

2013 SBA West Virginia Small Business Exporter of the Year



Who Qualifies?

Any individual who owns and operates a small business engaged in exporting may be nominated. All nominees must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Evaluation Criteria

A complete nomination package must contain all of the following:

1. A single cover page with –
 - a. The nominee's full name, title, business and home addresses with telephone and fax numbers, email address and website;
 - b. The award for which the nomination is being made;
 - c. The nominator's name, title, place of business, business address, telephone number and email address;
 - d. A one-paragraph description of the nominee's business
2. An original 8X10, 5X7, or digital photo of the nominee.
3. Four or five additional photos of the nominee's company.
4. A nomination letter from the person from the person or organization submitting the nomination, not to exceed four pages.
5. A brief biography of the nominee **AND** a business profile not to exceed one page each.
6. Any other supporting documentation such as: news clips, letters of recommendation, and other evidence of the appropriateness of the nominee. Supporting documentation must not exceed 10 pages. Videos will not be considered.
7. A completed [Award Nomination Consent Form](#) (SBA Form 2137).
8. A completed [Award Nomination Form](#) (SBA Form 3300).
9. Nomination package must include a description of the products exported and markets served.

West Virginia
District Office
320 West Pike Street
Suite 330
Clarksburg, WV
26301
304-623-5631
www.sba.gov/wv

Every year since 1963, the President has proclaimed National Small Business Week to recognize the contributions of small businesses to America's economy.

During Small Business Week, generally held in May 2013, the SBA will honor exceptional small business owners and champions in Washington D.C.

In West Virginia, we will celebrate the achievements of our state award winners with our annual Small Business Week Celebration in May of 2013.

In addition, the nomination package **must** address each of the following criteria, including the table points with a narrative describing how the company meets or exceeds each of the elements.

10. Increased sales, profits and/or growth of employment because of exporting
11. Current and past financial reports – financial reports substantiate an improved financial condition. The following financial statements must be provided to substantiate the financial position of the business:
 - a. Profit-and –loss statements for the last three years, reflecting sustained upward growth.
 - b. Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return
12. Creative overseas marketing strategies.
13. Effective solutions to export related problems.
14. Demonstrated encouragement of other small businesses to export.
15. Volunteer assistance to other small businesses entering the export market.
16. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services

Note: The judges will score the nomination packages in this category by carefully reviewing elements 10 through 16.

Contact Rick Haney at 304-623-7449 (email: richard.haney@sba.gov) with questions. All nominations must be postmarked or hand delivered no later than **Friday, Dec. 7, 2012.**