



ELIGIBILITY GUIDELINES

General Eligibility

- ❖ Individuals or businesses who have been finalists but have not won are eligible to receive the Don Quijote Award.
- ❖ If a business or professional has been nominated in multiple categories, the nominee is only eligible to submit an application in one category.
- ❖ Those who are not eligible for the Don Quijote Award include:
 - Elected officials or those running for office
 - Board members, employees, and immediate relatives of employees of the Hispanic Chamber of Commerce of Metro Orlando (HCCMO) or Prospera
 - Members of the Don Quijote Award steering and selection committees
 - Past award winners

Eligibility Requirements and Evaluation Criteria by Category

It is the responsibility of the nominee to verify that he or she meets the qualifications in his/her category.

Hispanic Business of the Year, Five Years or Less

This category recognizes a Hispanic-owned business that has been in business for two to five years and has demonstrated a trajectory of growth.

To be eligible:

- ❖ Business must be at least 51% Hispanic-owned and managed
- ❖ Must prove that it has been in operation for 2 to 5 fiscal years
- ❖ Must have a corporate office in Central Florida
- ❖ Must be a member in good standing of the HCCMO and/or client or service provider of Prospera at the time of nomination
- ❖ Business owner(s) must be willing to produce tax information or a sworn and notarized statement from an accountant stating revenues/net profit for the last two to three fiscal years

Businesses will be evaluated based on the following criteria:

- ❖ Rate of growth
- ❖ Net income
- ❖ Innovations and contributions to respective industry
- ❖ Community involvement and/or corporate social responsibility
- ❖ Awards or recognitions received

Those who are not eligible in this category include:

- ❖ Businesses in which any owner has previously won a Don Quijote Award in any category
- ❖ Nonprofit organizations (founders or executive directors of nonprofits qualify in the Professional and Excellence categories)



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Hispanic Business of the Year, More than Five Years

This category recognizes a Hispanic-owned business that has been in business for more than five years and has demonstrated a trajectory of growth.

To be eligible:

- ❖ Business must be at least 51% Hispanic owned and managed
- ❖ Must prove that it has been in operation for more than five years
- ❖ Must have a corporate office in Central Florida
- ❖ Must be a member in good standing of the HCCMO and/or client or service provider of Prospera at the time of nomination
- ❖ Business owner(s) must be willing to produce tax information or a sworn and notarized statement from an accountant stating revenues/net profit for the last two to three fiscal years

Businesses will be evaluated based on the following criteria:

- ❖ Rate of growth.
- ❖ Net income
- ❖ Innovations and contributions to respective industry
- ❖ Community involvement and/or corporate social responsibility
- ❖ Awards or recognitions received

Those who are not eligible in this category include:

- ❖ Businesses in which any owner has previously won a Don Quijote Award in any category
- ❖ Nonprofit organizations (founders or executive directors of nonprofits qualify in the Professional and Excellence categories)

Professional of the Year

This category recognizes a Hispanic individual who has excelled in his or her profession or field of work.

To be eligible:

- ❖ Nominee must be of Hispanic descent
- ❖ Must reside and work in the Central Florida region
- ❖ Cannot be more than 20 percent owner of the business he or she is representing
- ❖ Must be a member in good standing of HCCMO **or**
- ❖ Serve as a committee member for Prospera at the time of application

Individuals will be evaluated based on the following criteria:

- ❖ Professional achievements
- ❖ Demonstrated leadership within company or field of work
- ❖ Professional recognitions, honors, or awards received
- ❖ Community involvement



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Excellence

This category recognizes a Hispanic individual who has demonstrated leadership or made significant contributions to a field of work, a cause, or a particular community at a local, national or international level.

To be eligible:

- ❖ Nominee must be of Hispanic descent
- ❖ Must reside and work in the Central Florida region
- ❖ Cannot be more than 20 percent owner of the business he or she is representing.
- ❖ The nominee **is not** required to be a member of HCCMO or a volunteer of Prospera

Individuals will be evaluated based on the following criteria:

- ❖ Demonstrated leadership
- ❖ Contributions to a field of work
- ❖ Community involvement or contribution to a cause
- ❖ Recognitions, honors, or awards received

Hispanic Community Champion

This award recognizes a non-Hispanic individual who has lead by example in supporting the progress of the Hispanic community in Central Florida.

To be eligible:

- ❖ Nominee **cannot be** of Hispanic descent
- ❖ Nominee must demonstrate a history of support for the Hispanic community in Central Florida
- ❖ The nominee **is not** required to be a member of HCCMO or a volunteer of Prospera

Individuals will be evaluated based on the following criteria:

- ❖ Demonstrated leadership to further the development of the Hispanic community
- ❖ Community involvement
- ❖ Professional accomplishments
- ❖ Recognitions, honors or awards received