



**A Collaborative Program of Calera Main Street, Chelsea Business Alliance, Columbiana Main Street, 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, Calera Main Street, Chelsea Business Alliance, Columbiana Main Street, Montevallo Chamber of Commerce, Montevallo Main Street 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 March 31, 2024 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
- Has a current license to do business in Shelby County, or a Shelby County municipality

##### **Evaluation Criteria**

**Businesses will be evaluated for the years 2021, 2022 and 2023 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 Calera Main Street, Chelsea Business Alliance, Columbiana Main Street, 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 Karen Williams via e-mail at [karen@shelbychamber.org](mailto:karen@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:

- A 2024 Shelby County Small Business of the Year Nominee icon for you to place on your organization's website and e-mails
- Your logo and company visibility in a special Small Business Awards Tab/ Insert featured in *The Shelby County Reporter*;
- In a media advisory/ press release provided to the area media;
- One complimentary registration to the May 20 and May 22 Small Business Workshops being held during the 2024 Shelby County Small Business Celebration.
- At the 2024 Shelby County Small Business of the Year Nominees' Reception on May 20, 2024.
- At the Shelby County Small Business of the Year Awards' Luncheon on Wednesday, May 22, 2024 at The Pelham Civic Complex in Pelham.
- A listing of all 2024 Shelby County Small Business of the Year Award Nominees will be featured in *Shelby Living* magazine (monthly readership of 25,000+).
- Recipients will be eligible for nomination by The Shelby County Chamber for the State Small Business Awards hosted by the Business Council of Alabama & The Chamber of Commerce Assoc. of Alabama.

## **Deadline**

The completed Nomination Packet must be received (to allow for judging) no later than 5:00PM on Monday, **April 22, 2024**, 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**

[karen@shelbychamber.org](mailto:karen@shelbychamber.org)

### **BY FAX**

205-663-4524

**Part II. 2024 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 3/31/24 & 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 (Requested for Categories I, II, III & IV)**

	2021	2022	2023
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 Calera Main Street, Chelsea Business Alliance, Columbiana Main Street, 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 3/31/24 (Category V only).
- 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