

AWARDS NOMINATION PACKET

The Freedom Awards honor excellence across various categories that reflect the diverse ways individuals and organizations support Idaho's veteran and family community. The Idaho Veterans Chamber of Commerce will honor service to our country, leadership, innovation, and commitment.

Award Categories

- a. Housing Partner of the Year
- b. Education Partner of the Year
- c. Workforce Partner of the Year
- d. Entrepreneur Partner of the Year
- e. Family and Wellness Partner of the Year
- f. Ambassador of the Year
- g. Employer Network Member of the Year
- h. Veteran Business Owner of the Year
- i. Spouse Business Owner of the Year
- j. Supporter of the Year
- k. Veteran Resource Organization of the Year

Each recipient will have a different way of selection based on their category. The following Selection Process is as follows:

- I. Housing Partner of the Year
 - Recommended by the Idaho Veterans Chamber of Commerce, Housing Steering Committee.
- II. Education Partner of the Year
 - Recommend by the Idaho Veterans Chamber of Commerce, Education Steering Committee.
- III. Workforce Partner of the Year
 - Recommend by the Idaho Veterans Chamber of Commerce, Workforce Management Steering Committee.
- IV. Entrepreneur Partner of the Year
 - Recommended by the Idaho Veterans Chamber of Commerce, Entrepreneurship Steering Committee.
- V. Family and Wellness Partner of the Year

- Recommended by the Idaho Veterans Chamber of Commerce, Family and Wellness Steering Committee.

- VI. Ambassador of the Year
 - Recommended by the Idaho Veterans Chamber of Commerce Board and/or Staff.

- VII. Employer Network Member of the Year
 - Recommended by the Idaho Veterans Chamber of Commerce Workforce Team (Consider future using hire Vets Medallion (IDOL Award))

- VIII. Veteran Business Owner of the Year
 - Recommended by the Idaho Veterans Chamber of Commerce entrepreneurship steering committee, for Award following the SBA award submission

- IX. Spouse Business Owner of the Year
 - Recommended by the Idaho Veterans Chamber of Commerce entrepreneurship steering committee (Consider if female spouse to submit for women owned SBA award)

- X. Supporter of the Year
 - Recommended by the Idaho Veterans Chamber of Commerce Board and/or Staff.

- XI. Veteran Resource Partner of the Year
 - Selected by the Executive Director

AWARDS NOMINATION FORM
Veteran Business Owner of the Year
(Utilizing SBA Application Form)

****All award nominations may meet some or all of the areas for consideration.**

I. Purpose of the Award

This award recognizes a veteran business owner who has achieved business success, made significant contributions to their community and demonstrated innovation, adaptability, and resilience.

II. Selection Process

a. Nominated by the Idaho Veterans Chamber of Commerce, Entrepreneur Steering Committee during the August quarterly meeting prior to submission deadline and Awards Gala in November of each Year. Final approvals will be made by the Idaho Veterans Chamber of Commerce Board of Directors.

III. Eligibility

- a. Must be a member of the Idaho Veterans Chamber of Commerce Business Network
- b. Must be a Veteran Business Owner registered with the Idaho Secretary of State

IV. Criteria for Consideration

- a. Innovative
- b. Growth
- c. Aptitude
- d. Community Partnerships

V. Evaluation Rubric

- a. Demonstrated Business Growth and Profitability
- b. Notable achievements and milestones in business development
- c. Contributions to the military community, including employment of other military spouses or veterans.
- d. Support for Veteran or family-friendly policies and practices.
- e. Innovative solutions and practices in business operations.
- f. Ability to adapt to the unique challenges faced by veterans.
- g. Active involvement in community events and initiatives.
- h. Building a strong support network for other Veteran entrepreneurs.
- i. Demonstrating personal resilience in overcoming challenges.
- j. Leadership qualities and ability to inspire others within the veteran community.

AWARDS NOMINATION FORM

Entrepreneur Partner of the Year

****All award nominations may meet some or all of the areas for consideration.**

I. Purpose of the Award

Recognize and promote excellence among entrepreneurial partners, ultimately leading to greater support and success for veteran and spouse entrepreneurs in Idaho.

