



2019 InBIA Awards Nomination Materials

Nomination Deadline: Monday, February 15, 2019

2019 InBIA Awards

Each year, the International Business Innovation Association (InBIA) honors business incubation programs, clients and graduates, and those in the entrepreneurial ecosystem that exemplify the best of the industry. These organizations and their outstanding companies have made important industry contributions through their products, services, programs and examples. These awards are about the heart of business incubation and innovation. Urban or rural, specialized or mixed-use, wherever they're located, we're looking for the next champions.

This page describes the eligibility guidelines for the 2019 InBIA Awards. The award categories are:

MEMBER Categories:

InBIA 2019 Technology/Science entrepreneurship center of the year

InBIA 2019 Mixed-Use Entrepreneurship Center of the Year

InBIA 2019 Specialty Entrepreneurship Center of the Year (food, fashion, arts, makerspaces)

InBIA 2019 Rural-based Entrepreneurship Center of the Year (less than 250,000 population within 50 miles of location)

Two Dinah Adkins awards will be given from the aggregated pool of applications above. Dinah Adkins winners need to be notified by early Feb and must attend the award banquet because one of them will also win the Robert Whaley award.

Award Distribution

- One Winner for each Member Category Award

- InBIA 2019 Technology/Science entrepreneurship center of the year
- InBIA 2019 Mixed-Use Entrepreneurship Center of the Year
- InBIA 2019 Specialty Entrepreneurship Center of the Year (food, fashion, arts, makerspaces)
- InBIA 2019 Rural-based Entrepreneurship Center of the Year (less than 250,000 population within 50 miles of location)

Award: *Award winners will receive a plaque with their center name and award date*

- Two Winners from the Clients and Member Categories will be selected for:

- Dinah Adkins Incubator of the Year – Member
- Dinah Adkins Incubator of the Year Rural Focus – Members

Award: *Award winners will receive a plaque with their center name and award date and \$1,000 each*

- One Winner of the Dinah Adkins will be selected for our top honor:

- Randall M. Whaley Incubator of the Year

Award: *Award winners will receive a plaque with their center name and award date, and \$2,000.*

Judges will select winners in each category, and InBIA will notify applicants of the results by late February early March 2019.

InBIA will announce the 2019 winners of the Client and Member Companies, the two Dinah Adkins Awards and the Randall M. Whaley award at the 33rd International Conference on Business Incubation in Minneapolis MN on April, 16th 2019.

Who is eligible? All InBIA members and their current client and recent graduate companies are eligible to apply. The awards recognize overall excellence in business incubation and the entrepreneurial ecosystem. These awards recognize a program that has developed a particularly effective innovation that helps the program better serve clients or more effectively accomplish its mission.

Nominate your companies for Outstanding Incubator Graduate and Outstanding Incubator Client awards. You don't have to choose a single favorite: multiple applications are encouraged! (See nomination materials for specific criteria.)

Why should I nominate my program? InBIA Awards are internationally recognized standards of excellence. You'll gain positive exposure for your program and your client and graduate companies. Submitting nominations shows you're serious about your program and that you believe the program, its board, staff, clients and graduates all are winners. Also, the application process often proves useful in identifying and articulating program strengths and challenges.

What are the benefits of winning an award? You'll receive a personalized plaque that identifies your program as an award-winning program. Additionally, InBIA will highlight your program in the e-newsletter and will give you a special InBIA Award Winner logo to display on your website, on your stationery and on your marketing materials.

Selection Criteria. InBIA will appoint a panel of judges from the InBIA membership for each award category. These judges will evaluate nomination packages according to guidelines provided on the following pages, including guidelines for the appearance and clarity of the nomination submissions (InBIA reserves the right to contact your board of directors or others at its sole discretion to verify data provided in the nomination submissions of all award finalists. The nomination criteria ensure that all programs can be recognized for their work whether they are large or small, urban or rural, technology-focused or mixed-use. Judges of the categories will consider the resources at the disposal of and the scope of each applicant program and will weigh those factors against the overall results achieved by each nominee. The resources available to the program include both direct (those provided by on-site staff employed by the program, in-house seminars or anchor tenants) and indirect (those not under the direct control of the nominated program, such as grants, Small Business Development Center assistance, angel investors or bankers). This allows smaller programs to compete on an equal basis with larger programs, so **all InBIA members** should consider submitting nominations.

