those who will be on vacation or have prior commitments during the above time frame.
- (5) Those selected as Regional Winners will be requested to provide two (2) 8 x 10 inch Black and White Photos and one Color Photo (Head Shots), and an e-mail copy, and must participate in the production of a video presentation in Sunnyvale, California in late May or early June, 2008.
- (6) If you have questions, please contact Alex Meraz at (602) 248-0007 or alejandram@azhcc.com.

Please submit the Nomination packages in a written original and three copies, with a copied floppy disk or zip disk to Alex Meraz at AMBEC by **COB: Wednesday, March 31, 2008.** (*Nomination materials will not be automatically returned.*)

AMBEC MED Week 2008,
Arizona Minority Business Enterprise Center,
255 E. Osborn Road, Suite 202,
Phoenix AZ 85012.

Please do not include videotapes.

Please note: AMBEC reserves the right to eliminate a category if the quality of nominations does not meet minimum standards or if the nomination package is incomplete or has insufficient information.



PART I MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK AWARDS CRITERIA

The MED Week Awards Criteria is provided for *The Minority Firm of the Year* in the following categories:

PART I: MINORITY ENTREPRENEURS

- MINORITY CONSTRUCTION FIRM OF THE YEAR
 - MINORITY EXPORTER OF THE YEAR
 - MINORITY MANUFACTURER OF THE YEAR
 - MINORITY RETAIL OF THE YEAR
 - MINORITY SERVICE FIRM OF THE YEAR
 - MINORITY SUPPLIER/DISTRIBUTOR OF THE YEAR
 - MINORITY TECHNOLOGY FIRM OF THE YEAR
1. Listed below are the criteria for MBDA's MED Week 2008 awards. Please provide responses to each on a separate sheet of standard-sized paper (8 1/2 x 11).
 2. Each nomination must include the NOMINATION FORM which serves as the cover sheet for the award category in which the nominee is being considered.
 3. All nominations should contain sufficient information for each category. Selections will be based solely on information initially submitted.
 4. No additional information will be requested for consideration of awards.

Eligible minority groups include: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander and Hasidic Jew.)

To the extent possible, please assure that each nominee is a U.S. citizen and not involved in any negative or adverse situations of a financial, criminal or social nature which may cause embarrassment to the Government of the United States.



Background/ History of Financial Success of Business: (40 points)

Summary: This section deals with the background, financial success and major obstacles and/or challenges the firm faced and overcame. Details should contain a clear and concise narrative on the background of the firm and the nominee to include:

- a) History of business: (Date the business was established or purchased. **Eligible business must have been owned and operated by the nominee for the last three years**).
- b) Heritage of the business owner/nominee.
- c) Major obstacles and/or challenges the firm faced and overcame to reach a financial success.
- d) Discuss why the business was started; and, what services or products does the business provide. What is the firm's customer base?

Economic Impact: (40 points)

- a) Provide a narrative on the growth and development pattern of the business. The goal is focus on mid-size firms and rapid growth firms with the potential to grow. Include: Annual revenues; growth pattern; (What were the gross sales in the first year of business and what are they today?)
- b) Provide a narrative on the employment history and job creation for the past three years. Describe the percentage of jobs created as well as the total number of jobs. (How many full and part-time employees did the firm first employ and what is the employment today?)
- c) Provide specific information on relevant awards/citations received in the last three years. List organizations with which the nominee is affiliated and has an active role relative to minority business growth and development. What were some of the local business development programs that the nominee took advantage to advance the firm?

Community Leadership: (15 points)

- a) Provide specific information on involvement of the nominee in community activities, including those specifically relating to entrepreneurship, mentoring, youth awareness, and community economic development. List organizations with which the nominee is affiliated and has an active role relative to minority business growth and development. What events or programs have the nominee sponsored in the local community? Who benefited and what were the results?

Working with AMBEC: (5 points)

- a) Briefly describe the nature of assistance provided by an MBDA Business Development Centers, Minority Business Opportunity Committee or staff. If not a client or previous client, describe the relationship between the nominee and the MBDA network.

COMMENTS (OPTIONAL):

Nomination Cover Sheet

Nominating Entity _____

Minority Enterprise Development (MED) Week 2008

Entrepreneurs Award for: _____

Name of Nominee: _____

Title: _____

Organization Name: _____

Address: _____

Telephone #: _____

Fax #: _____

E-mail: _____

Web Address: _____

Type of organization (Brief description of product/ service): _____

Nominators Name & Title: _____

Organization: _____

Address: _____

FAX: _____

Telephone #: _____

E-mail Address: _____

Occupation: _____

Relationship to Nominee: _____