II. Selection Process

Nominated by the Idaho Veterans Chamber of Commerce, Entrepreneur Steering Committee during the August quarterly meeting prior to submission deadline and Awards Gala in November of each Year. Final approvals will be made by the Idaho Veterans Chamber of Commerce Board of Directors. Self nomination or nomination of others will be accepted.

III. Eligibility

- a. Corporations & Companies
- b. Associations
- c. Federal or State Agencies
- d. Non-profit Organizations
- e. Other Agencies or Entities

IV. Criteria for Consideration

Supporting entrepreneur initiatives through all of the below but not limited to:

- a. Grant Support
- b. Mentorship
- c. Willingness to support Collaboration, Connection, and Partnerships
- d. Advocacy for Veteran and Spouse Business Owners

V. Evaluation Rubric

- a. Has significantly contributed to the success of veteran and spouse entrepreneurs. Supports veterans and spouses, resulting in increased business success stories and testimonials.
- b. Promotes innovation leads to the development of unique and effective programs tailored to veteran and spouse entrepreneurs. This can address specific challenges faced by veterans and spouses, fostering a culture of creativity and problem-solving within the community.
- c. Encourages community engagement and strengthens partnerships with local businesses and organizations, creating a robust support network for veteran and spouse entrepreneurs. Fosters a sense of community and collaboration, benefiting both veterans and the local economy.
- d. Emphasizes sustainability ensuring that initiatives are designed for long-term success, providing ongoing support for veteran and spouse entrepreneurs. This

encourages the development of sustainable business practices and support models that can benefit future generations of veterans and spouses.

- e. Advocates for the importance of effective business support and resource management helping businesses scale and grow.
- f. Works closely with businesses to secure grants, loans, contracts, and other financial funding opportunities for veterans and spouses, improving their chances of business success.

SBA Application Template from previous year

1. Fill our District Award Application (attached)
2. Nominee Background (attached)
3. Authorization Release (attached)
4. An original 8 in. x 10 in. or 5 in. x 7 in. photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For “team” nominations, a photo of each nominee or group photo is acceptable; and
5. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated), and other evidence of the appropriateness of the nomination. Supporting documentation may not exceed 10 pages. Videos will not be considered.
6. Submit your completed nomination packet electronically.

Instructions: Refer to the National Small Business Week Award Nominations Guidelines for detailed instructions for submitting nominations. This form must be completed by the nominee or by the nominator. The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A.

1. Lead Nominee Information:
 - a. Name:
 - b. Title:
 - c. Business name:
 - d. Business address:
 - e. Business phone number:
 - f. Business email address:
2. Co-nominee(s) Information (Note: you may nominate up to 3 additional co-nominees per business. Each co-nominee must fill out the SBA Form 3300):
 - a. Name(s):
 - b. Title(s):
 - c. Email address(es):
 - d. Nominator Information (if you are nominating yourself, write n/a):
 1. Nominator name:
 2. Title:
 - e. Address:

- f. Phone number:
- g. Email address:
- h. Provide the nominee(s) percentage of ownership or stock owned in the small business.
- i. How many years has the nominee's business been operational?
- j. How many employees does the business currently have?
- k. Does the business have a website? If yes, list the URL:

Answer each of the following questions in 200 words or less.

1. Provide a biography for the nominee(s):
2. Has the business received SBA assistance (e.g. SBA loan, U.S. Export Assistance Center, Veteran's Business Outreach Center, Boots to Business, Procurement Technical Assistance Center, government contracting, SCORE counseling, Small Business Development Center (SBDC) assistance, Women's Business Center (WBC) assistance, disaster assistance, or Emerging Leaders Initiative)? Please explain (include the amount and date of financial assistance received if applicable):
3. Describe the nominee's business, including areas served and the products or services provided.
4. Has the business expanded to additional locations, grown in square footage or increased web traffic since its founding? If yes, please explain.
5. Explain the business's year-to-year changes in financial health (e.g. sales, net profit, net worth) and number of employees.
6. Does the nominee contribute money, time or resources to his or her community or charitable causes? If yes, please explain.
7. Is the nominee a member of a council, board or club providing support and services to his other community? If yes, please explain.
8. Describe why the nominee should receive this award.

