

## Woman-Owned Business

A woman who founded, owns and operates a business which received SBA assistance (through SBA loan programs or as a client of our technical service providers) may be nominated. Woman-Owned Business is defined as a business that is at least 51% owned and operated by one or more women. Nominees must meet all other small business week criteria i.e. residents of and employed in the United States, subject to a background check, comply with federal civil rights laws and the business must meet SBA's definition of small.

### Evaluation Criteria:

1. Staying power- a substantiated history as an established business. (The nomination package must include profit and loss statements and balance sheets for the last three years.

- Number of years in business.
- Sustained expansion of the business, addition of territories, growth in square footage occupied.
- Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over the last three years.

2. Growth in number of employees over the last three years.

- Jobs provided make a significant contribution to the economic vitality of the individual's household. Examples include a livable wage and benefits.

3. Increase in sales over the last three years.

- Growth in net income as evidenced on the fiscal year end financial statements over the last three years.

4. Response to adversity- examples of problems faced in the business or personal challenges overcome to be successful and the methods used to solve them

- Specific description of the financial, physical, educational, legal or other crisis or obstacle.
- Substantiation of the threat to the continuity of the business.
- Defined actions taken by the nominee to resolve the crisis.

5. Contributions to aid community-oriented projects - evidence of the use of his/her personal time and resources.

- Specific listing of contributions of money, time or resources to charitable causes.
- Membership in councils boards and clubs providing support and services to the community or providing support/leadership to other businesses.

6. Elements that distinguish your woman-owned business:

- Commit to a social mission in hiring policy, buying local, business location, etc.
- Products or services that meet a community need.
- Demonstrated creativity.

7. Documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.

**SBA NEW HAMPSHIRE WOMAN-OWNED BUSINESS AWARD**

*Nominee Information:*

Name of Nominee \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

*Nominator Information:*

Nominated By \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Please attach a nomination letter, brief biography, business profile, statement of qualities and performance, news articles and other supporting documentation, as outlined in the guidelines in support of your nominee. Return to the SBA New Hampshire District Office, U.S. Small Business Administration, Attn: Amy Bassett, JC Cleveland Federal Building 55 Pleasant Street, Suite 3101 Concord, New Hampshire 03301 by **DECEMBER 3, 2004**. For more information, please call 603 225-1606. Thanks for your support!