How do I submit nominations?

1. Review the rules of the program and details of each award in this packet.
2. Submit your application [here](#). Please see the guidelines for each award type and use the appropriate link to complete your nomination.

You may submit multiple nominations for the Outstanding Incubator Client Award and the Outstanding Incubator Graduate Award.

Answer all questions, paying attention to stated page limits and materials requested — nothing extra, please.

3. If you need additional information, contact Joe Carlucci at jcarlucci@inbia.org.

“Member” Awards

Business incubation started as an innovative way to foster small business growth and success. As the entrepreneurial ecosystem evolves, or members evaluate and improve the ways they assist their clients and carry out their missions, innovation is embedded in the incubation process and new programs.

Two Winners from the “Member” Categories will be selected for the two Dinah Adkins Incubator of the Year awards, and finally the Randall M. Whaley award.

“Member” Categories:

- InBIA 2019 Technology/Science entrepreneurship center of the year
- InBIA 2019 Mixed-Use Entrepreneurship Center of the Year
- InBIA 2019 Specialty Entrepreneurship Center of the Year (food, fashion, arts, makerspaces)
- InBIA 2019 Rural-based Entrepreneurship Center of the Year (less than 250,000 population within 50 miles of location)

InBIA’s “Best Of” Awards recognize programs that have developed and implemented innovative activities that help them better serve their clients or more effectively accomplish their missions. By showcasing these breakthroughs, this award moves the entire industry forward as other programs incorporate their own adaptations of the innovation.

Eligible programs:

- ◆ Are InBIA members.
- ◆ Have **created and implemented an innovative project, program or activity** of short or long duration.
- ◆ Have **implemented the innovation for at least one year** at the time of the nomination and have evaluated and demonstrated the innovation’s success. Projects may be ongoing or may occur one or more times per year.

“Best Of” Award – Basic Information

- Program name, address and website address
- Board of directors contact name/phone/e-mail address (for verification of submitted data)
- Name of innovative project, program or activity, with start and end date (if applicable)
- Rationale for the innovation (i.e., what need was it intended to meet?)

Scoring: Judges will award points for each section (total possible points = 75).

Program Details (65 possible points): Provide the following information about the innovation in the order requested. Description for each area is limited to 4000 characters.

1. Program Impact: Discuss the innovation’s impact on your clients or the incubation program itself. Explain the measures the staff use to evaluate success and give facts and figures to document outcomes. Also cite specific examples of whom the innovation has helped and in what ways. This could include stories of how the innovation improved company or incubator growth, viability, financial resources, visibility, marketing, etc. (30 points)
2. Creativity: Describe what makes the innovation creative and why. Discuss the inspiration (or need) for the innovation, from where or whom the idea originated and — if modeled on another program or activity —

how the concept was modified to fit your incubation program's needs. Also discuss any barriers to the program's success and how incubator staff overcame them. (20 points)

3. **Financial Management:** Describe the expenses and revenues associated with this innovation and explain how it was financed. If it is an ongoing program, describe how it will be sustained financially. All financial figures must be in U.S. dollars. (15 points)

Required Attachment: Executive Summary (no more than 2 pages)

Describe the innovation and discuss how it is implemented, who carries it out, which clients it affects, how it helps the incubation program, what modifications or improvements have been made since inception, how this innovation might be used by other incubation programs, and other relevant details.

Extra Information (5 possible points)

You may attach up to four (4) enclosures to help illustrate the innovation or its impact, such as an electronic incubator brochure, newsletter, client information packet, annual report, packet of one to five (1-5) scanned news clippings, award/recognition materials, etc. Material must be in English or provide a translation.