Caution: Penalties for False Statements

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of program participation or other benefits awarded by the agency. A false statement is punishable under 18 U.S.C. §§1001 and 3571 by imprisonment of not more than five years and/or a fine of not more than \$250,000, and under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000.

Paperwork Reduction Act Notice:

SBA will use the information collected on this form, along with other information submitted by



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<https://www.idahoveterans.org>

award nominees as part of the nomination package, to determine the nominee's eligibility for a particular small business award; to identify any actual or apparent conflict of interest and, to make eventual award determinations. Responding to this request for information is voluntary. However, failure to provide the requested information may affect SBA's ability to make a decision regarding your eligibility for an award.

You are not required to respond to any collection of information unless it displays a currently valid OMB control number (3245-0360). The estimated burden for completing this form is 1 hour and 15 minutes, including the time for reviewing the instructions, and gathering and compiling data. Combined with the time for completing the Form 3300, the total estimated time to prepare and submit the nomination package for each nominee is 90 minutes. Comments on this burden estimate should be sent to the U.S. Small Business Administration, Chief, AIB 409 3rd St., SW, Washington, DC 20416, and Desk Officer for the U.S. Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. **DO NOT SEND COMPLETED FORMS TO OMB.** Submit them to the location indicated in the nomination guide.

AWARDS NOMINATION FORM

Spouse Business Owner of the Year

****All award nominations may meet some or all of the areas for consideration.**

I. Purpose of the Award

This award recognizes a military spouse who has achieved business success, made significant contributions to their community, and demonstrated innovation, adaptability, and resilience.

II. Selection Process

Nominated by the Idaho Veterans Chamber of Commerce, Entrepreneur Steering Committee during the August quarterly meeting prior to submission deadline and Awards Gala in November of each Year. Final approvals will be made by the Idaho Veterans Chamber of Commerce Board of Directors.

III. Eligibility

- a. Must be a member of the Idaho Veterans Chamber of Commerce Business Network
- b. Must be a Military or Veteran Spouse Business Owner registered with the Secretary of State.

IV. Criteria for Consideration

- a. Innovative
- b. Growth
- c. Aptitude
- d. Community Partnerships

V. Evaluation Rubric

- a. Demonstrated Business Growth and Profitability
- b. Notable achievements and milestones in business development
- c. Contributions to the military community, including employment of other military spouses or veterans.
- d. Support for military family-friendly policies and practices.
- e. Innovative solutions and practices in business operations.
- f. Ability to adapt to the unique challenges faced by military spouses, such as frequent relocations, adapting to a new community, etc.
- g. Active involvement in community events and initiatives.
- h. Building a strong support network for other military spouses and entrepreneurs.
- i. Demonstrating personal resilience in overcoming challenges.
- j. Leadership qualities and ability to inspire others within the military spouse community.

AWARDS NOMINATION FORM

Employer Network Member of the Year

****All award nominations may meet some or all of the areas for consideration.**

I. Purpose of the Award

This award recognizes a Employer Network member who has significantly contributed to the veteran community through workforce initiatives. This entity has stood out because of the provided employment or opportunities to Idaho veterans and families.

II. Selection Process

a. Nominated by the Idaho Veterans Chamber of Commerce, Work Force Steering Committee and final approvals will be made by the Idaho Veterans Chamber of Commerce Board of Directors.

III. Eligibility

- a. Must be a member of the Idaho Veterans Chamber of Commerce Business Network
- b. Must be a veteran employer in the state of Idaho.

IV. Criteria for Consideration

- a. Total number of employed veterans
- b. Contributions to the veteran community
- c. Resources provided to veteran jobseekers



V. Evaluation Rubric

- a. Demonstrated veteran centric employment opportunities
- b. Displayed advantageous characteristics to veteran workforce initiatives
- c. Contributions to the military community, including employment of other military spouses or veterans.
- d. Support for Veteran or family-friendly policies and practices.
- e. Active involvement in veteran networking and career services.
- f. Building a strong support network for other Veteran entrepreneurs.
- g. Demonstrating personal resilience in overcoming challenges.
- h. Leadership qualities and ability to inspire others within the veteran community.

