

## SMALL BUSINESS INSTITUTE® STUDENT COMPETITION

2022/2023 Guidelines – Awarded at 2023 Annual Conference  
Denver, CO



Competition	Chuck McDowell Business Plan Competition	Project of the Year Competition	Student Venture Competition
Feasibility/Comprehensive Study For A 3 <sup>rd</sup> Party Client (undergrad & grad category)		√	
Feasibility/Comprehensive Study For A Student (undergrad & grad category)			√
Specialized/Consulting For A 3 <sup>rd</sup> Party Client (undergrad & grad category)		√	
Specialized/Consulting For A Student Venture (undergrad & grad category)			√
Business Plan For A 3 <sup>rd</sup> Party Client	√		
Business Plan For A Student Venture	√		
Maximum Number Of Submissions Per University	2	1/category	
Maximum Number of Submissions Per Faculty Lead	2	1/category, 2 total	1/category, 2 total
Teams Invited To Conference	Top 9	Top 1-3 per category	Top 1-3 per category
Due Date	Feb. 1, 2023	Nov. 15, 2022	Nov. 15, 2022
Competition Period Covered	Jan. – Dec. 2022	July '21 – June '22	July '21 – June '22
Prize Money	\$7,000	\$0	\$0
Plaques For Winning Teams	√	√	√
Graduate & Undergraduate Categories		√	√
Maximum Number of Students per Team	2	6	6
Entry Fee: If paying by Credit Card – you may contact the SBI administration. Phone: 601-924- 3489 If you do not wish to pay by credit card, please make your check payable to "SBI" and mail to: SBI, PO Box 115, Clinton, MS 39060.	\$0 for SBI in good standing (2 entries) \$125 for non-SBI members (2 entries)	\$0 for SBI in good standing (2 entries) \$125 for non-SBI members (2 entries)	\$0 for SBI in good standing (2 entries) \$125 for non-SBI members (2 entries)
Submission Link	<a href="#">SBI Student Project Entry Form</a>		

Judging Rubric	<a href="#">Business Plan POY Judging Rubric</a>	<a href="#">SBI Judging Form: Feasibility/Comprehensive Analysis, SBI Judging Form: Consulting/Specialized</a>	<a href="#">Student Venture Judging Rubric</a>
Conference Presentation	10-minute presentation 1-minute elevator pitch	Poster Presentation	Poster Presentation
Judging Requirements by Faculty Lead	3 / entry	3 / entry	3 / entry
Final Judging	Finals at conference	Prior to Conference	Prior to Conference
Submission Requirements	<p>One PDF document for the Business Plan. Business Plans must follow the outline described below.</p> <ul style="list-style-type: none"> <li>• The Title/Cover Page and Table of Contents (Does not count as part of the 10 business plan pages.)</li> <li>• Title/Cover Page (Does not count toward the 10 business plan pages)</li> <li>• Table of Contents (Does not count toward the 10 business plan pages)</li> <li>• Executive Summary</li> <li>• Business Mission and Vision</li> <li>• Business Description</li> <li>• Market Analysis</li> <li>• Description of Products &amp; Services</li> <li>• Organization &amp; Management</li> <li>• Marketing &amp; Sales Strategy</li> <li>• Financials (Must have at least a detailed 5-year projected cash flow with annual income statements and balance sheets)</li> <li>• Appendices (Up to 10 pages of appendices)</li> <li>• <a href="#">Affidavit for Client release</a> (Does not count towards page count)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Electronic submission</a> (through the POY management system)</li> <li>• File Format: <i>one</i> inclusive, contiguous PDF document. Any separate files (such as appendices) should be merged into that one file</li> <li>• 100-page limit all inclusive. (each page, including title, appendices, etc. count toward the 100-page limit)</li> <li>• 12 pt font for report text</li> <li>• Double--spaced report text</li> <li>• Each page shall be numbered consecutively</li> <li>• <a href="#">Affidavit for Client release</a></li> </ul>	<ul style="list-style-type: none"> <li>• Convert poster PowerPoint presentation into a PDF</li> <li>• Record a <u>7-minute video</u> summarizing your poster</li> <li>• Have all individuals who are in the YouTube presentation compete a <a href="#">Photo/Video Release form</a>. Combine all photo/video releases into a single PDF for uploading into the Participant Submission Form.</li> <li>• <a href="#">Affidavit for Client release</a></li> </ul>

	<ul style="list-style-type: none"><li>• 7-minute video summarizing your business plan</li><li>• Have all individuals who are in the YouTube presentation complete a <a href="#">Photo/Video Release form</a>. Does NOT count toward page count.</li></ul>		
Questions?	<ul style="list-style-type: none"><li>• Contact Jana Minifie: <a href="mailto:jm13@txstate.edu">jm13@txstate.edu</a></li></ul>		