Presentation (5 possible points)

Nominees can earn points for the appearance and clarity of their materials. Judges will base scores on how easily they can extract the requested information as well as on the general look and feel of the submissions. See "Presentation Guidelines" on page 12 for details.

How do I submit nominations?

1. Complete the application here:

Apply Here

2. If you need additional information, contact Joe Carlucci at jcarlucci@inbia.org

Dinah Adkins Incubator of the Year

This prestigious award honors InBIA member incubation programs that exemplify the association's principles and practices of successful business incubation. One winner will be selected from among incubators with a mixed-use or special focus and one from incubators with a technology focus.

Incubator of the Year — General and Special Focus: includes incubators that serve a wide range of client types or serve clients primarily in a non-technology industry niche. Can include mixed-use, manufacturing, arts, service, kitchen, or other special-focus, non-technology incubation programs.

Incubator of the Year — Technology Focus: includes incubators that focus on clients that are widely recognized as high technology. Can include general technology incubators, Internet, biotechnology, communications, software design, information technology, environmental technology, etc.

Both category winners will be named Dinah Adkins Incubator of the Year; one of the two category winners will be selected for InBIA's highest honor, the prestigious Randall M. Whaley Incubator of the Year award.

Eligible incubators:

- ◆ Are InBIA members
- ◆ Began serving clients before January 1, 2015
- ◆ Have not won an InBIA Incubator of the Year award after 2015
- ◆ Have on-site management
- ◆ Provide a full range of business development services
- ◆ Have a policy for graduating companies

Incubator of the Year – Basic Information

- Incubator name, address and website address.
- Board of directors' point of contact name/phone/e-mail address (for verification of submitted data).
- Incubator category (General and Special Focus *or* Technology Focus).
- Incubator's mission and up to three specific goals (no more than 1 paragraph).
- Month and year incubation program began accepting clients.
- Current gross square footage (exclude space permanently rented to anchor tenants who do not receive business incubation services) and square footage available for rent by client companies receiving incubation services.
- Incubator tax status [e.g., 501(c)(3), 501(c)(6), LLC, C-corporation, etc.]. If applicable, identify major stakeholders and/or sponsors.
- List resources used to achieve your success. Categorize those resources as either direct (e.g., on-site counselors employed by the incubator, in-house seminars, anchor tenants) or indirect (e.g., government or state grants, Small Business Development Center services, angel investors, bankers).

Scoring: Judges will award points for each section (total possible points = 125).

Incubator Accomplishments (110 possible points): Provide the following information about the incubator in the order requested. Description for each area is limited to 4000 characters.

1. **Business Development Services:** Provide a comprehensive description of business services the incubator offers its client companies, including how the program assesses companies' needs, who delivers the services and how services are delivered. Describe any innovative systems, fee arrangements, partnerships or other strategies that enhance the overall service program. (30 points)
2. **Program Results:** Describe the program's most significant accomplishments, demonstrating their relevance to the incubator's mission and each of its described goals. (For example, if the incubator has a goal of creating jobs, how many has it created and how do you verify that? If the program aims to commercialize technology, how many companies and patents can it claim?). Address the incubator's role in the community and how it has made a positive impact by maximizing the success of emerging companies. Be sure to include any barriers the incubator had to overcome to achieve these results. Indicate whether it has maintained a management information system and collected statistics and other information necessary for ongoing program evaluation. Where appropriate, provide statistics to support your statements; you also may provide qualitative measures. (25 points)
3. **Financial Stability:** Describe the incubator's finances (most recent fiscal year income statement in U.S. dollars), indicating sources of revenue and the percentage of revenue each source represents. Indicate any challenges to financial stability the incubator has faced and how it has dealt with them. If appropriate, include information on how incubator development was financed as well as how current operations are financed. Be sure to include any innovative approaches to generating revenue. The goal is to show that the incubator is a dynamic model of a sustainable, efficient business operation. (25 points)
4. **Success Stories:** Provide up to two significant company case studies that exemplify how effective your incubation program has been. Where appropriate, provide statistics to support your statements (e.g., company revenues, new products to market, employees, third-party investments). Place particular emphasis on how interaction between the incubator and the companies led to those successes. (15 points)
5. **Best Practices:** Describe how your management and board have incorporated incubation best practices. (For a copy of InBIA's Principles and Best Practices of Successful Business Incubation, see <http://www.inbia.org/resources/for-program-managers/program-best-practices>)

Extra Information (10 possible points)

Submit your client company roster. You also may submit up to four (4) other informative documents, such as an incubator brochure, newsletter, client information packet, annual report, packet of one to five (1-5) news clippings or award/recognition materials. Material must be in English or provide a translation.