The Department of Labor will begin accepting applications for the 2024 HIRE Vets Medallion Award on January 31, 2024. [View the 2024 timeline](#). To get started, select your company size below to view the gold and platinum award criteria or [download a table with all criteria](#).

- [Small Employer \(1-50 Employees\)](#)
- [Medium Employer \(51-499 Employees\)](#)
- [Large Employer \(500+ Employees\)](#)

A table listing the Gold and Platinum HIRE Vets Medallion Program award criteria for small employers

Small Employer Requirements	 Platinum	 Gold
Percentage of new hires who are veterans	10%	7%
OR		
Percentage of veterans who were retained	85%	75%
AND Veteran employee percentage	10%	7%
Veteran integration assistance programs	Must have at least TWO of the following: <ul style="list-style-type: none"> • Veteran organization or resource group • Leadership program • Human resources veterans' initiative • Pay differential program • Tuition assistance program 	
Application Fee	\$90	\$90
	Download Sample Small Platinum Application	Download Sample Small Gold Application

Reference: [Home](#) | [HIREVets Medallion](#)

AWARDS NOMINATION FORM

Housing Partner of the Year

****All award nominations may meet some or all of the areas for consideration.**

I. Purpose of the Award

Select a recipient that has supported housing initiatives such as but not limited to:

- a. Home Repair Projects
- b. Donations to Veterans
- c. Purchasing Homes
- d. Tiny Homes Project
- e. Other miscellaneous housing support

II. Selection Process

Recommended by the Idaho Veterans Chamber of Commerce, Housing Steering Committee during the August quarterly meeting prior to submission deadline and Awards Gala in November of each Year.

III. Eligibility)

- a. Corporations & Companies
- b. Associations
- c. Veteran Service Organizations
- d. Non-profit Organizations
- e. Other Agencies or Entities

IV. Criteria for Consideration (Develop)

Supporting housing initiatives through all of the below but not limited to:

- a. Grant Support
- b. Volunteerism
- c. In-kind or Donor of Services/Products

V. Evaluation Rubric

The impact and contributions of the recipient should meet the following criteria but is not limited to:

- a. Displays a strong sense of collaboration, supporting the Idaho Veterans and Families through working together to provide resources, support, time, funding, or services within their community across Idaho.
- b. Makes a significant difference in the lives of veterans. High-quality housing can lead to improved mental and physical health, stability, and overall well-being for veterans. It encourages partners to prioritize veteran-specific needs and improve their quality of life.
- c. Providing innovative ways that lead to the development of new solutions for veteran housing issues. Creative approaches can address unique challenges faced by veterans, such as the difference between finding affordable housing options,

- access to home loan benefits, staying in their home with safety concerns eliminated or as needed home repair support.
- d. Strong community engagement fosters a supportive environment for veterans, integrating them into the community and providing additional resources and support networks. This criterion encourages partnerships and collaborations that can amplify the impact of home repair projects and create a more inclusive community.
 - e. In kind services and donations provided can maximize the impact of available resources, ensuring that more veterans can be served supporting the Idaho Veterans Chamber of Commerce housing needs optimizing resource management through donations, funding opportunities, and volunteers.

By evaluating and rewarding partners based on these criteria, the Idaho Veterans Chamber of Commerce can promote excellence and innovation in veteran housing, ultimately leading to better outcomes for veterans and their families.

