

2013 SBA West Virginia Small Business Person of the Year



Who Qualifies?

Any individual who owns and operates or bears the principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. 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. A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable [SBA size standards](#). Individuals who have received the SBP award at the state level within the past five years are not eligible. While receipt of SBA assistance is not required, it is preferred.

Evaluation Criteria

A complete nomination package must contain all of the following:

1. A single cover page with –
 - The nominee’s full name, title, business and home addresses with telephone and fax numbers, email address and website;
 - The award for which the nomination is being made;
 - The nominator’s name, title, place of business, business address, telephone number and email address;
 - Type(s) of SBA assistance received.
 - 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, to include a concise statement of the qualities and performance that merit the award, 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).

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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.

9. **Staying Power** – a substantiated history as an established business; including:
 - a. Number of years in business (minimum 3 years).
 - b. Sustained expansion, addition of territories, growth in square footage occupied.
 - c. Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
10. **Growth in number of employees** – a benchmark to judge the impact of the business on the job market – sustained over a minimum of three years and in excesses of growth in GNP.
11. **Increase in sales and/or unit volume** – an indication of continued growth over the last three years – consistent growth in net income as evidenced by profit and loss statements over a minimum of three years (to illustrate growth).
12. **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
13. **Innovativeness of product or service offered** – an illustration of the creativity and imagination of the nominee.
 - a. Specific description of uniqueness of product or service.
 - b. Explanation of how product or service fits a niche not being adequately addressed by the competition.
14. **Response to adversity** – examples of problems faced in the nominee's business and the methods used to solve them, including:
 - a. Specific description of financial, physical, legal or other crisis.
 - b. Substantiation of the threat to the continuity of the business.
 - c. Defined actions taken by the nominee to resolve the crisis.
15. **Contributions to aid community-oriented projects** – evidence of the use of his/her personal time and resources, including:
 - a. Listing of specific contributions of money, time, or resources to charitable causes.
 - b. Memberships in councils, boards and clubs providing support and services to the community.

Note: The judges will score the nomination packages by carefully reviewing elements 9 through 15.

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