Presentation (5 possible points)

Nominees can earn points for the appearance and clarity of their materials. Judges will base scores on how easily they can extract the requested information as well as on the general look and feel of the submissions. Please see "Presentation Guidelines" on page 12 for details.

How do I submit nominations?

1. Complete the application at:
2. If you need additional information, contact Joe Carlucci jcarlucci@inbia.org.

Presentation Guidelines

Nominees for 2018 “Best Of” Awards and Incubator of the Year awards can earn five (5) points for the appearance and clarity of their materials. Judges will base presentation scores on how easily they can extract the requested information, as well as on the general look and feel of the submissions.

To help you earn these points, we ask that your nominations adhere to these guidelines:

1. Please use an easy-to-read font for all submissions (no script fonts please).
2. Please do not exceed the maximum length specified for each requested item.
3. Consider each question carefully and make good use of the maximum length specified to present your best case to the judging panels.
4. Please submit the information in the order requested. Be sure the first page of each package is the completed “Basic Information” page.
5. If you are attaching PowerPoint slides, please do not make them smaller than two slides per page.
6. Financial information should be clear and concise, consisting of typical snapshot data such as an income statement (P/L), balance sheet information and/or cash flow statement.

Nominations must be received by Monday, February 15, 2019.

Questions? Contact Joe Carlucci at jcarlucci@inbia.org.

Frequently Asked Questions

1. Why should I apply for an InBIA Incubation Award?

Winning an InBIA award generates national and community recognition of the excellence of your business incubation program. Winning programs will be profiled on InBIA's Web site, in our e-Newsletter, at an awards ceremony at InBIA's international conference and via news releases. Winning the award also could bring you state and local media attention, and the consequent recognition of your program's excellence could be instrumental in helping you gain additional stakeholder support.

2. Does presentation matter?

While the information you provide is more important than appearance, your application needs to be neat and the requested information should be easy to find. The application should be clear and concise, providing specific information in response to the requests in the nomination materials.

3. How long will it take to complete an application?

Depending on the type of award, it will likely take between four and eight hours to complete an application package.

4. May I apply for more than one category?

Yes. InBIA members may enter as many categories as they desire.

5. When will I receive notification of the results of the awards judging?

An InBIA staff member will contact you by early March 2019.

6. I am not sure which awards I should submit nominations for.

Consider the category in which you are strongest and then choose. For example, to win an Incubator of the Year award, your program should have sufficient experience to compete with other mature programs that have strong track records of graduating successful companies. If your program is less mature, you may wish to describe one of your innovative programs. Although the innovative program you nominate must be excellent, a relatively lengthy incubator track record is not required to win this award.

7. What are some common qualities of past winning entries?

- All the requested information is provided.
- All information is easy to find.
- The application looks professional and is clear and concise.
- There is solid information on how the program has helped successful clients or graduates excel.

8. I represent a small incubation program. How could our program expect to win when other incubators are broader in scope and have greater resources?

It isn't the size of your incubator that matters to the InBIA judges. It is your incubator's quality of service and how your clients have succeeded in relation to the resources you have available.

9. How are the nominations judged?

Nominations are scored by panels of InBIA member business incubation professionals with extensive industry experience as either incubator managers or industry consultants.

10. Who have won InBIA awards in the past?

See past winners in the InBIA Awards Showcase at <http://www.inbia.org/success-stories/inbia-awards>

11. Are prior winners allowed to submit again?

Yes! If you have seen new successes, we want to hear about it and want you to submit!