AWARDS NOMINATION FORM AMBASSADOR OF THE YEAR

****All award nominations may meet some or all of the areas for consideration.**

- I. Purpose of the Award Recognition of continued support at events, fundraising and countless hours in volunteer time.
- II. Selection Process- Recommended by the Idaho Veterans Chamber of Commerce Board and/or Staff.
- III. Eligibility – A member of the Veterans Chamber and registered to be an ambassador with the Idaho Veterans Chamber of Commerce.
- IV. Criteria for Consideration
 - a. Increase awareness- gathering of loyal supporters
 - b. Engagement – Donor, volunteer, event participation
 - c. Commitment- History of Involvement
- V. Evaluation Rubric
 - a. Leadership and Impact: Demonstrates exceptional leadership skills within the nonprofit organization. Has made a significant positive impact on the organization’s mission or goals. Shows initiative, creativity, and dedication.
 - b. Community Engagement: Engages with the community, volunteers, and stakeholders. Advocates for the organization and its cause. Participates in events, outreach, and fundraising efforts.
 - c. Commitment and Reliability: Consistently attends meetings, events, and activities. Meets responsibilities promptly and reliably. Goes above and beyond in their role.
 - d. Collaboration and Teamwork: Works well with others, both within the organization and externally. Encourages teamwork and fosters positive relationships. Contributes to a supportive and inclusive environment.

AWARDS NOMINATION FORM

Family and Wellness Partner of the Year

****All award nominations may meet some or all of the areas for consideration.**

I. Purpose of the Award

Recognize and promote excellence among family and wellness partners, ultimately leading to greater support and services for veterans and families in Idaho leading to stronger, healthier Veteran communities in Idaho.

II. Selection Process (Reference Committee Charter)

Nominated by the Idaho Veterans Chamber of Commerce, Family and Wellness Steering Committee during the August quarterly meeting prior to submission deadline and Awards Gala in November of each Year. Final approvals will be made by the Idaho Veterans Chamber of Commerce Board of Directors. Self-nomination or nomination of others will be accepted.

III. Eligibility

- a. Businesses
- b. Associations
- c. Federal or State Agencies
- d. Non-profit Organizations
- e. Other Agencies or Entities

IV. Criteria for Consideration

- a. Funding Support
- b. Mentorship
- c. Willingness to support Collaboration, Connection, and Partnerships
- d. Advocacy for Veteran and families across Idaho

V. Evaluation Rubric

- a. Efforts and involvement in supporting veterans and their families within wellness initiatives, fostering a more supportive and collaborative community environment.

AWARDS NOMINATION FORM
Veteran Resource Partner of the Year

****All award nominations may meet some or all of the areas for consideration.**

I. Purpose of the Award

To recognize exceptional organizations fostering a supportive environment for veterans and their families and strengthening the overall network of veteran resources in Idaho.

II. Selection Process

Open nomination application to the Idaho Veterans Chamber Network. Self-nomination or nomination of others will be accepted.

III. Eligibility

- a. Promotes provides and supports no cost services or resources
 - i. Businesses
 - ii. Non-profit Organizations
 - iii. Federal, City, or State Agencies

IV. Criteria for Consideration

- a. Advocacy for Veterans and their families
- b. Providing free resources, services, or products to Veterans and their families
- c. Strong sense of community and working together for greater good

V. Evaluation Rubric

- a. Establish partnerships with local organizations, participating in community events, and efforts to engage and support the Veteran and families in Idaho.
- b. Engagement and participation in the Idaho Veterans Chamber of Commerce working groups, steering committees, or support of education, training, and special projects to grow the ability to support Idaho Veterans and their families.
- c. Serves on community boards, advisory committees, or other councils advocating for Veterans and their families.
- d. Displays hard work, dedication, boosting morale, and motivating continued excellence.
- e. Identifying gaps and providing bridges to support through innovative, collaboration, and connective practices.

AWARDS NOMINATION FORM
Education Partner of the Year

I. Purpose of the Award

The Education Partner of the Year is in recognition of the commitment to collaborate and champion the educational goals of Service Members, Veterans and their families at Idaho universities, post-secondary vocational schools, and applicable public and private agencies. Working to support the educational and training needs of military-connected students across Idaho's education community, the Education Partner of the Year has not only served Idaho's education community with focus and leadership but have also demonstrated a vision for the future by aligning strategies with initiatives that foster dynamic communication, positive collaboration, and sustainable partnerships.

II. Selection Process

- a. Nominations who meet eligibility requirements are submitted via an online application managed by IDVCC leadership.
- b. IDVCC Awards Committee members will evaluate and nominate a recipient.

III. Eligibility Criteria

- a. Is the nominee an educator, leader, or organization working in, contributing to, and/or providing support for veterans and the military-connected within the post-secondary education space?
- b. Were the efforts of the nominee(s) designed to positively impact higher education (such as an IHL) or a vocational school which is approved to operate within the state of Idaho by the Idaho State Board of Education?
- c. Did the efforts of the nominee benefit veteran and military-connected students inside and outside their primary organization?

IV. Criteria for Evaluation

To ensure a narrative that is clear and concise, each item below should be 250 words or less (to not exceed a maximum 1000 words combined):

- a. Demonstrate how the nominee supported Idaho's educational institutions, at the college, university, or the vocational level, or how the nominee's efforts positively impact one or more of the various agencies that serve Idaho's educational institutions?
- b. Describe the nominee's commitment and actions create resources and tools that had a lasting impact for Idaho's military-connected community?
- c. List 3 ways the nominee's implementation or activity created positive changes:
- d. List the nominee's implementation activities that supports creation of a positively sustainable impact within the military-connected community?

V. Evaluation Rubric

- a. (Scope) Did the scope of the nominee's impact by detailing the nominee's specific action or implementation supported Idaho's educational institutions and military-connected communities?
- b. (Longevity) Did the nominee's partnerships enhanced and evolved to create lasting impact for Idaho's educational institutions and military-connected communities.
- c. (Depth) Did the depth of the nominee's action or implementation significantly impacted Idaho's educational institutions, agencies, and military-connected communities. You may do this by concisely describing the difference between the current outcomes against the baseline (where the initiative started) to describe the depth of relative impact the implementation created.
- d. (Sustainability) Did the nominee's action or initiative implementation meet the current needs of stakeholders while fostering successful sustainability for future generations?

AWARDS NOMINATION FORM

Workforce Partner of the Year

VI. Purpose of the Award

This award recognizes a workforce partner that displayed a commitment to the veteran career-seeker, internship programs, on-the-job training or programs that leveraged the veteran employment rate in Idaho.

VII. Selection Process

- a. Nominated by the Idaho Veterans Chamber of Commerce, Workforce Steering Committee during the quarterly meeting prior to submission deadline and Awards Gala in November of each Year. Final approvals will be made by the Idaho Veterans Chamber of Commerce Board of Directors.

VIII. Eligibility

- a. Must be a member of the Idaho Veterans Chamber of Commerce
- b. Must either a veteran resource organization or veteran employer

IX. Criteria for Consideration

- a. Provide Opportunities
- b. Positively contributed to Veteran workforce network
- c. Enabled successful career paths
- d. Active in community engagement

X. Evaluation Rubric

- i. Demonstrated Initiative for veteran workforce improvement
- j. Notable actions to contribute to veteran employment
- k. Support for Veteran or family-friendly policies and practices.
- l. Provided solutions to veteran employment challenges.
- m. Active involvement in community events and initiatives.
- n. Building a strong support network for other Veteran career seekers.
- o. Ability to collaborate with others within the veteran and business communities.

EVALUATION RUBRIC				
NOMINEE:				COMPLETED BY:
				Date:
	4	3	2	1
SCOPE OF IMPACT	Groundbreaking, unprecedented change, requires culture change, merging or integrating services/programs &/or impacts external stakeholders	Shifts or transforms processes, organizational structure, roles &/or technology.	Changes to processes, organizational structure, roles &/or technology.	Fits with current processes, uses existing workforce/skills; &/or a change to processes, staffing, or technology.
LONGEVITY OF IMPACT	Groundbreaking partnerships created lasting impact for the next five years.	Shifts or transforms partnerships across organizations.	Enhancements that ensuring established and continuing partnerships (<i>maintenance</i>).	1:1 Relational impact.
DEPTH OF IMPACT	More than one organization impacted.	Entire organization.	Cross functional &/or multiple agencies partnerships.	Single Function within a single agency or organization.
SUSTAINABILITY OF IMPACT	Legislative or policy driven and alignment or fosters strategic planning that encourages flexibility and collaboration beyond its immediate organization.	Shifts or transforms external policies, fostering partnerships with external stakeholders.	Good alignment &/or included with resources that have been allocated.	Organized planning; resources may be shared within the project of equal or higher priority.
SCORE				(out of 16)